

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

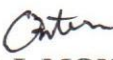
Add: Additional Approved Points, if any: 0.1

TOTAL NUMERICAL RATING: 4.18

ADJECTIVAL RATING: VERY SATISFACTORY

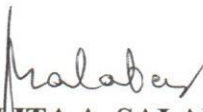
Prepared by:

Reviewed by:


ELENA I. MONTEROSO
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANALITA A. SALABAO
Dean, CME

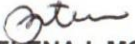
Approved:


BEATRIZ S. BELONIAS
VP for Instruction

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 January to 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 Accom- plishment	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.			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-Isabel -Technical Department: Teachers Education, Business 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 brgys, Ormoc City- 110 brgys, Hilongos=51brgys Inopacan =20 brgys, Mahaplag 28 brgys , Leyte, Macrohon So. Letye =30brgys. Hindang, Leyte=20 brgys

	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 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 Mahaplag, Leyte for presentation to new set of legislators.
	SI.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 development- VSU-Isabel -LGU Macrohon Southern, Leyte Baybay City-
	SI.5 Amount of Funds generated/contributed from/by partners to finance training activities	Conducted MTAC strategic planning-workshop for operationalizing BIDANI strategy and provided technical assistance in the preparation 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, Baybay City BNAP Formulation Workshop 92 barangays, Macrohon Southern Leyte , BIDP formulation workshop
	PI.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 Captains (ABC), PNC's/MNAC's/BNS' Association
	PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sectoral functional committees organized & capacitated for partnership development	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	11	4.00	4.00	4.00	4.00	SUC BIDANI Core team- BIDA, BMIS & PNEA and LGUs functional committee/sectoral core group- Municipal Technical Committees =8 sectoral core group existing at the LGUs.
	PI.3 Number of LGUs technical Department/agencies experts /agencies/offices concern mobilized and participated 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	Sectoral Core group /Team 8 sectoral committee MTAC/MNC: existing at the local levels including Government Agencies and NGOs. SUC BIDANI core team /technical department
	PI.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 project. - NGOs-Facilitate Clients /beneficiaries loan application to BIDANI micro-finance for IGPs, - NNC-ECCD
					37.30	37.30	37.30	37.30	
					4.14	4.14	4.14	4.14	

OPPRE MFO 4.2 Trainings/Seminar- Partnership Development																	
	P2.1 Number of BIDA trainings conducted	Orientation Seminar II TOT/Reinforcement training II Sectoral Planning-Workshop of 8 sectoral committees/core group II Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulation Workshopp	II Conducted training(TOT)/ reinforcement training /Seminar on BIDA/NI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPAs	3	4	4.00	4.00	4.00	4.00	4.50	150	912	4.50	4.50	4.00		
				4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50		
				4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50		
				4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50		
				4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50		
								</									

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/designed/prepared/produced and distributed trainings/extension packages/Information Education Communication	8	11	4.00	4.00	4.00	4.00	4.00	4.00	Brochures, 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: sectoral matrix for operationalization
	S3.1: Number of person provided with IEC materials distributed/Slides presented.	Provided during workshop as extension package in the planning-workshop	200	912	4.00	4.00	4.00	4.00	4.00	4.00	A dvocacy material: Brochure Planning forms :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.	Presented during MTAC strategic planning/meeting - workshop and approval	2	3	4.00	4.00	4.00	4.00	4.00	4.00	BIDP, AIP, BNAP. Macrohon So. Leyte, BNAP Baybay and Isabel MTAC TOT
	S3.3: Percent of request for IEC responded to within 3 days.	IEC were provided during the training period	90	100	4.00	4.00	4.00	4.00	4.00	4.00	Planning forms utilized during workshop
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better		90	96.53	4.00	4.00	4.00	4.00	4.00	4.00	Client/participants uses /filled-up the training handouts/materials provided and submitted to concerned agencies
					20.00	20.00	20.00	20.00	20.00	20.00	
					4.00	4.00	4.00	4.00	4.00	4.00	
OVPREMFO 4.4 Technical Backstopping Activities (done to partner stakeholders outside trainings- Coaching											
	4.1 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.	10	21	4.00	4.00	4.00	4.00	4.00	4.00	National Nutrition Committee (NNC) Baybay & Ormoc City/Municipal Technical Action Committee /Nutrition Committee Planning meeting/Serve as Resource person/Facilitator/ Small dosage training & coaching, ECCD-TAME, Micro-finance facilitated beneficiaries /client loan application

Date: _____

MARIA AURORA TERESITA W. TABADA

[Signature]

Date:

ANALITA A. SALABAO

Recommending Approval

ANALITA A. SALABAO

Date:

BEATRIZ S. BELONIAS

Approved:

4.15	4.15	4.15	4.15
16.61	16.61	16.61	16.61

4.15	4.15	4.15	4.15
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91.30	91.30	91.30	91.30
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Comments & Recommendations for	Development Purpose:
Mr. Montenegro 20 years investment in B/PMI should not criticize merited since she is working in 2021. It is	Instruction needed that she is allowed to go on retreat to write the B/PMI Story.

[illegible]

OVERRE MFO 4.5 Others

S4.2 Percent of persons assisted who rated services satisfactory or better.

stakeholders/partners/clients/ beneficiaries
provided with technical assistance/
services. Groups/individual

S4.1. Number of

received	Best practices/new initiatives
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Best practices/new initiatives

Certificate of Appreciation for serving as Resource Speaker
for partnership development in Baybay, Macrohon, & VSU-
Isabel LGU and Provincial Nutrition Council (PNC)

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

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:

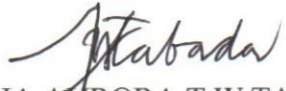
Attendance to the DSWD-CDD Research orientation.

Outcome: _____

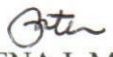
Final Step/Recommendation:

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