



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2020

Annex P

Name of Science Research Assistant: **JERREL ANN L. LAGITAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.897	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: _____

4.89

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

4.89

FINAL NUMERICAL RATING _____

4.89

ADJECTIVAL RATING: _____

Outstanding

Prepared by: _____

JERREL ANN L. LAGITAO

Name of Staff

Reviewed by: _____

MARIA JULIET C. CENIZA

Director

Recommending Approval: _____

JOSE L BACUSMO

Director for Research

Approved: _____

OTHELLO B. CAPUNO

Vice President, Research, Extension & Innovation



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
 Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JERREL ANN L. LAGITAO, Science Research Assistant of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period February to June, 2020.

JERREL ANN L. LAGITAO

Science Research Assistant

Date: _____

Approved:

MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target		Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences									
		In institutional fora/conferences	Prepares semi-annual research outputs	2	200%	4	5	5	4	4.67	
		A7. Number of research projects conducted and/or completed on schedule									
		Makapuno Embryo Culture Project	Supervises maintenance of tissue culture laboratory, screenhouse, and field activities	3x/wk	166.67%	5x/wk	5	5	4	4.67	
			Supervises and conduct soil sterilization, potting, and repotting of makapuno seedlings	100	250%	250	5	5	5	5.00	
			Supervises in harvesting makapuno nuts and meat processing	100 nuts	1500%	1500	5	5	5	5.00	
			Conduct screenhouse experiment	50%	160%	80%	5	5	5	5.00	

		NCRC14-1420.16/Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties	Supervises in underbrushing, ringweeding, fertilization	3x/wk	166.67%	5x/wk	5	5	5	5.00	
			Data Collection, sampling, and monitoring	3x/wk	166.67%	5x/wk					
			Supervises polleen collection, processing and pollination	3x/wk	100%	3x/wk					
			Data monitoring, gathering, and consolidation	3x/wk	100%	3x/wk					
		Comparative Performance of Promising Coconut Cultivars and VSU Hybrids in a Drought-prone Area in Bohol (Revised Title of: Multiloc...)	Coordination to farm owner and monitoring of the experimental area.	2X/wk	150%	3x/wk	4	5	5	4.67	
			Supervises emasculation, pollen collection, and hand pollination	2X/wk	250%	5x/wk					
			Data analysis and report writing	2X/wk	250%	5x/wk					
			Supervises polleen collection, processing and pollination	2	100%	2	5	5	5	5.00	
		Conservation of Coconut Genetic Resources from Typhoon-Damaged Areas in Eastern Visayas for the Development of a Typhoon-Tolerant Coconut Variety	Supervises and assist monthly activities (weeding, fertilization, etc.)								
			Data monitoring, gathering, and consolidation	2X/wk	250%	5x/wk					
		A14. Number of technologies generated and utilized by industries and farmers or other clients.									
	Extension/Production Services										
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training		5	200%	10	5	5	5	5.00	

		A17. Number of beneficiaries served with technical assistance									
		Individuals	Briefings of students and farmers/clients on makapuno technology and its facilities and equipment	5	200%	10	5	5	5	5.00	
			Assists student research	2	250%	5					
		A24. Number of copies of IEC materials distributed	Produced and distributed coconut IEC materials	10	200%	20	5	5	5	5.00	
	Support to Operation (STO)										
	MFO 6. Income Generating and Production Services										
	Sustainable income generation activities to support University activities	A28. 10% increase of income generated to support university projects	Assist in generating income (Makapuno Project)	2X/wk	250%	5x/wk	5	5	5	5.00	
		A29. Number of STF/IGP's monitored, supervised and managed	Supervise and monitor STF 6.4 project	2X/wk	250%	5x/wk	5	5	4	4.67	
			Issues official receipts to clients	15		30					
			Remits income to cash division	5		10					
			Prepares monthly reports	6		12					
			Supervises deliveries of makapuno seedlings, meat, and nuts to clientele in Luzon, Bohol, and other places	10		20					
			Prepares and issue permit to carry certificate to clients	10		20					
										4.897	
Average Rating			4.897	Comments and Recommendations for Development Purpose: <i>Willing to learn. Proper mentoring and guidance are needed.</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.897								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

MARIA JULIET C. CENIZA
Center Director

Date: _____

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

PERFORMANCE MONITORING FORM

Name of Employee : JERREL ANN L. LAGITAO

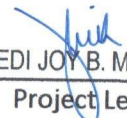
Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/Recommendation
1.	Research projects conducted and/or completed on schedule:		January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
	Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties	<i>Assists the project leader in the implementation of the study.</i>	January 2020	January 2020	January 2020	Very Impressive	Very Satisfactory	
		<i>Supervise and assist laborers in field activities (underbrushing, ringweeding, fertilization)</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Conduct research activities such as data collection, sampling, monitoring, data consolidation, and encoding</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Supervises pollen collection, emasculation, bagging, and pollination</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
	Proj. Title 2: Conservation of Coconut Genetic Resources from Typhoon Damaged Areas in Eastern Visayas for the Development of a Typhoon-Tolerant Coconut Variety	<i>Assists the project leader in the implementation of the study.</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Coordinates farm owner and monitoring of the experimental area in</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	

		Conduct research activities such as data collection, monitoring, data consolidation and encoding	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
	Proj. Title 3: Comparative Performance of Promising Coconut Cultivars and VSU Hybrids in a Drought-Prone Area in Bohol (Phase I) (Formerly: Multilocation Evaluation of Promising Drought Tolerant and High-yielding Coconut Cultivars and	Supervises and conduct monthly meeting	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Supervise and conduct research activities such as data collection, sampling, monitoring, data consolidation, and encoding	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Supervises pollen collection, emasculation, bagging, and pollination	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
2	Copies of IEC materials distributed	Distributes IEC materials on Makapuno Tissue Culture and Production	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
3	Beneficiaries served with technical assistance	Assist senior high school students' thesis	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
4	STF/IGP's monitored, supervised and managed	Helps monitor & implement STF 6.4	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Prepares job request letter, trip ticket, permit to carry	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Issues official receipts to clients	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Remits income to cash division	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Prepare monthly financial reports	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Supervise and conduct makapuno harvest-process	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	

		<i>Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Luzon, Bohol, and other places</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Conduct screenhouse experiment</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Coordinates and entertain outsider clients</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		<i>Supervise activities in tissue culture lab and screenhouse</i>	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	

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

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


JEDI JOY B. MAHILUM
Project Leader



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: JERREL ANN L. LAGITAO

Position: SRA

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						

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 : Dependable! Strives to work and achieves target.

MARIA JULIET C. CENIZA
Printed Name and Signature of Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2020

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : JERREL ANN L. LAGITAO

Head of Section : JEDI JOY B. MAHILUM

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Field visit	√	√			
Data collection					
Coaching					
Data Organization	√	√			

Note: Please indicate the date in the appropriate box when the monitoring

Conducted by:

JERREL ANN L. LAGITAO

Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2020

Name of Employee: JERREL ANN L. LAGITAO
Performance Rating: _____

Aim: To be efficient and effective worker in the implementation of research and extension activities of the varietal improvement section

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2020 **Target Date:** 1st Quarter

First Step:

Conduct meeting & planning activities with the staff of varietal improvement section

Result:

Enhance knowledge on the implementation of the activities of the section and develop better relationship among staff and clients

Date: January 1, 2020 **Target Date:** June 30, 2020

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-dependent, resourcefulness, and time management

Prepared by:

Conforme:


JERREL ANN L. LAGITAO


JEDI JOY B. MAHILUM
Immediate Supervisor