



**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	3.85	70%	2.70
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.02</b>

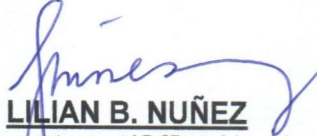
TOTAL NUMERICAL RATING: 4.02  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.02  
  
FINAL NUMERICAL RATING 4.02

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
**MELODINA P. EDULLANTES**  
Name of Staff

Reviewed by:

  
**LILIAN B. NUÑEZ**  
Department/Office Head

Recommending Approval:

  
**MOISES NEIL V. SERIO**  
Dean/Director

Approved:

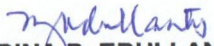
  
**BEATRIZ S. BELONIAS**  
Vice President-Academic Affairs


Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION  
Visca, Baybay City, Leyte

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

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

Approved:

  
**MELODINA P. EDULLANTES**  
Ratee  
Date: July 10, 2023

  
**LILLIAN B. NUÑEZ**  
Head of Unit  
Date: 7/10/2023

MFO No.	MFO Description	Success Indicator /Performance Indicator (SI/PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
UMFO 4. EXTENSION SERVICES: Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)											
UMFO 4. 3. BIDANI Project 3: Participative Nutrition Enhancement Approach (PNEA)											
UMFO 4.3.1. Advocacy/Linkaging/Partnership											
	S/PI 1. Number of External Campuses and LGUs adopting the PNEA project			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	2	22	5	4	4	4.33	VSU Component Campuses, Baybay City, Ormoc City, Hindang & Hilongos, Inopacan Leyte, Macrohon Southern, Leyte
	S/PI 2. Number of LGUs, NGAs/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation			Facilitates & coordinates with LGUs, NGAs & VSU's technical experts	4	24	5	5	4	4.67	Local Government Units of Baybay , Hindang, Hilongos, Inopacan Leyte & Macrohon, Southern Leyte, & NNC-R8 as member of RTWG & RNET



	<b>S/PI 3.</b> 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	20	25	5	4	5	4.67	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay & Ormoc City, Hindang & Hilongos, Leyte, Macrohon, Southern, Leyte
	<b>S/PI 4.</b> Amount of extension money generated from external funding		Facilitates generation of extension money from external funding for PNEA implementation	0	0					LGU funded PNEA trainings and Supplemental Feeding Program using Nutripak
	<b>S/PI 5.</b> Number of meetings with NNC Region 8 as RTWG & RNET Members			1	2	4	4	4	4	Regional Technical Working Group (RTWG) and Regional Nutrition Evaluation Team (RNET) Meetings

#### UMFO 4.3.2. Trainings/Seminars

	<b>S/PI 1.</b> Number of PNEA and nutrition-related trainings/seminars conducted		Conducts PNEA and nutrition-related trainings/seminars in collaboration with partner stakeholders	0	0	2	2	2	2	
	<b>S/PI 2.</b> Number of persons trained on PNEA and nutrition related		Monitors number of persons trained	0	0	2	2	2	2	
	<b>S/PI 3.</b> Number of persondays trained on PNEA and nutrition related			0	0	2	2	2	1	
	<b>S/PI 4.</b> Percentage of trainees who acted trainings as satisfactory or better			0	0	2	2	2	2	
	<b>S/PI 5.</b> Percentage requests for trainings responded to within 3 days			0	0	2	2	2	2	

#### UMFO 4.3.3. IEC Materials/Extension Package



	<b>S/PI . 1.</b> Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)		Prepares Information education Communication (IEC) materials	2	4	4	4	4	4	Monitoring forms for PNEA and MELLPI-Pro
	<b>S/PI . 2.</b> Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)		Distributes Information education Communication (IEC) materials	25	30	4	4	4	4	Monitoring forms for PNEA and MELLPI-Pro

**UMFO 4.3.4. Technical Backstopping Activities** (done to partner stakeholders outside trainings - Coaching and consultations)

	<b>S/PI . 1.</b> Number of technical/expert services provided to partner stakeholders/organization/groups/individuals		Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries through on-site coaching/meetings/consultations, phone calls and emails	10	33	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay City, Hindang & Hilongos, Inopacan Leyte, Macrohon, Southern, Leyte
	<b>S/PI . 2.</b> 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	50	369	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay City, Hindang & Hilongos, Inopacan Leyte, Macrohon, Southern, Leyte

<b>Total Overall Rating</b>	<b>15.42</b>
<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>3.85</b>
<b>Additional Points:</b>	
<b>Approved additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	<b>3.85</b>
<b>ADJECTIVAL RATING</b>	<b>VS</b>

<b>Comments &amp; Recommendations for Development Purpose:</b>
<i>Exert more effort towards gaining more partners.</i>

Evaluated & Rated by:

*Lilian B. Nuñez*  
LILIAN B. NUÑEZ  
7/10/2023

Recommending Approval:

*Moises Neil B. Serino*  
MOISES NEIL B. SERINO

Approved:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Dept./Unit Head  
Date: 7/10/23

Dean, CME  
Date: 7/14/23

Vice President for Academic Affairs  
Date: 7/21/23

1-Quality    2-Efficiency    3-Timeliness    4-Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2023

Name of Staff: Melodina P. Edullantes Position: Administrative Aide 3

**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.**

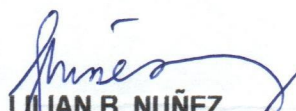
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						53				
Average Score						4.42				

Overall recommendation : Allocate time for material their work.

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: 4.02

Aim: To earn a degree in MS Social Work to add to the faculty force of ISRDS

Proposed Interventions to Improve Performance:

Date: July-September 2023

Target Date: 1<sup>st</sup> Sem 2023-2024 at LNU

First Step:

Finalize and submit thesis proposal

Result:

Thesis proposal submitted

Date: October-December 2023

Target Date: 1<sup>st</sup> Sem 2023-2024 at LNU

Next Step:

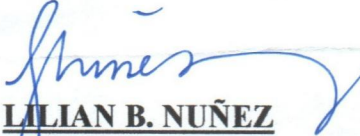
Defend and conduct approved thesis proposal

Outcome: Gathered and analyzed data and prepared draft manuscript


Final Step/Recommendation:

Manage time between work and studies in order to complete the latter

Prepared by:

  
LILIAN B. NUÑEZ  
Unit Head

Conforme:

  
MELODINA P. EDULLANTES  
Name of Ratee Faculty/Staff