



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Elena I. Monteroso

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.44 4.14 <i>fin</i>	70%	2.41 2.9 <i>fin</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			3.83 4.32 <i>fin</i>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

~~3.83~~ 4.32 *fin*

~~3.83~~ 4.32 *fin*

~~3.83~~ 4.32 *fin*

Very Satisfactory

Prepared by:

E. Monteroso
ELENA I. MONTEROSO
Name of Staff

Reviewed by:

L. B. Nuñez
LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

M. N. V. Serino
MOISES NEIL V. SERIÑO
College Dean

Approved:

B. S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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 in accordance with the indicated measures for the period July - December, 2020.

Elena
ELENA I. MONTEROSO
Science. Research. Specialist 1
Date: _____

Lilian B. Nunes
LILIAN B. NUNES
BIDANI Supervisor
Date: Jan. 29, 2021

MFO & PAPs.	Success Indicator (SI)		Task Assigned	Target	Rating					Remark
					Actual Accomplishment	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). stipulated in LGUs integrated Development Plan										
4.62										
O 4.1.			Advocacy /Linkaging/Partnership							
	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.	6	5	5	5	5	5	VSU Sarellite SUC and Technocal Department//College/ Centers VSU-Isabel, ISRDS, College of Management , Extension office , EVSU
	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			138	151	4	4	4	4	Own catchment LGUs: Ormoc City- 110 brgys, and 40 municipalities 1 cities contined implementing EMIC PNC, Leyte

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 legitimization of BIDANI Strategy	1	1	4	4	4	4	Hindang, Leyte, resolution providing the mayor authority to sign the MOA.
SI.4 Number of SUC & LGUs/partner stakeholders funded BIDANI training activities	Conducted/Attended/presented proposal during LGUs strategic planning/meeting	1	2	5	5	5	5	Proposal for partnership development- VSU-Isabel Inopacan and Hindang . Leyte for sustainability , Macrohon, So. Leyte
SI.5 Amount of Funds generated/contributed from/by partners to finance training activities		100T	-150					Inopacan, Leyte budget 100 T in AIP and Macohon 50 T for BIDANI taining activities but not utilized due to the PANDEMIC
PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy	Conducted orientation meeting/seminar	0	1	5	5	5	5	LIGA Board, Barangay Captains (ABC),
PI.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	9	9	5	5	5	5	LIGA Boad member organized to harmonized organized committee chairmanship (pls. refer attached) with Minutes of the meeting
PI.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.		2	2	5	5	5	5	MPDO, LIGA President , BIDP submission
PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation	Conducted linkage and partnership development with VSU technical departmenrs/center and NGAs and NGOs for LGUs PPAs implementation	2	2	4	4	4	4	College of Management and ISRDS/Extension Office Virtual meeting on KUMAIN - NGOs-Facilitate Clients /beneficiaries loan application to BIDANI micro-finance for IGP's,

OVPRE MFO 4.2		Trainings/Seminar -Partnership Development					50		Unmet planned due to PANDEMIC
	<p>P2.1 Number of BIDA trainings conducted</p> <p>□ Orientation Seminar</p> <p>□ TOT/Reinforcement training</p> <p>□ Sectoral Planning-Workshop of 8 sectoral committees/core group</p> <p>□ Barangay Integrated Development Plan (BIDP) formulation workshop</p> <p>-City/Municipal/Barangay Nutrition Action Plan Formulation Workshopp</p>		<p>□ 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</p>	4					VSU-BIDANI Satellite SUCs and LGUs Reinforcement Trainers' Training in BIDAnizing process , LGU Municipal Sectoral Development Plan (MSDP) Comprehensive Multi-Sectoral Development Plan and barangay planning-partnership development
	S2.1. Number of person-days trained.		No. of persons trained weighted x No. of weight of trainings	250					
	S2.2. Number of persons trained		Collaborated LGUs sectoral technical committees & SUCs experts in supports for training activities	250					
	S2.3 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.		Facilitated filling-up and completion of sectoral form	8					Sectoral Core group existing at the local levels
	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-sectoral plan/ book	17	22.00	5	5	5	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 is basis for BNAP and other plans required by the LGU. , 19 Inopacan barangays 3 macrohon completed their BIDP book

OVPRE MFO 4.3		IEC Materials/Extension Packages							2.3	
	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/designed/prepared/produced and distributed trainings/extension packages/Information Education Communication	6	15	3	3	3	3	Monthly WFH accomplishment IPCR Jan-June accomplishment and targets Jan-Dec. , Training Design: Mechanics in operation/line the BIDANI Strategy., training handouts on project designing and Development , Draft Resolution in the adoption and institutionalizing BIDANI Strategy in Region 8 through RTWG, prepare Abstract on Harmonizing SUC-LGUS Development Initiatives/Using the BIDANI as a Linkage Program submitted to Ipovcon, Drafted VSU Proposal on Nutrition Program for Eastern Visayas thru CME , Prepared Status report /Updates on BIDA components submitted to UPLB-BIDANI, slide Presentation Inhouse review report
	S3.1: Number of person provided with IEC materials distributed/Slides presented.		Provided during workshop as extension package in the planning-workshop	126	12	3	3	3	3	Evaluator, Extension office/Director, BIDANI staff, CME Dean
	S3.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.		Presented during MTAC strategic planning/meeting - workshop and approval	1	0	1	1	1	1	not met due to PANDEMIC
	S3.3: Percent of request for IEC responded to within 3 days.		IEC were provided during the training period	90	1	1	1	1	1	

	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90						Client/participants uses /filled-up the training handouts/materials provided and submitted to concerned agencies
OVPREMFO 4.4 Technical Backstopping Activities (done to partner stakeholders outside trainings- Coaching and small dosage training)										
	P4.1 Number of technical/expert services		Provided 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.	4	11	3	3	3	3	UPLB BIDANI Network Coordinator, status reports Updates, Micro-finance facilitated beneficiaries /client loan application, RTWG 8 quarter meeting updates presentation and accomplishment report, Draft ed proposal, Resolution, Abstarch, ISRDS monthly meeting, ABC president Organization of Board member Sectoral Functional Committees, Hilongos MDP
	S4.1. Number of stakeholders/partners/clients/beneficiaries provided with technical assistance/ services. Groups/individual			98	109	5	5	5	5	SUC BIDANI Core team, NNC R8- Technical Working Group \Regional Nutrition Evaluation Team (TWG/RNET) BIDANI Micro-finance, LGUs C/MTAC., Association of Barangay Captains (ABC) General Assembly, MPDOs, Executive Secretary/Assistant, VSU Extension Team meeting, BIDANI Network program coordinator program Leader, ISRDS staffs, CME Dean, In house review evaluator
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	100	5	5	5	5	

43

not technical services



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

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					57
Average Score					4.75

Overall recommendation

: *Be creative in finding alternative extension strategies to meet targets.*

Lilian B. Nuñez
LILIAN B. NUÑEZ
 Director