



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Melodina P. Edullantes

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

Melodina P. Edullantes
MELODINA P. EDULLANTES
Name of Staff

Reviewed by:

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

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
Dean/Director

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President-Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MELODINA P. EDULLANTES**, of the **BIDANI, ISRDS, Visca, Baybay City, Leyte**, 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 to December, 2023.

Myodullantes
MELODINA P. EDULLANTES

Ratee
Date: 01-04-2024

Approved:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Head of Unit
Date: 1-5-24

MFO No.	MFO Description	Success Indicator /Performance Indicator (SI/PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services : Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)											
UMFO 4. 3 BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)											
UMFO 4.3.1 Advocacy/Linkaging/Partnership											
	<u>SI/PI 1.</u> Number of External Campuses and LGUs adopted the PNEA			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	2	20	5	5	5	5	VSU-Isabel Campus, Baybay City, Hindang & Inopacan, Leyte
	<u>SI/PI 2.</u> Number of LGU's,NGA's/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation			Facilitates & coordinates w/ LGU's, NGA's & VSU's technical experts	2	25	5	5	5	5	Local Government Units of Baybay, Hindang, Inopacan & NNC-R8 as member of RTWG, RNET & Scaling Up Nutrition (SUN) Movement
	<u>SI/PI 3.</u> Number of functional Local Nutrition Committees (C/MNC/BNC), BNS & Nutripak Associations facilitated and coordinated			Facilitates & coordinates the conduct of meetings & planning workshops re: C/M/BNAP	30	40	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay, Hindang & Inopacan, Leyte
	<u>SI/PI 4.</u> Amount of extension money generated from external funding			Facilitates generation of extension money from external funding for PNEA implementation	150,000	422,000	5	5	5	5	LGU funded PNEA trainings and Supplemental Feeding Program using Nutripak

	S/PI 5. Number of meetings, planning workshops and MELLPI-Pro with NNC 8 as RTWG & RNET Member		Attends meetings & planning workshops &	2	8	5	5	5	5	Regional Technical Working Group (RTWG) and Regional Nutrition Evaluation Team (RNET) Meetings
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UMFO 4.3.2 Trainings/Seminars

Partnership Development

4.50

	S/PI 1. Number of PNEA and nutrition-related trainings/seminars conducted		Conducts PNEA and nutrition-related trainings/seminars in collaboration with partner stakeholders	2	4	5	5	5	5	Trainings and seminars on PNEA & BNAP Formulation, BNS Training Course
	S/PI 2. Number of persons trained on PNEA and nutrition related		Monitors number of persons trained	150	310	5	5	5	5	Members of Local Nutrition Committees, Barangay Nutrition Scholars Association, and Nutripak Association/Cooperative
	S/PI 3. Number of persondays trained on PNEA and nutrition related			150	328	5	5	5	5	
	S/PI 4. Percentage of trainees who acted trainings as satisfactory or better			80	90	4	4	4	4	
	S/PI 5. Percentage Requests for trainings responded to within 3 days			80	90	4	4	4	4	

UMFO 4.3.4 IEC Materials/Extension Package

5.0

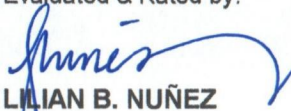
	S/PI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)		Prepares Information education Communication (IEC) materials	4	6	5	5	5	5	Training materials and monitoring forms for PNEA , MELLPI-Pro and Nutripak
	S/PI 2. Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)		Distributes Information education Communication (IEC) materials	50	75	5	5	5	5	Training materials and monitoring forms for PNEA and MELLPI-Pro

UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and consultations)										5.0
	S/PL 1. Number of technical/expert services provided to partner stakeholders/organization/groups/individuals		Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries thru on-site and on-line coaching/meetings/consultations, phone calls and emails	20	36	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Cooperative-Baybay City, Hindang, Inopacan, Leyte
	S/PL 2. Number of stakeholders/partners/clients/beneficiaries provided with technical assistance /services for groups/individuals		Provides technical assistance to gender balanced stakeholders/partners/clients or beneficiaries	100	750	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Cooperative-Baybay City, Hindang, Inopacan, Leyte
Total Over-all Rating			29.6							

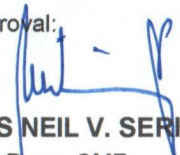
Average Rating(Total Over-all rating divided by 4)	4.9
Additional Points	
Approved additional points(with copy of approval)	
FINAL RATING	4.9
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose
Allocate time for their work.

Evaluated & Rated by:


LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: 1-5-24

Recommending Approval:


MOISES NEIL V. SERINO
 Dean, CME
 Date: 1-19-24

Approved:


BEATRIZ S. BELONIAS
 Vice President-Academic Affairs
 Date: 01/30/24

1- Quality

2-Efficiency 3-Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Melodina P. Edullantes

Position: Science Research Specialist

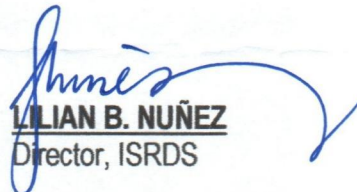
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 : Allocate time for thesis work.


LILIAN B. NUÑEZ
 Director, ISRDS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: 4.86

Aim: To earn her master's degree in Social Work and apply for a faculty position

Proposed Interventions to Improve Performance:

Date: January 8, 2024

Target Date: June 30, 2024

First Step:

Finalize proposal revision. Gather data in identified project site.

Analyze data and write manuscript; defend thesis; finally graduate

Result:

Employee has earned MS Social Work degree

Date: July 1, 2024

Target Date: September 30, 2024

Next Steps:

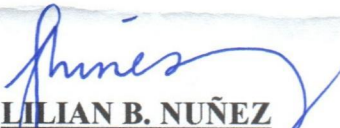
Write one article on vast extension experience and submit to publisher.

Apply for a faculty position at VSU.


Outcome: Employee possesses qualifications for a faculty position.

Final Step/Recommendation: Gear efforts toward improving employment status at VSU through her master's degree earned during the year.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


MELODINA P. EDULLANTES
Ratee