

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: MELODINA P. EDULLANTES.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.30	70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.16	30%	1.24
<b>TOTAL NUMERICAL RATING</b>			<b>4.25</b>

TOTAL NUMERICAL RATING: 4.25  
 Add: Additional Approved Points, if any: .1  
 TOTAL NUMERICAL RATING: 4.35

FINAL NUMERICAL RATING 4.35

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
 MELODINA P. EDULLANTES.  
 Name of Staff

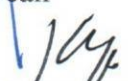
Reviewed by:

  
 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 INSTRUCTION

Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, MELODINA P. EDULLANTES, of the ISRDS-BIDANI, Visca, Baybay City, Leyte, commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December, 2019.

  
**MELODINA P. EDULLANTES**  
Science Research Specialist

  
**MARIA AURORA TERESITA W. TABADA**  
Head of Unit

MFO No.	MFO Description	Success Indicator /Performance Indicator (SI/PI)		Task Assigned	Target	Rating				Remark	
						Actual Accomplishment	Quality	Efficiency	Timeliness		Average
UMFO 4. Extension Services : BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)											
UMFO 4.1 Advocacy/Linkaging/Partnership											
	SI 1. Number of SUCs adopted the PNEA			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	0	1	4	4	4	4.00	
	SI 2. Number of LGUs, NGOs adopted the PNEA			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA, Monitors number of LGUs, NGOs adopted the PNEA	55	65	5	4	4	4.33	LGUs of Baybay City, Ormoc City, Hindang, & MAPANGUAPA -
	PI 1. Number of stakeholders advocated on PNEA			Monitors number of stakeholders advocated on PNEA	35	45	5	4	4	4.33	Members of Local Nutrition Committees of Hindang, Hilongos , Macrohon So. Leyte & MAPANGUAPA
	PI 2. Number of Memorandum of Understanding/Agreement (MOU/A), Resolution adopting PNEA			Establishes linkage with Local Nutrition Committees & facilitated the preparation of MOU/MOA and resolutions	30	40	5	4	4	4.33	LGUs of Baybay City & Ormoc City, Municipality of Hindang, & MAPANGUAPA

	<b>PI 3.</b> Number of functional C/MNC/BNC, BNS & Nutripak Associations		Facilitated & coordinated the conduct of meetings & planning workshops	5	10	5	5	5	5.00	Local Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	<b>PI 4.</b> Number of LGU's/NGO technical experts coordinated & facilitated in providing technical services for PNEA implementation		Facilitated & coordinated w/ LGUs/NGO technical experts	5	10	5	5	5	5.00	Local Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	<b>PI 5.</b> Number of VSU technical department/center coordinated and collaborated		Coordinated and collaborated w/ VSU technical department/center experts	3	3	5	4	4	4.33	ISRDS - MAPANGUAPA Project PRCRTC - Nutripak Food Miller - BIDANI Micro-Finance- MAPANGUAPA
<b>UMFO 4.2 Trainings/Seminars Partnership Development</b>										
	<b>SI 1.</b> Number of PNEA and nutrition-related trainings/seminars conducted (PNEA Approach, Infant & Young Child Feeding, Child Growth Standards, Barangay Nutrition Action Plan, Nutrition OPT Plus, Nutripak Production)		Conducted PNEA and nutrition-related trainings/seminars	6	10	5	4	4	4.33	Local Nutrition Committees, BNS & Nutripak Associations & PNEA Target Beneficiaries - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	<b>SI 2.</b> Number of persons trained		Monitored number of persons trained	300	600	5	5	5	5.00	
	<b>SI 3.</b> Number of person-days trained			100	600	5	5	5	5.00	
	<b>SI 4.</b> Number of CNAP/MNAP/BNAP, PNEA/ Nutrition Action Plans accomplished and Nutripak IGP's established		Monitored number of BNAP, PNEA/Nutrition Action Plans accomplished and Nutripak IGP's established	60	70	5	4	4	4.33	Local Nutrition Committees, BNS & Nutripak Associations - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	<b>SI 5.</b> Percentage of trainees who acted trainings as satisfactory or better			90	90	5	4	4	4.33	
	<b>SI 6.</b> Percentage of requests for training/seminar responded to within 3 days		Monitored requests for training/seminar	90	90	5	4	4	4.33	
	<b>PI 1.</b> Number of training design/proposal prepared and produced and provided to stakeholders		Prepared/produced/revised and provided training design/proposal to partner stakeholders	3	4	5	4	4	4.33	Advocacy, seminar & training materials on PNEA, C/M/BNAP & Nutripak




	PI 2. Number of LGUs/partners funded PNEA & nutrition-related trainings at the city/municipal & barangay level			3	4	5	4	4	4.33	LGUs of Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
<b>UMFO 4.3 IEC Materials/Extension Package</b>										
	SI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms)		Conceptualized/Designed/Developed/Prepared/Produced & Distributed trainings and Extension packages/Information education Communication (IEC) materials	3	4	5	4	4	4.33	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
	SI 2. Number of IEC materials distributed/slides presented		Monitored number of IEC materials distributed/slides presented	150	300	5	5	5	5.00	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
	SI 3. Percent of request for IEC responded to within 3 days			90	90	5	4	4	4.33	
	SI 4. Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	90	5	4	4	4.33	
<b>UMFO 4.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and small dosage training)</b>										
	SI 1. Number of of technical/expert services		Provides technical backstopping activities/advisory services to partner stakeholders/organization /groups/individuals	110	120	5	4	4	4.33	Provide technical inputs during CNC, BNC, BNS & MNAO's meetings & planning workshops & respond to calls & text messages from stakeholders
	SI 2. Number of stakeholders/partners/ clients/beneficiaries provided with technical assistance /services for groups/individuals			100	150	5	4	4	4.33	Members of Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations, Nutrition Action Officers/Coordinators VSU-Isabel Extension Staff
	SI 3. Percent of persons assisted who rated services satisfactory or better			90	90	5	4	4	4.33	
<b>UMFO 4.5 Others</b>										
	SI 1. Number of awards & recognition received								0.00	
										<b>Comments &amp; Recommendations for</b>

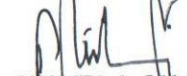
Total Over-all Rating						20.0	16.0	16.0	17.3
Average Rating						5.0	4.0	4.0	4.3
Adjectival Rating						VERY SATISFACTORY			

**Development Purpose:**  
Ms. Edullantes needs to be deloaded so she can give more time to the completion of her MS thesis proposal and its implementation


Received by:

  
**MA/TW TW. TABADA**  
Unit Head:  
Date: 1/20/20

Calibrated by:

  
**ANALITA A. SALABAO**  
Dean, CME  
Date: 2/17/20

Approval:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
Vice Pres. for Instruction  
Date: 2/18/20

1- Quality

2- Efficiency

3- Timeliness

4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: Melodina P. EdullantesPosition: 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 ( <i>For supervisors only to be rated by higher supervisor</i> )					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					4/6

Overall recommendation : VS

  
Name of Head