

**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	3.70	70%	2.55
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
<b>TOTAL NUMERICAL RATING</b>			<b>3.73</b>

TOTAL NUMERICAL RATING: 3.73  
 Add: Additional Approved Points, if any: 0.1  
 TOTAL NUMERICAL RATING: 3.83

FINAL NUMERICAL RATING 3.83

ADJECTIVAL RATING: VS

Prepared by:

meodullantes  
MELODINA P. EDULLANTES  
 Name of Staff

Reviewed by:

Tabada  
MARIA AURORA T. W. TABADA  
 Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

Edgardo E. Tulin  
EDGARDO E. TULIN  
 President


Visayas State University  
Institute for Social Research & Development Studies (ISRDS)


Visca, Baybay City, Leyte

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

I, **MELODINA P. EDULLANTES**, of the ISRDS, VSU, 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 January to June, 2016.

Important Note: The staff's accomplishment for the quarter was only until May 2016 since she will be on study leave effective June 1, 2016 to pursue her masteral degree.

  
**MELODINA P. EDULLANTES**  
Science Research Specialist  
Date: \_\_\_\_\_

  
**MARIA AURORA TERESITA W. TABADA**  
Head of Unit  
Date: \_\_\_\_\_

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 : BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)											
UMFO 4.1 Advocacy/Linkaging/Partnership											
	SI 1. Number of SUCs adopted the PNEA			Conducted advocacy/social marketing, ground working/resource generation on the adoption of PNEA	0	2	4.0	3.8	4.0	3.93	VSU-Isabel Campus, VSU-Villaba Campus
	SI 2. Number of LGUs, NGOs adopted the PNEA			Monitored number of LGUs, NGOs adopted the PNEA	60	60	4.0	3.8	4.0	3.93	Baybay & Ormoc City Merida, Hindang, Matalom, Leyte
	PI 1. Number of stakeholders advocated on PNEA			Monitored number of stakeholders advocated on PNEA	50	50	4.0	3.8	4.0	3.93	Baybay & Ormoc City Merida, Hindang, Matalom, Leyte



	<b>PI 2.</b> Number of Memorandum of Understanding/Agreement (MOU/A), Resolution adopting PNEA		Established linkage with Local Nutrition Committees & facilitated the preparation of MOU/MOA and resolutions	0	0				0.00	
	<b>PI 3.</b> Number of functional C/MNC/BNC, BNS & Nutripak Associations		Facilitated & coordinated the conduct of meetings & planning workshops	7	8	4.0	3.8	4.0	3.93	Baybay & Ormoc City Merida, Hindang, Inopacan, Hilongos (new)
	<b>PI 4.</b> Number of LGU's/NGO technical experts coordinated & facilitated in providing technical services for PNEA		Facilitated & coordinated w/ LGUs/NGO technical experts	2	2	3.8	3.8	4.0	3.87	Merida & Hindang, Leyte
						4.0	3.8	4.0	3.9	
<b>UMFO 4.2 Trainings/Seminars</b>										
<b>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	1	1	3.8	3.8	3.8	3.8	Merida, Leyte
	<b>SI 2.</b> Number of persons trained		Monitored number of persons trained	40	45	3.5	3.5	3.5	3.5	
	<b>SI 3.</b> Number of persondays trained			60	65	3.5	3.5	3.5	3.5	
	<b>SI 4.</b> Number of 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	50	55	3.8	3.8	3.8	3.8	Ormoc City, Merida, Hindang, Leyte
	<b>SI 5.</b> Percentage of trainees who acted trainings as satisfactory or better			90	90	3.5	3.5	3.5	3.5	
	<b>SI 6.</b> Percentage of requests for training/seminar responded to within 3 days		Monitored requests for training/seminar	90	90	3.5	3.5	3.8	3.6	
	<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	2	3	4.0	4.0	4.0	4.0	PNEA, Nutripak, Nutripak Recipes

	<b>PI 2.</b> Number of LGUs/partners funded PNEA & nutrition-related trainings at the municipal & barangay level			1	1	4.0	4.0	4.0	4.0	Merida, Leyte
						3.7	3.7	3.8	3.7	
<b>UMFO 4.3 IEC Materials/Extension Package</b>										
	<b>SI . 1.</b> Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms)		Conceptualized/Designed/Developed/Prepared/P roduced & Distributed trainings and Extension packages/Information education Communication (IEC) materials	2	3	4	4	4	4.00	PNEA, Nutripak, Nutripak Recipes
	<b>SI . 2.</b> Number of IEC materials distributed/slides presented		Monitored number of IEC materials distributed/slides presented	150	200	3.8	3.8	3.8	3.80	PNEA, Nutripak, Nutripak Recipes
	<b>SI . 3.</b> Percent of request for IEC responded to within 3 days			90	90	3.5	3.5	3.5	3.50	
	<b>SI . 4.</b> Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	90	3.5	3.5	3.5	3.50	
									<b>3.71</b>	
<b>UMFO 4.4 Technical Backstopping Activities (Outside training)</b>										
	<b>SI . 1.</b> Number of of persons provided with technical assistance services		Conducted meetings and provided technical backstopping activities to partner stakeholders	150	160	4.0	4.0	4.0	4.0	Baybay & Ormoc City Merida, Hindang, Matalom, RTWG
	<b>SI . 2.</b> Percent of persons assisted who rated services as satisfactory or better			90	90	3.5	3.5	3.5	3.5	
	<b>SI . 3.</b> Percentage of request of technical assistance responded to within 3 days			90	90	3.5	3.5	3.5	3.5	
						3.7	3.7	3.7	3.7	

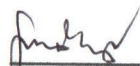
UMFO 4.5 Others										
	SI 1. Number of awards & recognition received			0	0					
Total Over-all Rating									14.80	
Average Rating						0.00	0.00	0.00	3.70	
Adjectival Rating						SATISFACTORY				


Received by:

Calibrated by:


Recommending Approval:

Approved by:

  
PRPEO

  
**REMBERTO A. PATINDOL**  
PMT

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

  
**EDGARDO E. TULIN**  
President

Date:

Date:

Date:

Date:

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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January–June, 2016Name of Staff: Melodina P. Edullantes Position: Science Res. 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		5	36	6		
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	47				
Average Score	3.92				

Overall recommendation : Just transferred to ISRDS in  
February. Has potential - recommended  
Tabada  
MARIA AURORA TERESITA W. TABADA  
Name of Head  
in graduate school (in Social  
Work)