



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	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING: 4.45


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.45

FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: Very Satisfactory

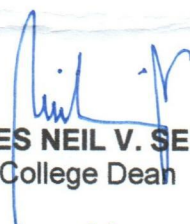
Prepared by:


ELENA I. MONTEROSO
Name of Staff

Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
College Dean

Approved:


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 accomplishments in accordance with the indicated measures for the period July -November 26, 2021.

Atua
ELENA I. MONTEROSO
Science. Research. Specialist 1

Date: _____

Juner
LILIAN B. NUÑEZ
BIDANI Supervisor

Date: _____

MFO & PAPs.	Success Indicator (SI)	Task Assigned	Target	Rating					Remark
				Actual Accomplishment	Quality	Efficiency	Timeliness	Average	

OVPRE MFO 4.. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement

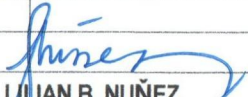
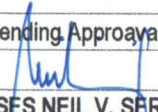
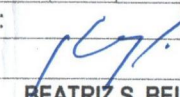
Component : BIDA-Barangay Integrated Development Approach - The Process of implementing the BIDANI Strategy thru advocacy/linkaging or generating and sustaining the active and coordinated participation of all sectors at various levels to facilitate adoption, implementation of the strategy to accelerate 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

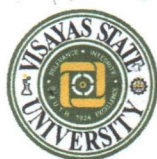
OVPRE MFO 4.1. Barangay Integrated Development Approach (BIDA)/BIDANI Strategy

MFO 4.1	Advocacy /Linkaging/Partnership								
	PI.1 Number of Orientation meeting/Social marketing/preparation conducted on the adoption of BIDANI Strategy	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.	3	3	5	5	4	4.67	BIDANI Program Leader BIDANI project leaders (BIDA, BMIS) -BIDNI Network- BIDNI Bill VSU Isabel
4.1.2+A21:G24	SI.1 Number of SUCs and Technical Department/Centeradopted BIDANI as Extension Program/Project/Tool with MOA	Facilitated the legitimazation on the adoption of BIDANI as a collaborative extension action reserch progrnam of SUCs	100.00%	2	4	4	4	4.0	VSU- Isabel BIDNI, ISRDS - VSU

	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	Facilitated the legitimization of BIDANI Strategy (approval /signatures of the MOA, edited resolution.)	1	2	✓	✓	✓	✓	Hindang, Leyte , NNC-R8/RNC for PPAN asnenabling mechanism
	PI.3 Number of partnership established/sustained Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed	Coordinate/Collaborate with VSU OVPRE & Colleges Technical Departments, Line Agencies, GOs and NGOs in operationalizing BIDANI strategy to harmonize LGUs development initiatives in program planning implementation, monitoring and evaluating development PPAs		323	✓	✓	✓	✓	Own catchment LGUs: existing Baybay =92 brgys (to be renewd Ormoc City- 110 brgys, Hilongos=51brgys(to be renewed) Inopacan =20 brgys, Hindang, Leyte=20 brgys Macrohon So. Letye =30brgys.
	SI.4 Number of SUC & LGUs/partner stakeholders funded BIDANI training activities: Allocated in AIP Inipacan, Hilongos, Leyte Macrohon So. Leyte in Planning office	Proposal for partnership development-							Allocated in n AIP Inopacan barangays, Hilongos, Leyte Macrohon So. Leyte in Planning office
	Ammount Allocated in LGUs AIP for training			50T 100T 500T					No training activity undertken due to PANDEMIC restriction.
	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	0	2	✓	✓	✓	✓	ABC/LIGA president (Macrohon Board members committees) -ISRDS -BIDANI
	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.	Consideration of BIDANI in LGUs planning budget in AIP	5	4	4	4	4	4	ABC President, Macrohon, So. Leyte (for the Board members committee monitoring with barangay sectoral committees counterpart. -MPDO's
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation	Coordinate/Collaborate with VSU OVPRE & Colleges Technical Departments, Line Agencies, GOs and NGOs in operationalizing BIDANI strategy to harmonize LGUs development initiatives in program planning implementation, monitoring and evaluating development PPAs	0	3	✓	✓	4	4.67	CME technical Departments/center - NGOs-Facilitate Clients /beneficiaries loan application to BIDANI micro-finance for IGPs,
OVPRE MFO 4.2 Trainings/Seminar -Partnership Development ALL PLAN ACTIVITIES UNDER THIS MFO Unmet DUE TO PANDEMIC Restriction								32.74	

	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	0	14	✓	✓	✓	✓	<ul style="list-style-type: none"> ▣ Filled up annual report 2020 for the In House Review Prepared In house ▣ Review Evaluation Presentation ▣ Monthly report July - Nov. ▣ IPCR accomplishment Jan June, July -Noveberr, January December, 2021 ▣ BIDA Components Report by year with BIDP, MOA and Remarks/description ▣ Matrix Status of BIDANI coverage by Components by region, province City/municipality ▣ BIDA Assessment Matric 2017 2020 accomplishment with issues and concern ▣ BIDA planning documents ▣ Mid yeard report Jan - June 2021
	S3.1: Number of person provided with IEC materials distributed	Provided during workshop as extension package in the pllaning-workshop	235	198	4	4	4	4	Extension & Research office/Director, BIDANI staff, VP for research and Extension, ISRDS Director and Stafxf, LGU Baybay used Sectoral forms and BIDP forms in reprogramming their BIDPs
	S3.2: Number of training design/proposal approved by partner stakeholders for partnership implementation provided with IEC materials distributed	Presented during MTAC strategic planning/meeting workshop	2	0	2	2	2	2	
	S3.3: Percent of request for IEC responded to within 3 days.	IEC were provided during the training period	90	90	✓	✓	✓	✓	

S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	90	✓	✓	✓	✓	
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.	0	4	4	4	4	4	UPLB BIDANI Network, VSU-BIDANI team, RTWG R8 planning meeting/, Micro-finance facilitated beneficiaries /client loan application , ABC
S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			149	70	3	3	3	3	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) MPDOs, VSU Extension BIDANI Network program coordinator, program Leader, ISRDS staffs, LGU Hilongos, Inopacan, Macrohon.
S4.2 Percent of persons assisted who rated services satisfactory or better.			90	90	✓	✓	✓	✓	
OVPRE MFO 4.5 Others									
S5.1 Number of awards and recognition received			0	1					Certificate of participation
Best practices/new initiatives									
Total Over-all Rating									69.34 Retired effective Nov. 26, 2021
Average Rating									4.33
Adjectival Rating									Very Satisfactory Thanks!
Evaluated & Rated by:		Recommending Approval		Approved:					
 LILIAN B. NUÑEZ Dept./Unit Head		 MOISES NEIL V. SERINO Dean		 BEATRIZ S. BELONIAS Vice President for Academi Affairs					
Date: _____		Date: <u>12/21/21</u>		Date: <u>12/21/21</u>					
1-quality	2 -efficiency	3 - timeliness	4- average						



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-November 26, 2021

Name of Staff: Elena I. Monteroso Science Research Specialist

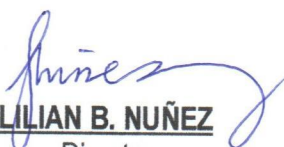
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					4.71

Overall recommendation : Thanks for your commitment & hard work!


LILIAN B. NUÑEZ
 Director