

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:

Reviewed by:



ELENA I. MONTEROSO
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean

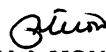
Approved:


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 Description	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 Development 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 & evaluating 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 brgy Ormoc City- 110 brgys, Hilongos=51brgy Inopacan =20 brgys, Mahaplag 28 brgys 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 Tolosa for for study, Mahaplag, Leyte for presentation to new ABC.
	SI.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 activit

	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 preparation 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 BIDANI Strategy VSU-Isabel, Inopacan and Macrohon, So. Leyte
	PI.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, Associatio 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/strengthening 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, BMIS & PNEA, LGUs functional committee/sect oral core group-Municipal Technical Committees of Macrohon Southern, Leyte and Inopacan, 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	56	3	3	3	3.0	Sect oral Core group /Team 8 sect oral committess MTAC/MNC: existing at the local levels including Government Agencies and NGOs.
	PI.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 in testing extension modalities (BIDANI strategy: serves as Assistant Project Leader) NGOs-Facilitate Clients /beneficiaries loan application to BIDANI micro-finance 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 Formulation 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 Training LGU Macrohon So.Leyte & Inopacan, Leyte - The mechanics in operationalizing BIDANI Strategy, Sectoral Planning Workshop and Barangay Integrated Development Plan (BIDP) Comprehensive Multi-Sectoral 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 sectoral technical committees & SUCs experts in supports for training activities	150	1,183		4	4	4	4.0	
	S2.3 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.		Facilitates filling-up and completion of sectoral form	40	50		3	3	3	3.0	Inopacan, Leyte and Macrohon So. Ley
	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-sectoral plan/ book	20	20.00		3.5	3.5	3.5	3.5	Inopacan, Leyte , BIDP is the consolidation of all the sectoral plans of the 8 sectoral core groups existing at the local levels. BIDP is the basis in coming-up with LGUs AIP. Then AIP basis for 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	8	10		3.5	3.5	3.5	3.5	Brochures, training proposal, training program , planning forms Sectoral Action Plan , Barangay Integrated Development Plan (BIDP) and guide in filling -up the forms (Municipal & barangay), draft MOA and executive order, Slide presentation 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 planning-workshop	200	2,340		4	4	4	4.0	Sectoral Action Plan , Barangay Integrated Development Plan (BIDP) and 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 Sectoral and BIDP,AIP, BNAP. Macrohon So. Leyte, Sectoral 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 and 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/individualsoperationalizing 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 ;quarterly strategic planning meeting /workshop and Technical Assistance for Monitoring and Evaluation (TAME) member of ECCD FII
	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 included 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 and 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 SU technical Department expertise to harmonized LGUs development initiative
						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

1-quality

Recommending Approval:



ANTONIO P. ABAMO

Dean/Director

Date: _____

2 -efficiency

Approved by:



BEATRIZ S. BELONIAS

Vice President

Date: _____

3 - timeliness

4- average

**Comments &
Recommendations for
Development Purpose:**

Ms. Monteroso, having been involved with BIDANI since the 1990s, is encouraged to write about the VSU BIDANI experience before she retires.

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	8				

Overall recommendation : Very Satisfactory


MARIA AURORA T. W. TABADA
Director