



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**July to December 2020**

**Annex P**

Name of Administrative Staff: **EDRALIN M. MALASAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87

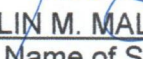
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: Outstanding

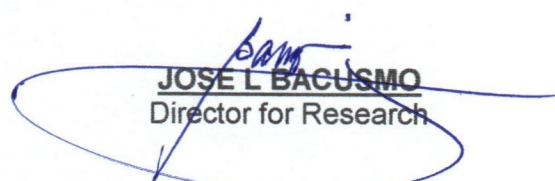
Prepared by:

  
EDRALIN M. MALASAGA  
Name of Staff

Reviewed by:

  
MARIA JULIET C. CENIZA  
Director

Recommending Approval:

  
JOSE L. BACUSMO  
Director for Research

Approved:

  
OTHELLO B. CAPUNO

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

"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 JULY TO DECEMBER 2020.

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

Recommending Approval:

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

Approved:

**MARIA JULIET C. CENIZA**  
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 SERVICES											
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *									
		In institutional fora/conferences	Prepares and submits research outputs during In-house review	2	100%	2	5	5	4	4.67	
		A 31. 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 coconurt germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervised laborers in maintaining the area of germplasm collction and the experimental palms such as ringweeding, underbrushing/ grasscutting, cutting and burning of damage coco-palms, planting and replanting of new coco-seedlings	2	200%	4	5	5	5	5.00	

			Monitor pests and diseases of coconut palms in the NCRC germplasm and application of biological control agent to <i>Brontispa</i> infested coco-palms	200	150%	300	5	5	5	5.00	
			Supervised laborers in harvesting and hauling nut samples of 18 coconut cultivars in the germplasm	500	180%	900	5	5	5	5.00	
			Supervised laborers in data gathering of different coconut cultivars:								
			a) Flowering characteristics	200	175%	350	5	5	5	5.00	
			b) Growth characteristics	200	250%	500	5	5	5	5.00	
			c) Yield and nut component characteristics	500	170%	850	5	5	5	5.00	
			Encode, compute and compile all data sets of data collected from different coconut cultivars	20	250%	50	5	5	5	5.00	
			Reports preparation	2	100%	2	5	5	5	5.00	
		<b>Project 2:</b> Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervised laborers in the field maintenance of the project	1	100%	1	5	5	4	4.67	
		<b>A 32.</b> Number of crop varieties conserved and utilized	Conserved and utilized coconut genetic resources for research, breeding works and production purposes	46	100%	46	5	5	4	4.67	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Assists implementation of duly approved extension projects								
		<b>Study 1:</b> Promotion of diversified and sustainable coconut-based farming system	Supervised laborers in the maintenance of coconut demonstration farm and production of black pepper planting materials	2	100%	2	5	4	5	4.67	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:									
	Consultancy	Consultant	Provides technical assistance through telephone consultation by the clienteles	1	100%	1	5	4	5	4.67	



		A 41. Number of beneficiaries served with technical assistance									
		Individuals	Provides technical assistance on coconut production, cultural and pest management and intercropping through telephone calls inquiries/consultations by the clients.	1	200%	2	5	4	5	4.67	
		A 42. Number of technology generated adopted/utilized by the coconut farmers and/or other clientele	Facilitates/accommodates coconut farmers and/or other clienteles acquired coconut intercrops and biological control of coconut pest	4	125%	5	5	5	4	4.67	
		A 43. Number of copies of IEC materials distributed	Facilitates the distribution of coconut IEC materials to interested clienteles	20	100%	20	4	5	5	4.67	
		<b>Additional Outputs:</b>									
		Production of Parasitoids as biological control agents for coconut pest ( <i>Brontispa longissima</i> )	Mass produced biological control agents (parasitoids) for coconut pest	300	100%	300	5	5	5	5.00	
		Number of coconut area distributed with parasitoids	Brontispa infested coconut area released with parasitoids	5	100%	5	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 1. Development Services</b>										
		Number of In-house seminars/training/workshops/reviews conducted/attended	Attended Research Development and Extension In-house review	2	100%	2	5	5	5	5.00	
	<b>Income Generating and Production Services</b>										
	Sustainable Income generation activities to suport University activities	Number of STF/IGP's monitored, supervised and managed	Helps monitor STF 6.1 project	1	100%	1	5	4	5	4.67	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	P12. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients			Zero % complaint					
		Number of clients/investor briefed and entertained	Briefs and entertains clients through telephone/cellphone	5	100%	5	5	4	5	4.67	
										4.86	
<b>Average rating</b>				<b>4.86</b>		<b>Comments &amp; Recommendations for Development Purpose:</b>					

Additional Points:		Responsible as plus initiative.
Approved Additional Points (with copy of approval)		
FIINAL RATING	4.86	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:

MARIO E. BALIAD

Supervisor

Date:

Recommending Approval:

MARIA JULIET C. CENIZA

Director, NCRC-V

Approved by:

OTHELLO B. CAPUNO

Vce President, QVPREi

Date:

## PERFORMANCE MONITORING FORM

Name of Employee : **EDRALIN M. MALASAGA**

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	Presents research outputs during institutional fora/conferences	Presented research outputs during institutional fora/conferences	Nov 2020	Nov 2020	Nov 2020	Very Impressive	Very Satisfactory	
2	Implements research on coconut germplasm collection and characterization	Implemented 2 research studies on coconut germplasm collection and characterization	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
3	Supervises laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms)	Supervised 4 laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms)	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
4	Monitors brontispa infestation on the different coconut accessions in the germplasm and application of biological control agent on brontispa infested coco palms	Monitored pests and diseases on 300 palms of the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
5	Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	Supervised laborers in harvesting and hauling 900 nut samples for nut component analysis from the different coconut accessions	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
6	Supervise data gathering on the different coconut accessions:	Supervised data gathering on the different coconut accessions:	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
7	a) Flowering characteristics	a) Flowering characteristics (350)	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
8	b) Growth characteristics	b) Growth characteristics (500)	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
9	c) Yield and nut component characteristics	c) Yield and nut component characteristics (850)	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	



10	Encodes and computes all sets of data collected from the different coconut accessions	Encoded and computed 50 sets of data collected from the different coconut accessions	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
11	Organizes/compiles all computerize sets of data from the different coconut accessions	Organized/compiled all computerize 250 sets of data from the different coconut accessions	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
12	Report writing	Writes 2 research reports	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
13	Conserves and utilizes genetic resources for research production purposes	Conserved and utilized 46 genetic resources for research production purposes	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
14	Supervises laborers in maintaining the coconut-based intercropping demonstration area	Supervised 2 laborer in maintaining the coconut-based intercropping demonstration area	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
15	Conducts trainings on coconut-related topics	Conducted trainings to 25 farmers on coconut-related topics	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
16	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	Briefed and entertains 5 clients through telephone/celphone	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
17	Distributes materials on coconut production information materials and other IECs	Distributed 375 coconut production information materials and other IECs to interested individuals	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
18	Mass produce parasitoids and distributes to coconut farmers for sustainable control of coconut leaf beetle	Mass produced parasitoids and distributed 300 to coconut farmers for sustainable control of coconut leaf beetle	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
19	Supervises and monitors STF 6.1	Supervised and monitored STF 6.1 project	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	

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

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

  
MARIO E. BALIAD  
Project Leader





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: EDRALIN M. MALASAGA 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



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 of Supervisor

**PERFORMANCE MONITORING & COACHING JOURNAL**

Rating Period: July to December 2020

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

Name of Officer : **EDRALIN M. MALASAGA**Head of Section : **MARIO E. BALIAD**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> <b>Field visit, meeting</b>	July-20 Aug. 3 Sept. 7 Oct. 5 Nov. 3 & 16 Dec. 14	July-20 Aug. 17 Sept. 14 Oct. 16			
<b>Coaching</b> <b>Consultation</b>  <b>Report preparation</b>	July 13 Sept. 14 Oct. 16 Nov. 9				

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

Conducted by:

**MARIO E. BALIAD**

Immediate Supervisor

Noted by:

**MARIA JULIET C. CENIZA**

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July to December 2020**

**Name of Employee:** EDRALIN M. MALASAGA  
**Performance Rating:** Outstanding

**Aim:** To improve knowledge in research and extension activities, and to develop her skills in identification and management of coconut pests

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

**Date:** July 2020 **Target Date:** 3rd Quarter

**First Step:**

Attend virtual training/seminar dealing on updating knowledge in research and extension activities

**Result:**

Gain additional knowledge in coconut-based intercropping system and pest management

**Date:** October, 2020 **Target Date:** 4th Quarter

**Next Step:**

Apply the knowledge acquired for improved research and extension activities and coconut pest coconut pest management.  
Allow her to write paper for publication

**Outcome:**

Her knowledge and skills in coconut-based intercropping and management of coconut pest will be developed.

**Final Step/Recommendation:**

Allow her to involve different scheme of coconut intercroppng and pest management project.

Prepared by:

MARIO E. BALIAD  
 Immediate Supervisor

Conforme:

EDRALIN M. MALASAGA  
 Science Research Assistant