



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**January to June 2022**

**Annex P**

Name of Administrative Staff/SRA **EDRALIN M. MALASAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83

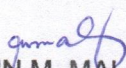
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.83

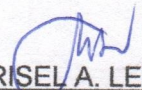
FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

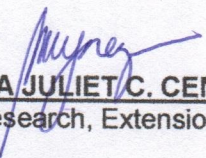
Prepared by:

  
EDRALIN M. MALASAGA  
Name of Staff

Reviewed by:

  
MARISEL A. LEORNA  
Director

Approved:

  
MARIA JULIET C. CENIZA  
Vice President, Research, Extension & Innovation





# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - ACCOMPLISHMENTS

"Exhibit B"

I, **EDRALIN M. MALASAGA**, Science Research Assistant of the NATIONAL COCONUT RESEARCH CENTER-Visayas, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY 1 TO JUNE 30, 2022

**EDRALIN M. MALASAGA**  
Science Research Assistant  
Date: \_\_\_\_\_

Recommending Approval:   
**MARIO E. BALIAD**  
Supervisor  
Date: \_\_\_\_\_

Approved:   
**MARISEL A. LEORNA**  
Director, NCRC-V  
Date: \_\_\_\_\_

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Center Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS
							Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH INNOVATION SERVICES											
		PI2: Number of research outputs presented in regional/national/ international fora/conferences									
		In national fora/conferences									
		In regional fora/conferences									
		In institutional fora/conferences	Prepares and submit research outputs during In-house review	2	150%	3	5	4	5	4.67	
		PI3: Number of research projects/study conducted and/or completed on schedule									
		Project 1: Collection and characterization of local and introduced coconut cultivars/hybrids (2 Studies)	Assists the project leader in the implementation of research on coconut germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervise laborers on the field maintenance of the coconut germplasm collection such as ringweeding, underbrushing/grasscutting, cutting and proper disposal of damage coco-palms, planting and/or replanting of new coconut seedlings.	2	200%	4	5	5	4	4.67	











	Submission of project's PPMP for the following year within deadline as prescribed by BAC	Prepares and submit project's PPMP for the following year within deadline as prescribed by BAC	2	100%	2	5	5	4	4.67	
	Number of NCRC-V meetings conducted/attended	Attend NCRC-V monthly meetings	5	120%	6	5	5	5	5.00	
	Number of documents reviewed/ evaluated, signed and approved	Reviews and signed documents	6	400%	24	5	5	5	5.00	
	Number of reports prepared/reviewed/submitted, data and other information requested by other office	Prepares and submit quarterly and semi-annual reports to OVPREI	2	200%	4	5	5	5	5.00	
	<b>Total Over-all Rating</b>								<b>4.83</b>	
	<b>Average Rating</b>									
	<b>Approved Additional Points (w/ copy of Approval)</b>									
	<b>FINAL RATING</b>			<b>4.83</b>						
	<b>ADJECTIVAL RATING</b>			<b>OUTSTANDING</b>						
					<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Dependable and she can work independently.</i>					

Evaluated & Rated by:

  
MARIO E. BALIAD

Supervisor

Date:

Recommending Approval:

  
MARISEL A. LEORNA

Director, NCRC-V

Approved by:

  
MARIA JULIET C. CENIZA

Vice President, OVPREI

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: EDRALIN M. MALASAGA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	<i>Assists in the implementation of research</i>							
2	<i>Proj. Title 1 Collection and characterization of local and introduced coconut cultivars/hybrids</i>	<i>Assists the project leader in the implementation of the research on coconut germplasm collection and characterization</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Supervise laborers in maintaining the area of germplasm collection and the experimental plants such as ring-weeding, underbrushing / grasscutting and burning of damage coco palms, planting and replanting of new coco seedlings</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Monitor pests and diseases of coconut</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	



		<i>plants in the NCRC germplasm and application of biological control agent to Brontispa infested coco palms</i>						
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Supervises laborers in data gatherings of different coconut cultivars</i> a) <i>Flowering characteristics</i> b) <i>Growth characteristics</i> c) <i>Yield and nut component characteristics</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Encode , compute and compile all data sets of data collected from different coconut cultivars</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		<i>Prepare reports</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
3	<i>Project 2: Performance of different intercrops under</i>	<i>Supervised laborers in the field maintenance</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	



	coconut using organic and inorganic fertilizer	of the project						
4	Conserved crop varieties	Conserve and utilize coconut genetic resources for research, breeding works and production purposes	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
5	Assists in the implementation of duly approved extension projects	Assist in the implementation of 1 extension project	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
6	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervised laborers in the maintenance of coconut demonstration farm and production of black pepper as planting material	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
7	Provides technical/expert services	Provide the technical/expert services requested by the beneficiaries via online or thru mobile phone	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
8	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
9	Prepares /Produces IEC materials for farmers/clienteles information	Produce IEC materials for farmers / clientele	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	




10	<i>Distribute IEC materials</i>	<i>Distributes 20 IEC materials</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
11	<i>Monitor STF Project</i>	<i>Monitors STF 6.1 project</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
12	<i>Provides customer friendly frontline services to clients</i>	<i>Provides customer friendly frontline services to clients</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
13	<i>Brief and entertains clientele and investors</i>	<i>Brief and entertains clientele and investors</i>	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
MARIO E. BALIAD  
Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: EDRALIN M. MALASAGA

Position: Science Research Assistant

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	(4)	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
Total Score						

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation : \_\_\_\_\_



MARIO E. BALIAD  
Printed Name and Signature  
Supervisor



## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: NCRC-V

Name of Employee: EDRALIN M. MALASAGA

Head of Office: MARISEL A. LEORNA

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data Collection	✓	✓			
Coaching					
Data Organization	✓	✓			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIO E. BALIAD  
Immediate Supervisor

Noted by:

MARISEL A. LEORNA  
Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN**  
**January to June 2022**

Name of Employee: EDRALIN M. MALASAGA

Performance Rating: \_\_\_\_\_

Aim: To be efficient and effective worker in the implementation of research and extension activities of the project.

Proposed Interventions to Improve Performance:

Date: January 4, 2022 Target Date: January 7, 2022

First Step:

Conduct meeting and planning activities with the SRA

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among staff and clients.

Date: January 10, 2022 Target Date: January 14, 2022

Next Step:

Supervise laborers and conduct hands on research activities.

Outcome: Successful implementation of research activities and enhanced skills on research activities.

Final Step/Recommendation:

Enhance self-dependency, resourcefulness, and time management with regard to project implementation.

Prepared by:

MARIO E. BALIAD  
Supervisor

Conforme:

EDRALIN M. MALASAGA  
Name of Ratee