Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ELENA I. MONTEROSO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.51	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
		TOTAL NUMERICAL RATING	**4.35**

TOTAL NUMERICAL RATING: 4.35
Add: Additional Approved Points, if any: 1
TOTAL NUMERICAL RATING: 4.45

FINAL NUMERICAL RATING: 4.45

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

ANALITA A. SALABAO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELENA I MONTEROSO Science Research Specialist -BIDA Coordinator of the BIDANI, ISRDS, Visayas State University , commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period July to December , 2019.

ELENA I. MONTEROSO
Science Research Specialist

MARIA AURORA TERESITA W. TABADA
Director

MFO No.	MFO Descrip-tion	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accom-plishment	Rating: Quality	Rating: Efficiency	Rating: Timeliness	Rating: Average	Remark
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement											
Component : BIDA-Barangay Integrated Developmen t Approach - The Process of implementing the BIDANI Strategy thru advocacy/linkaging or generating and sustaining the active and coordinated participation of all sectors at various levels to facilitate adoption, implementation of the strategy to accelerate development at all levels. Also, build capacities of local government on systematic development planning, implementing, monitoring and & eveluating development Program/projects/activities (PPAs) embodied in Barangay Integrated Development Plan (BIDP).											
OVPRE MFO	4.1 Advocacy/Linkaging/Partnership			4.1.1Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.							
	SI 1 Number of SUCs and Technical department/Center adopted BIDANI as Extension Program/Project/Tool with MOA				2	3	5	4	4	4.33	VSU-BIDANI satellite SUC, VSU-Isabel - Technical Department: Teachers Education, Business Management, Engineering
	SI 2 Number of Local Government Units [LGUs] adopted/readopted BIDANI as a Development strategy in Local governance in program planning and Management of PPAs with SB Resolution/MOA /executive order				351	351	5	4	4	4.33	Own catchment LGUs: Baybay =92 brgys, Ormoc City- 110 brgys, Hilongos=51brgys Inopacan =20 brgys, Mahaplag 28 brgy. Leyte, Macrohon So. Leyte =30brgys Hindang, Leyte 20 & Merida, Leyte

	S2.2 Number of persons trained			300	355	5	4	4	4.33	
	S2.3 Number of LGUs Sect oral Core group/committee formulated their Sect oral Plans		Facilates filling-up and completion of sect oral form	8	10	5	4	4	4.33	MTAC Inopacan , Health and nutrition, Agriculture Social Welfare & Development Education, Finance, Ways and Means, Peace and Order, Environment Disaster Risk Reduction , Infrastructure & Planning Office
	S2.4 Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan (3-year Development Plans)		Facilitate the formulation and completion of BIDP/ comprehensive Multi-sect oral plan/ book	20	31.00	5	4	4	4.33	Inopacan 20, Macdohon 11
						5.00	4.20	4.20	4.47	
OVPRE MFO 4.3 IEC Materials/Extension Packages										
	P3.1 Number of IEC materials prepared and produced, distributed/presented : Brochures, training program , planning forms Sect oral Action Plan , Barangay Integrated Development Plan (BIDP) and guide in filing -up the forms (Municipal & barangay), draft MOA and executive order , Slide presentation , workplan, reports, sectoral matrix for operationalization and sectoral planning, logical map-MSDP /MIDP and reports		Conceptualize/design/prepares/produces and distributes training/orientation packages/information Education Communication	8	13	5	4	4	4.33	Brochures, training program , planning forms Sect oral Action Plan , Barangay Integrated Development Plan (BIDP) and guide in filing -up the forms (Municipal & barangay), draft MOA and executive order, Slide presentation , workplan, reports, sectoral matrix for operationalization, logical map-MSDP and Slide presentation
	S3.1 Number of person provided with IEC materials distributed/Slides presented		Provided during workshop as extension package in the pilaning-workshop	300	499	5	4	4	4.33	A dvocacy material Brochure Planning forms Sect oral Action Plan , Barangay Integrated Development Plan (BIDP) and Guide in filing-up the forms
	S3.2 Number of training designed/proposal approved by partner stakeholders for partnership implementation		Presented during MTAC strategic planning/meeting - workshop and approval	2	4	5	5	5	5.00	Reinforcement training , Municipal Sectoral Development Plan, Orientation -The mechanics in operationalizing BIDANI strategy
	S3.3 Percent of request for IEC responded to within 3 days		IEC were provided during the training period	90	100	5	4	4	4.33	Planning forms utilized during workshop
	S4.4 Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100	5	4	4	4.33	Client/participants uses /filled -up the training handouts/materials provided and submitted to concerned agencies
						5.00	4.20	4.20	4.47	

	S1.3 Number of partnership established/sustained Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed		Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and BIDANI Strategy at LGUs	1	5	5	5	5	5.00	4 MOA sustained , 2 renewed with the new leaders Inopacan and Baybay on process
	S1.4 Number of SUC & LGUs/partner stakeholders funded BIDANI trainings and technical backstopping activities		Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	4	5	5	5	5.00	VSU-BIDANI satellite SUC, VSU-Isabel - Inopacan and Macrohon So , Leyte
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities		Conducts MTAC strategic planning workshop for operationalizing BIDANI strategy and provided technical assistance in the onepalation of program of activities including resource allocation and mobilization.	100,000	126,250	5	4	4	4.33	Inopacan LGU allocated 100,000 and macrohon So , Leyte: 1 26, 250.00 for BIDANI trainings and Technical backstopping activities
	P1.1 Number of Stakeholders Advocated and oriented on the adoption of BIDANI Strategy		Conducts orientation meeting/seminar	10	50	5	5	5	5.00	MTAC -Inopacan, Leyte, Macrohon both baringays new set of SBs
	P1.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sect oral functional committees organized & capacitated for partnership development		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	8	29	5	5	5	5.00	SUC BIDANI Core team- BIDA, BMS & PNEA LGUs City Municipal i Technical Committees = 6-10 sect oral cor group existing at the LGUs. 8 sectoral committees Both barangay & municipal levels
	P1.3 Number of LGUs technical Department/agencies experts /agencies/officer concern mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs		Coordinate/Collaborate participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning implementation monitoring and evaluating development PPAs	150	185	5	4	4	4.33	members of the Organized SUC and LGUs Sectoral committees
	P1.4 Number of VSU Departments/Centers and NGAs and NGOs coordinate/collaborated for LGUs PPAs implementation		Conducts linkage and partnership development	2	2	5	4	4	4.33	NGO Micro-Finance- Facilitate approval of clients/beneficiaire loan application NNC - R6 ECCD Project ASAP areas
						5.00	4.44	4.44	4.63	
OVPRE MFO 4.2 Trainings/Seminar			**Partnership Development**							
	P2.1 Number of BIDA trainings conducted Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core group Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulation Workshops		Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA's	3	8	5	5	5	5.00	SUC VSU- Isabel Reinforcement Trainers, LGU Macrohon Inopacan, orientation seminar and Reinforcement Trainning Plan (MGHDP) Comprehensive Multi-Sect oral Development Plan. The mechanics in operationalizing BIDANI Strategy, Orientation
	S2.1 Number of person-days trained		No of persons trained weighted/ No of weight of trainings	300	376	5	4	4	4.33	

OVPREMFO 4.4	Technical Backstopping Activites (done to partner stakeholders outside trainings- Coaching and small dosage training)									
	P4.1 Number of technical/expert services		Provide technical backstopping activities /advisory services to partner stakeholders/organization/groups/individuals/operationalizing BIDANI strategy, /during strategic meeting/planning workshop, implementation monitoring and evaluating development PPAs	10	12	5	4	4	4.33	National Nutrition Committee (NNC)/ Baybay & Ormoc, City/Municipal technical Action Committees /Nutrition Committee Planning meeting/Serve as Resource person/Facilitator/ Small dosage training & coaching, ECCD-TAME, Micro-finance facilitated beneficiaries /client loan application
	S4.1 Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services Groups/individual			300	348	5	4	4	4.33	NNC RB-TWG/FNT, ECCD/FK TAME Team, CNC Ormoc, Baybay, BIDANI Micro-finance, BDC brgy. Marcos and ECCD focus area barangays
	S4.2 Percent of persons assisted who rated services satisfactory or better			90	100	5	4	4	4.33	Participants submitted required outputs
						5.00	4.00	4.00	4.33	
						5.00	4.00	4.00	4.33	
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received			2	2	5	4	4	4.33	Certificate of Appreciation for serving as Resource Speaker for partnership development in Inopacan Leyte NNC
	Best practices/new initiatives		Uses Logical Map to harmonize SUC-LGUs development initiatives for partnership development and inclusion SUC technical staff in LGU MTAC organization as the machinery in implementing BIDANI strategy .		1.00	5	5	5	5.00	**Comments & Recommendations for Development Purpose:** Ms. Monteroso would like to write an article on her experiences as BIDANI team in-charge of the BIDA component. It is recommended that she be allowed to go on leave with pay
						5.00	4.50	4.50	4.67	
Total Over-all Rating						25	21	21	23	
Average Rating						5.00	4.27	4.27	4.51	
Adjectival Rating							Outstanding			

Evaluated & Rated by:

MARIA AURORA TERESITA W. TABADA
Dept./Unit Head
Date 1/20/20

Recommending Approval:

ANALITA A. SALABAO
Dean, SME
Date: 2/19/20

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 2/19/20

1-quality 2-efficiency 3 - timeliness 4- average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: Elena I. Monteroso Position: Science Research Specialist

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	4.0				

Overall recommendation : VS

Jotabada

Name of Head

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.15	4.15 x 70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	3.92 x 30%	1.17
TOTAL NUMERICAL RATING			4.08

TOTAL NUMERICAL RATING: **4.08**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **4.18**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

ANALITA A. SALABAO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Elena I. Monteroso Position: SRS 1

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	47				

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	3.92				

Overall recommendation : _____

MARIA AURORA TERESITA W. TABADA
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ELENA I. MONTEROSO**
Performance Rating: VERY SATISFACTORY

Aim: Broaden perspectives on the conduct of research for BIDANI.

Proposed Interventions to Improve Performance:

Date: January 2, 2019 Target Date: June 30, 2019

First Step:
To attend the research symposium.

Result:
Paper presentation

Date: July 1, 2019 Target Date: December 31, 2019

Next Step:
Attendance to the DSWD-CDD Research orientation.

Outcome:

Final Step/Recommendation:

Write article with Saloma Gisulga on BIDANI experiences and submit for publication to VSU journals by 2nd Quarter of 2019.

Prepared by:

MARIA AURORA T.W.TABADA
Unit Head

Conforme:

ELENA I. MONTEROSO
Name of Ratee Faculty/Staff

Visayas State University

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELENA I MONTEROSO Science Research Specialist -BIDA Coordinator of the BIDANI, ISRDS, Visayas State University , commits to deliver and agree to be rated on the attainment of the following accordance with the indicated measures for the period Januaryto June, 2019.

ELENA I. MONTEROSO
Science Research Specialist
Date: _____

MARIA AURORA TERESITA W. TABADA
ISRDS Director
Date: _____

MFO No.	Success Indicator (SI)/ Performance Indicator (PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement										
Component : BIDA-Barangay Integrated Developmen t Approach - The Process of implementing the BIDANI Strategy thru advocacy/linkaging or generating and sustaining the active and coordinated participation of all s various levels to facilitate adoption, implementation of the strategy to accelerate development at all levels. Also, build capacities of local government on systematic development planning, implementing, monitoring and & a development Program/projects/activities (PPAs).										
OVPRE MFO 4.1.			Advocacy /Li							
	SI.1 Number of SUCs and Technical department/Center adopted BIDANI as Extension Program/Project/Tool with MOA		Conducted Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs	2	3	4.00	4.00	4.00	4.00	VSU-BIDANI satellite SUC, VSU-Isab Department: Teachers Education, Bu Management and Engineering
	SI.2 Number of Local Government Units (LGUs) adopted/readopted BIDANI as a Development strategy in Local governance in program planning and Management of PPAs with SB Resolution/MOA /executive order			351	351	4.00	4.00	4.00	4.00	Own catchment LGUs: Baybay =92 b City- 110 brgys, Hilongos=51brgys brgys, Mahaplag 28 brgys , Leyte, Ma Leyte =30brgys. Hindang, Leyte=20

	SI.3 Number of partnership established/sustained Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed		Facilitated the legiti...ation on the Adoption of BIDANI Program/ Project/Tool of SUCs and BIDANI Strategy at LGUs	1	2	4.00	4.00	4.00	4.00	VSU Isabel Executive Order Mah presentation to new set of legislato
	S1.4 Number of SUC & LGUs/partner stakeholders funded BIDANI training activities		Conducted/Attended/presentrd proposal during LGUs strategic planning/meeting	1	3	4.50	4.50	4.50	4.50	Proposal for partnership developm -LGU Macrohon Southern, Leyte
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities		Condcted MTAC strategic planning-workshop for operationalizing BIDANI strategy and provided technical assistance in the prepatation of program of activities including resource allocation and mobilization.	100T	220,800	4.80	4.80	4.80	4.80	LGU-Isabel for MTAC TOT, Bayt Formulation Workshop 92 barangay Southern Leyte , BIDP formulation w
	P1.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy		Conducted orientation meeting/seminar	10	17	4.00	4.00	4.00	4.00	LIGA Board, Ormoc City Barangay (ABC), PNC's/MNAO's/BNS' Asood
	P1.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sect oral functional committees organized & capacitated for partnership development		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	8	11	4.00	4.00	4.00	4.00	SUC BIDANI Core team- BIDA, BM LGUs functional committes/sect oral Municipal Technical Committees =8 group existing at the LGUs.
	P1.3 Number of LGUs technical Department/agencies experts /agencies/offices concern mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinated/Collaborated participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning , implementation, monitoring and evaluating development PPAs	150	154	4.00	4.00	4.00	4.00	Sect oral Core group /Team 8 sec committess MTAC/MNC, existing at including Government Agencies and BIDANI core team /technical departn
	P1.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation		Conducted linkage and partnership development	2	3	4.00	4.00	4.00	4.00	ISRDS thru the MAGPANGUAPA pr - NGOs-Facilitate Clients /beneficiar application to BIDANI micro-finance NNC-ECCD
						37.30	37.30	37.30	37.30	
						4.14	4.14	4.14	4.14	

OVPRE MFO 4.2	Trainings/Seminar -Partnership Development								
	P2.1 Number of BIDA trainings conducted :Orientation Seminar: ▯ TOT/Reinforcement training ▯ Sectoral Planning-Workshop of 8 sectoral committees/core group ▯ Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulatation Workshopp		▯ Conducted training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA s	3	4	4.00	4.00	4.00	4.00	SUC VSU- Isabel Reinforcement Trainers, L Macrohon , Barangay Integrated Developme Plan (BIDP) Comprehensive Multi-Sect oral Development Plan, The mechanics in operationalizing BIDANI Strategy, Orientatio MNAOs/BNS's, PNC quarter meeting and formulation
	S2.1. Number of person -days trained.		No. of persons trained weightedx No. of weight of trainings	150	1,004	4.50	4.50	4.50	4.50	SUC reinforcement 1 day =5 4days=2 days/cluster =367 BNAP1 day /cluster=468 Orien 1 day=72
	S2.2. Number of persons trained		Coordinated/collaborated LGUs sect oral technical committees & SUCs experts in supports for training activities	150	912	4.50	4.50	4.50	4.50	
	S2.3 Number of LGUs Sect oral Core group/committes formulated their Sect oral Plans.		Facilitated filling-up and completion of sect oral form	8	8	4.00	4.00	4.00	4.00	30 barangays of Macroon Southern, Leyte, 8 sectors /barangay
	S2.4 Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan , (3-year Development Plans)		Facilitated the formulation and completion of BIDP/ comprehensive Multi-sect oral plan/ book	20	22.00	4.50	4.50	4.50	4.50	BIDP is the consolidation of all the sect oral plans, sect oral core groups existing at the local levels. BI the basis in coming-up with LGUs AIP . Then AIP is for BNAP and other plans required by the LGU. , 2 Inopacan barangays, 2 macrohon comrleted their B book
						21.50	21.50	21.50	21.50	
						4.30	4.30	4.30	4.30	

	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			200	293	4.00	4.00	4.00	4.00	NNC R8- Technical Working Group \Re Evaluation Team (TWG/RNT), Early Ch Development First 1,000 Days (ECCD F Assistance for Monitoring and Evaluatio CNC Ormoc, Baybay, BIDANI Micro-fin Maroos and ECCD focus area barangay
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	100	4.50	4.50	4.50	4.50	Participants submitted required o
						12.50	12.50	12.50	12.50	
						4.17	4.17	4.17	4.17	
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received		1	1	4				0.00	Certificate of Appreciation for serving as for partnership development in Baybay, M Isabel LGU and Provinvial Nutrition Coun
	Best practices/new initiatives								0.00	
Total Over-all Rating						91.30	91.30	91.30	91.30	
Average Rating						4.15	4.15	4.15	4.15	
Adjectival Rating						Very Satisfactory				
						16.61	16.61	16.61	16.61	
						4.15	4.15	4.15	4.15	

Comments & Recommendatio

Development Purpose:

The Monterosso's involvement in should not go u mented since retiring in 2021

Recommended f the be allowed on substituted f the BIDANI C

Evaluated & Rated by:

MARIA AURORA TERESITA W. TABADA

Date: _____

Recommending Approval

ANALITA A. SALABAO

Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1-quality 2 -efficiency 3 - timeliness 4- average

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.8	3.8 x 70%	2.66
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	4.0 x 30%	1.20
TOTAL NUMERICAL RATING			3.86

TOTAL NUMERICAL RATING: **3.86**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **3.96**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

ANTONIO F. ABAMO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice Pres for Instruction

Visayas State University

INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELENA I MONTEROSO Science Research Specialist -BIDA Coordinator of the BIDANI, ISRDS, Visayas State University , commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2018.

ELENA I. MONTEROSO
Science. Research. Specialist
Date: _____

MARIA AURORA TERESITA W. TABADA
BIDANI Supervisor
Date: _____

MFO No.	MFO Descrip-tion	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accom-plishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement											
Component : BIDA-Barangay Integrated Developmen t Approach - The Process of implementing the BIDANI Strategy thru advocacy/linkaging or generating and sustaining the active and coordinate participation of all sectors at various levels to facilitate adoption, implementation of the strategy to accelerate development at all levels. Also, build capacities of local government on systematic development planning, implementing, monitoring and & eveluating development Program/projects/activities (PPAs).											
OVPRE MFO 4.1.	**4.1 Advocacy/Linkaging/Partnership**										
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	1	1	4	4	4	4.0	VSU-BIDANI satellite SUC, VSU-Isabel
	SI.2 Number of Local Government Units (LGUs) adopted/readopted BIDANI as a Development strategy in Local governance in program planning and Management of PPAs with SB Resolution/MOA /executive order				331	351	3	3	3	3.0	Own catchment LGUs: Baybay =92 brg Ormoc City- 110 brgys, Hilongos=51brg Inopacan =20 brgys, Mahaplag 28 brgy Leyte, Macrohon So. Leyte =30brgys.
	SI.3 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed			Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and BIDANI Strategy at LGUs	1	2	3.5	3.5	3.5	3.5	SUC-SUC-LGU, SUC-LGU, VSU Tolose for for study, Mahaplag, Leyte f presentation to new ABC.
	S1.4 Number of LGUs/partner stakeholders funded BIDANI training activities			Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	2	3.5	3.5	3.5	3.5	Proposal approved for partnership development- Inopacan, Leyte and Macrohon So. Leyte for Training activi

	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities		Condcts MTAC strategic planning-workshop for operationalizing BIDANI strategy and provided techical assistance in the prepatation of program of activities including resource allocation and mobilization.	100,000	250,000	4	4	4	4.0	estimated amount utilize by partner SUC/LGUs for operationalizing BIDAN Strategy VSU-Isabel, Inopacan and Macrohon, So. Leyte
	P1.1 Number of Stakeholders Advocated on the adoption of BiDANI Strategy			25	81	4	4	4	4.0	Mayor, Vice mayor, C/MPDO/ Administrator, , Extension & Research Director, College/Campus Administrator/College Deans, Associat of Barangay Captains (ABC), SB/SF members
	P1.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sect oral functional committees organized & Strengthened		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	8	17	4	4	4	4.0	Tolosa SUC BiDANI Core team- BIDA BIMIS & PNEA, LGUs functional committee/sect oral core group-Munici Technical Committees of Macrohon Southern, Leyte and Inopacan, Leyte= sect oral cor group existing at the LGL
	P1.3 Number of LGUs technical Department/agencies experts mobilized and participated in in operationalizing BiDANI strategy in LGUs program planning & management of PPAs.		Coordinate/Collaborate participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	50	56	3	3	3	3.0	Sect oral Core group /Team 8 sect o committees MTAC/MNC existing at the local levels including Government Agencies and NGOs.
	P1.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation		Conducts linkage and partnership development	2	3	3	3	3	3.0	ISRDS thru the MAGPANGU APA project. Academe CAFS-ATI-LGUs partnership testing extension modalities (BIDANI strategy: serves as Assistant Project Leader) NGOs-Facilitate Clients /beneficiaries loan application to BIDANI micro-financ for IGPs, -OVPRE
						3.6	3.6	3.6	3.6	
OVPRE MFO 4.2 Trainings/Seminar			**Partnership Development**							

	P2.1 Number of BIDA trainings conducted Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core group Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulatation Workshopp		Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA s	10	21	4	4	4	4.0	SUC VSU- Isabel Trainers Trainig LGI Macrohon So.Leyte & Inopacan, Leyte The mechanics in operationalizing BIDANI Strategy, Sect oral Planning Workshop and Barangay Integrated Development Plan (BIDP) Comprehen Multi-Sect oral Development Plan
	S2.1. Number of person-days trained.		No. of persons trained weightedx No. of weight of trainings	200	1,277	4	4	4	4.0	SUCs staff and LGUs stakeholders
	S2.2. Number of persons trained		Coordinates/collaborates LGUs sect oral technical committees & SUCs experts in supports for training activities	150	1,183	4	4	4	4.0	
	S2.3 Number of LGUs Sect oral Core group/committee formulated their Sect oral Plans.		Facilitates filling-up and completion of sect oral form	40	50	3	3	3	3.0	Inopacan, Leyte and Macrohon So. Le
	S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .		Facilitate the formulation and completion of BIDP/ comprehensive Multi-sect oral plan/ book	20	20.00	3.5	3.5	3.5	3.5	Inopacan, Leyte , BIDP is the consolidation of all the sect oral plans the 8 sect oral core groups existing at local levels. BIDP is the basis in comin up with LGUs AIP. Then AIP basisfor BNAP and other plans required by the LGU.
						3.7	3.7	3.7	3.7	
OVPRE MFO 4.3 IEC Materials/Extension Packages										
	P3.1 Number of IEC materials prepared and produced, distributed/presented (handouts, planning forms and guide in filling-up, brochure, programs, survey forms, monitoring forms, draft MOA, executive Order and slide presentation, workplan and reports.		Conceptualize/design/prepares/produces and distributes trainings/extension packages/Information Education Communication	6	10	3.5	3.5	3.5	3.5	Brochures, training proposal, training program , planning forms Sect oral Act Plan , Barangay Integrated Developm Plan (BIDP) and guide in filling -up the forms (Municipal & barangay), draft MC and executive order, ,Slide presentatio workplan, reports: Distributed during advocacies and training conducted
	S3.1: Number of person provided with IEC materials distributed/Slides presented.		Provided during workshop as extension package in the pllaning-workshop	200	2,340	4	4	4	4.0	Sect oral Action Plan , Barangay Integrated Development Plan (BIDP) a Guide In filling-up the forms
	S3.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.		Present during MTAC strategic planning/meeting -workshop and approval	2	2	3.5	3.5	3.5	3.5	Inopacan, Leyte Sotoral and BIDP,AIP, BNAP. Macrohon So. Leyte, Sect oral and BIDP

	S3 .3: Percent of request for IEC responded to within 3 days.		IEC were provided during the training period	90	100	4	4	4	4.0	Planning forms utilized during workshop
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	99.7	4.5	4.5	4.5	4.5	Client/participants uses filled -up the training handouts/materials provided a submitted to concerned agencies
						3.9	3.9	3.9	3.9	
OVPREMFO 4.4	Technical Backstopping Activites (done to partner stakeholders outside trainings- Coaching and small dosage training)									
	P4.1 Number of technical/expert services		Provides technical backstopping activities /advisory services to partner stakeholders/organization/groups/indiviualsoperationalizing BIDANI strategy /during strategic meeting/planning-workshop, implementation monitoring and evaluating PPAs.	10	24	3.5	3.5	3.5	3.5	As member of the NNC/C/MNC C/MTAC/Sect oral core group ;quarterl strategic planning meeting /workshop Technical Assistance for Monitoring a Evaluation (TAME) member of ECCD F
	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			150	475	4	4	4	4.0	Sect oral Functional committee City/Municipal Technical action Committees, Municipal Nutrition Committee, National Nutrition Council, Also includeded the clients/partners tel/Cephone/emailed services
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	100	4.5	4.5	4.5	4.5	Participants submitted required output/outcome
						4.0	4.0	4.0	4.0	
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	8	4	4	4	4.0	Certificate/Plaque of Appreciation: LGU Inopacan, Leyte, Macrohon So. Leyte a NNC *
	Best practices/new initiatives		Introduced and Utilized logical map in planning with monitoring and evaluation scheme	0	1.00	4	4	4	4.0	showed LGUs existing services and SI technical Department expertise to harmonized LGUs development initiativ
						4.0	4.0	4.0	4.0	
Total Over-all Rating						19.2	19.2	19.2	19.2	
Average Rating						3.8	3.8	3.8	3.8	
Adjectival Rating						Very Satisfactory				

Evaluated and Rated by: _____

MARIA AURORA TW. TABADA
Dept./Unit Head
Date: 2/18/19

Recommending Approval:

ANTONIO P. ABAMO
Dean/Director
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President
Date: _____

Comments & Recommendations for Development Purpose:

Ms. Monteroso, having bee Involved with BIDANI since the 1990s, is encouraged t write about the VSU BIDAN experience before she retires.

1-quality 2 -efficiency 3 - timeliness 4- average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018
Name of Staff: ELENA I. MONTEROSO Position: Science Res. Specialist

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	48				
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	40				
Average Score					

Overall recommendation : Very Satisfactory

MARIA AURORA T. W. TABADA
Director

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.66	3.66 x 70%	2.56
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	3.83 x 30%	1.15
TOTAL NUMERICAL RATING			3.71

TOTAL NUMERICAL RATING: **3.71**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **3.81**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
INSTITUTE FOR STRATEGIC RESEARCH AND DEVLEOPMENT STUDIES
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELENA I MONTEROSO Science Research Specialist -BIDA Coordinator of the BIDANI, ISRDS, Visayas State University , commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

ELENA I. MONTEROSO
Ratee
Date: _____

MARIA AURORA TERESITA W. TABADA
Unit Head
Date: _____

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accomplishment	Rating: Quality	Rating: Efficiency	Rating: Timeliness	Rating: Average	Remark
UMFO 4. Extension Services											
Component : BIDA-Barangay Integrated Developmen t Approach to program planning & management of PPAs											
OVPRE MFO 4.	**4.1 Advocacy/Linkaging/Partnership**						4	4	4	4	
	SI 1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	1	1					VSU-President Dr. Edgardo E. Tulin forged Memorandum of Agreement for and in behalf of VSU-Isabel Campus an LGU-Isabel Hon. Mayor forged Memorandum of Agreement for and in behalf of LGU Isabel. Last April 26, 2011 During the VSU Anniversary at CCE , VSU, Visca, Baybay City, Leyte
	SI.2 Number of Local Government Units (LGUs) adopted/readopted the BIDANI as a Development strategy in program planning and Management of PPAs with SB Resolution/MOA /executive order				331	323					Own catchment LGUs: Baybay =92 brgy. Ormoc City- 110 brgys, Hilongos=51brgy Inopacan =20 brgys, Mahaplag 28 brgys Leyte, Macrohon So. Leyte =30brgys. Mahaplag not included MOA is still on th process

	SI.3 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed		Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and BIDANI Strategy at LGUs	1	1					SUC-LGU of Isabel MOA signed
	S1.4 Number of LGUs/partner stakeholders funded BIDANI training activities		Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	2					Proposal approved for partnership dowelopment-SUC VSU Isabel and LG Macrohon So. Leyte
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities			.5M	1.5M					Amount stipulated in LGUs 2018 Annu Investment Program (AIP) Hilongos , L (.5M for adopting BIDANI strategy in LGUs system and 1M for eatablishmen data Information System BMIS-CBMIS;
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy			25	66					Mayor, Vice mayor, C/MPDO/ Administrator, , Extension & Research Director, College/Campus Administrator/College Deans, Associat of Barangay Captains (ABC), SB/SP members
	PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sect oral functional committees organized & Strengthened		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	2	11					SUC BIDANI core team-Isabel Leyte-BIDA, BMIS & PNEA, LGUs functional committeesect oral core group-Munici Technical Committees of Macrohon Southern, Leyte=8 sect oral cor group existing at the LGUs.
	PI.3 Number of LGUs technical Department/agencies experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinate/Collaborate participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	50	40					Sect oral Core group /Team 8 sect c committess MTAC/MNC existing at the local levels:/GAs and NGOs: Baybay, Macrohon, Hilongos, Hindang, Ormoc , MMCRR, PMC
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs			1	1					CAFS-ATI-LGUs partnership
OVPRE MFO 4.2 Trainings/Seminar			**Partnership Development**			4	4	4	4	
	P2.1 Number of BIDA trainings conducted Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core		Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA s	2	3				0.00	SUCs and LGUs Coveragewith focus Brgys in Baybay City of VSU-CAFS -L ATI and ISRDS -MAGPAGUAPA Proje Macrohon So. Leyte
	S2.1. Number of person-days trained.			100	180				0.00	No. of persons trained x No. of days
	S2.2. Number of persons trained		Coordinates/collaborates LGUs sect oral technical committees & SUCs experts in supports for training activities	75	94				0.00	Macrohon So. Leyte (MMTAC) & SUC LGU, Isabel

	S2.3 Number of LGUs Sect oral Cora group/committes formulated their Sect oral Plans.			8	8					MMTAC
	S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			-	0.00%				0.00	
OVPRE MFO 4.3 IEC Materials/Extension Packages						**3.5**	**3.5**	**3.5**	**3.5**	
	P3.1 Number of IEC materials prepared and produced, distributed/presented (handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualize/design/prepares/produces and distributes trainings/extension packages/Information Education Communication	5	12					Brochures, training proposal, trainin program , planning forms and guide (Municipal & barangay), draft MOA and executive order, ,Slide presentation, workplan, reports: RNAP/CNAP/2017 Annual, 2017 IP
	S3.1: Number of person provided with IEC materials distributed/Slides presented.			200	265					Included during trainings and advocacy/linkaging & technical backstopping
	S3.2 Number of training designed/proposal approved by partner stakeholders for partnership implementation.			2	2					MTAC TOT on BIDANI Strategy/Municip Sect oral Planning Workshop, Municipa Integrated Development Plan Sectorle Planning Workshop & BIDP formulation workshop
	S3 .3: Percent of request for IEC responded to within 3 days.			90	100					IEC were provideds during the traini period
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100					When clienta/participants uses /fille up the training handouts/materials y provided
OVPREMFO 4.4 Technical Backstopping Activites						**3.8**	**3.8**	**3.8**	**3.8**	
	P4.1 Number of technical/expert services		Provids technical backstopping activities /advisory services to partner stakeholders/organization/groups/indiviualsoperationalizing BIDANI strategy /during strategic meeting/planning-workshop, implementation monitoring and evaluating PPAs.	12	16					As member of the NNC /C/MNC/SecC/MTAC/Sect oral core group strategic planning/workshop,MELLPI, nutritic month celebration,
	S4.1. Number of stakeholders/partners/clients/ beneficaries provided with technical assistance/ services. Groups/individual			150	200					Sect oral Functional committes City/Municipal Technical action Committees, Municipal Nutrition Committee, National Nutrition Council, Also includeds the clients/partners tel/Cephone/emailed services

	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	95					participants submitted required output/outcome
OVPRE MFO 4.5 Others						3	3	3	3.00	
	AACCUP Area VI: Extension		Draft PPP							
	MAGPANGUAPA		Assists Project Leader in project implementation							
	S5.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	2				0.00	Certicate/Plaque of Appreciation:SUC LGU
	Best practices/new initiatives									
Total Over-all Rating						18	18	18	18.3	
Average Rating						3.66	3.66	3.66	3.66	
Adjectival Rating						Satisfactory				

Evaluated & Rated by:

MARIA AURORA T.W. TABADA
Dept./Unit Head

Date: _____

Recommending Approval:

ANTONIO P. ABAMO
Dean

Date:

Approved:

BEATRIZ S. BELONIAS
Vice President

Date: _____

With the guidance of ISRDS faculty, Ms. Masterso prepare a write-up on BIDA - BIDANI as part of ISRDS publications.

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: **ELENA I. MONTEROSO**
Performance Rating: VERY SATISFACTORY

Aim: Broaden perspectives on the conduct of research for BIDANI

Proposed Interventions to Improve Performance:

Date: January 15, 2018 Target Date: June 30, 2018

First Step:

To attend the research Symposium

Result:

Paper presentation

Date: July 1, 2018 Target Date: December 31, 2018

Next step:

Attendance to the DSWD-CDD Research Orientation

Outcome:

Final Step/Recommendation:

Write article with Saloma Gisulga on BIDANI experiences and submit for publication to VSU journals by 2nd Quarter of 2019

Prepared by:

MARIA AURORA T.W. TABADA
Unit Head

Conforme:

ELENA I. MONTEROSO
Ratee

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018

Name of Staff: **ELENA I. MONTEROSO** Position: Science Research Specialist

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	46				
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	3.83				

Overall recommendation : NS

MARIA AURORA TERESITA W. TABADA
Name of Head

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.14	4.14 x 70%	2.89
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	3.83 x 30%	1.15
TOTAL NUMERICAL RATING			4.04

TOTAL NUMERICAL RATING: **4.04**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **4.14**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visayas State University

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ELENA I MONTEROSO** Science Research Specialist -BIDA Coordinator of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES**, Visayas State University , commits to c agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July to December , 2017.**

ELENA I. MONTEROSO
RATEE
Date: _____

MARIA AURORA TERESITA W. TABADA
HEAD OF UNIT
Date: _____

MFO No.	MFO Descrip-tion	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target		Actual Accom-plishment	Rating				Rem
								Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement												
Component : BIDA-Barangay Integrated Developmen t Approach to program planning & management of PPAs												
OVPRE MFO	**Advocacy/Linkaging/Partnership**							**3.78**	**3.44**	**3.56**	**3.59**	
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension	1	100	1	3	3	3	3.00	VSU-Campuses/Colleg Satellite SUCs. VSU-I Isabel Partnership

	SI.2 Number of Local Government Units (LGUs) adopted/readopted the BIDANI as a Development strategy in program planning and Management of PPAs with SB Resolution/MOA /executive order		Facilitates the legitimization on the adoption of BIDANI as SUC Institutional Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	155	117	181	3	3	3	3.00	Own catchment LGUs: Baybay Ormoc City- 110 brgys, Hilo Inopacan =20 brgys, Mahap Leyte, Macrohon So. Leyte
	SI.3 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed		Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and DIDANI Strategy at LGUs	1	200	2	4	4	4	4.00	VSU Isabel Campus/Isabel Mahaplag, Leyte
	S1.4 Number of LGUs/partner stakeholders funded BIDANI training activities		Conducted/Attended/presented proposal during LGUs strategic planning/meeting	1	300	3	4	4	4	4.00	Hilongos, Inopacan, Sta. on
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities			50,000	300	150,000	4	4	4	4.00	amount stipulated in LGUs Investment Program (AIP) i expenditure during training
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy		BIDANI as a Strategy/Delivery Mechanism to Accelerate Rural and Urban Development was presented during the PhilEASNet 2017 Symposium	50	220	110	4	3	3	3.33	Extensionist, Acadmic Rese Extension staff, Association Captains (ABC)
	PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils /committees organized & Strengthened		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	5	240	12	4	4	4	4.00	SUC team 4 departments, L committee/sect oral cor sect barangay committees
	PI.3 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinates/Collaborates participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	150	122	183	4	3	3	3.33	MTAC Sect oral Core group Hilongos and Inopacan, Le
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation			1	200	2	4	3	4	3.67	ATI-VSU-CAFS/Baybay ber MAGPANGUAPA,DSWD R for NUTRIPAK processing
PRE MFO 4.2 Trainings/Seminar			**Partnership Development**				**4.00**	**4.00**	**4.00**	**4.00**	

	PI.1 Number of BIDA trainings conducted ⦁Orientation Seminar ⦁ TOT/Reinforcement training ⦁ Sectoral Planning-Workshop of 8 sectoral committees/core group ⦁ Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulalation Workshopp		⦁ Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA s	5	200	10	4	4	4	4.00	TOT VSU Isabel Extension staff Inopacn Barangays Se 8 sectoral core group/comm Hilongos MTAC Municipal I Development Plan.
	SI.1. Number of person-days trained.			600	97	582	4	4	4	4.00	
	SI.2. Number of persons trained		Coordinated/collaborated LGUs sect oral technical committees & SUCs experts in supports of trainings conducted	500	110	550	4	4	4	4.00	C/MTAC members & Barang
	S3.3 Number of LGUs Sect oral Core group/committes formulated their Sect oral Plans.			7	129	9	4	4	4	4.00	Barangay sectoral Kagawa and MTAC, Inopacan
	SI.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			50	182	91	4	4	4	4.00	Baybay City barangays BID 3 year period 2015-2017.
PRE MFO 4.3 IEC Materials/Extension Packages							**3.20**	**4.00**	**4.80**	**4.00**	
	PI.1 Number of IEC materials prepared and produced, distributed/presented (handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualize/design/prepare/produce and distribute trainings/extension packages/Information Education Communication	5	200.00	10	3	4	5	4.00	brochure, draft MOA & executive proposal, training handouts, plan guides in filling-up forms, workp presentation, & reports
	SI .1: Number of person provided with IEC materials distributed/Slides presented.			550	290.18	1,596	3	4	5	4.00	Training participants SUCs staff
	[illegible] partner stakeholders for partnership implementation.			1	300.00	3	4	4	4	4.00	LGUs provided funds during training, VSU provided techn as Resource Person, and tra and planning forms
	SI .3: Percent of request for IEC responded to within 3 days.			90	111.11	100	3	4	5	4.00	
	SI .4 Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	111.11	100	3	4	5	4.00	

OVPRE MFO 4.4 Technical Backstopping Activities (Outside training)						4.00	4.25	4.00	4.08	
	PI.1 Number of technical/expert services		Provids technical backstopping activities /advisory services in operationalizing BIDANI strategy in program planning, implementation monitoring and evaluating PPAs.	12	116.67	14	4	4	4	4.00	Strategic planning/meeti completion of sectoral pl nutrition plan
	SI.1 Number of BDC's BIDP /Comprehensive Development Plans facilitated and submitted to LGUs planning officer/agency concerned.		Conducted small dosage training/coaching during sect oral/committees strategic planning/meeting -workshop and for the completion of BIDP/Comprehensive plan Book.	51	111.76	57	4	4	4	4.00	BIDP book consist Sect year BIDP as basis in the AIPs, BNAP, BDRRMP/
	SI .2: Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services.			500	343.40	1,717	4	5	4	4.33	CMTAC; Sect oral comm LGUs stakeholders
	SI .3 Percent of persons assisted who rated services satisfactory or better.			90	111.11	100	4	4	4	4.00	
VPRE MFO 4.5 Others							5.00	5.00	5.00	5.00	
	SI.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI as VSU extension project and strategy and award of recognition for paper presentation and best papar presented in forum/symposium	1	400	4	5	5	5	5.00	Award of recognition as Paper presented Third P Appreciation for being a on Local Nutrition Progr and as Resource Person
	Best practices/new initiatives										
otal Over-all Rating							19.98	20.69	21.36	20.68	
verage Rating							4.00	4.14	4.27	4.14	
djectival Rating							Very Satisfactory				

eceived by:

ate: _____

Calibrated by:

REMBERTO A. PATINDOL, Ph. D.
Chairman, PMT
Date: _____

Recommending Approval:

B. S. BELONIUS
Vice Pres. for Instruction
Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date: _____

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: **ELENA L MONTEROSO**
Performance Rating: VERY SATISFACTORY

Aim: Broaden perspectives on the conduct of research for BIDANI

Proposed Interventions to Improve Performance:

Date: September 15, 2017 Target Date: October 3-4, 2017

First Step:

To attend the 2017 AFFNR Symposium sponsored by the PhilEASNetwork

Result:

Paper presented at the 2017 AFFNR Symposium on the "BIDANI as a Strategy/Delivery Mechanism to Accelerate Rural and Urban Development"

Date: October 1, 2017 Target Date: December 8, 2017

Next step:

Attendance to the DSWD-CDD Research Orientation

Outcome:

Awarded Best paper for Category B during the 1st DSWD and Kalahi CIDSS Regional Call for Papers on December 8, 2017 in Tacloban City

Final Step/Recommendation:

Write article on BIDA experiences and submit for publication to VSU journals by 2nd Quarter of 2018

Prepared by:

MARIA AURORA T.W. TABADA
Unit Head

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: Elena I. Mentorese Position: Science Research Specialist

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			46		
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	3.83				

Overall recommendation : Very Satisfactory

MARIA AURORA TERESITA W. TABADA
Name of Head

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.20	4.20 x 70%	2.94
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	4.00 x 30%	1.20
TOTAL NUMERICAL RATING			4.14

TOTAL NUMERICAL RATING: **4.14**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **4.24**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ELENA I. MONTEROSO
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visayas State University

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELENA I MONTEROSO Science Research Specialist -BIDA Coordinator of the BIDANI, ISRDS, Visayas State University , commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2017.

ELENA I. MONTEROSO
Science. Research. Specialist
Date: _____

MARIA AURORA T.W. TABADA
ISRDS Director
Date: 12/12/17

MFO No.	MFO Descrip-tion	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accom-plishment	Rating: Quality	Rating: Efficiency	Rating: Timeliness	Rating: Average	Remark
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement											
Component : BIDA-Barangay Integrated Developmen t Approach to program planning & management of PPAs											
OVPRE MFO 4.	**Advocacy/Linkaging/Partnership**									**4.26**	
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	1	1	4.00	3.00	4.00	3.67	VSU-Campuses/College/ Departm VSU-Isabel Campus
	SI.2 Number of Local Government Units (LGUs) adopted/readopted the BIDANI as a Development strategy in program planning and Management of PPAs with SB Resolution/MOA /executive order				150	193	4.00	4.00	4.00	4.00	Own catchment LGUs: Baybay =9 brgys, Ormoc City- 110 brgys, Hilongos=51brgys Inopacan =21 brgys, Mahaplag 28 brgys , Leyte, Macrohon So. Letyte =30brgys
	SI.3 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed			Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and DIDANI Strategy at LGUs	1	3	4.00	5.00	4.00	4.33	Ormoc City & Inopacan, Leyte

	S1.4 Number of LGUs/partner stakeholders funded BIDANI training activities		Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	3	5.00	5.00	5.00	5.00	Proposal approved for partnership development
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities			500,000	600,000	5.00	5.00	5.00	5.00	amount stipulated in LGUs Annual Investment Program (AIP) Hilongos & Inopacan, Leyte
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy			50	137	4.00	5.00	4.00	4.33	Mayor, Vice mayor, C/MPDO/ Administrator, SUC President, Vise Pres. for Res. & Extension, Extension & Research Director, College/Campus Administrator/College Dean
	PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils /committees organized & Strengthened		Facilitates the organization/strenthening of SUCs extension core team and LGUs technical /sectoral functional committees as the machinery in implementing the BIDANI program in SUCs and development strategy in Local Governance	5	11	4.00	5.00	4.00	4.33	SUC BIDANI core team-Isabel Leyte-BIDA, BMIS & PNEA, LGUs functional committee/sect oral core group-Municipal Technical Committees =8 sect oral cor group existing at the
	PI.3 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinate/Collaborate participation of different stakeholders/technical experts In operationalizing BIDANI strategy in LGUs program planning &	150	281	4.00	5.00	4.00	4.33	Sect oral Core group /Team 8 sect oral committess MTAC/MNC: existing at the local levels
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation			1	1	4.00	3.00	3.00	3.33	VSU-CAFS/ISRDS
MFO 4.2 Trainings/Seminar			Partnership Development						3.80	
	PI.1 Number of BIDA trainings conducted Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core group Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulalation Workshopp		Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPA s	5	5	4.00	3.00	4.00	3.67	SUCs and LGUs Coveragewith focus Brgys in Baybay City of VSU-CAFS - LGU-ATI and ISRDS -MAGPAGUAPA Project
	SI.1. Number of person-days trained.			400	414	4.00	4.00	4.00	4.00	
	SI.2 Number of persons trained		Coordinates/collaborates LGUs sect oral technical committees & SUCs experts in supports for training activities	350	376	4.00	4.00	4.00	4.00	

	S1.1 Number of LGUs Sect oral Core group/committes formulated their Sect oral Plans.			51	51	4.00	3.00	4.00	3.67	Hilongos , Leyte
	SI .2. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			50	51	4.00	3.00	4.00	3.67	Hilongos , Leyte
OVPRE MFO 4.3 IEC Materials/Extension Packages									**3.73**	
	PI.1 Number of IEC materials prepared and produced, distributed/presented (handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualize/design/prepares/produces and distributes trainings/extension packages/Information Education Communication	5	8	3.00	4.00	4.00	3.67	Brochures, training proposal, trainin program , planning forms and guide draft MOA and executive order ,Slid presentation
	SI 1: Number of person provided with IEC materials distributed/Slides presented.			500	1,014	3.00	5.00	4.00	4.00	Included during trainings and advocacy/linkaging & technical backstopping
	SI.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.			3	4	3.00	4.00	4.00	3.67	Municipal Sect oral Planning Workshop, Municipal Integrated Development Plan Sectorla Planning Workshop & BIDP formulation
	SI .3: Percent of request for IEC responded to within 3 days.			90	100	3.00	4.00	4.00	3.67	
	SI .4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100	3.00	4.00	4.00	3.67	
OVPREMFO 4.4 Technical Backstopping Activites									**4.22**	
	PI.1 Number of technical/expert services		Provids technical backstopping activities /advisory services in operationalizing BIDANI strategy in program planning, implementation monitoring and evaluating PPAs.	12	13	4.00	4.00	4.00	4.00	As member of the NNC /C/MNC/SecC/MTAC/Sect oral core group strategic: planning/workshop
	SI .1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/Individual			500	948	4.00	5.00	5.00	4.67	Sect oral Functiona committes City/Municipal Technical action Committees, Municipal Nutrition Committee, National Nutrition Committee
	SI .2 Percent of persons assisted who rated services			90	100	4.00	4.00	4.00	4.00	
VPRE MFO 4.5 Others										
	SI.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	3	5.00	5.00	5.00	**5.00**	Cerificate/Plaque of Appreciation

	Best practices/new initiatives										
tal Over-all Rating										21.01	
erage Rating										4.20	
jectival Rating										VS	

eceived by:	Calibrated by:	Recommending Approval:	Approved:
L. QUIÑANOLA	REMBERTO A. PATINDOL	BEATRIZ S. BELONIAS	EDGARDO E. TULIN, Ph.D.
RPEO	Chairman, PMT	Vice President for Instruction	President
ate: _____	Date: _____	Date: _____	Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2017

Name of Staff: Elena I. Menterese Position: Science Res. Specialist

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	48				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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				N/A	
Average Score				4.0	

Overall recommendation : Very Satisfactory

Knowledgeable on BIDANI and has done presentations in various final conferences
However, unable to move out of BIDANI comfort zone and so has limited other participation in IBRDS projects

MARIA AURORA TERESITA W. TABADA
Name of Head