



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

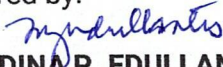
Name of Administrative Staff: MELODINA P. EDULLANTES

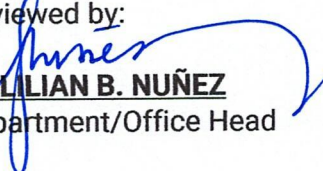
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: 4.42
Add: Additional Approved Points, if any: N/A
TOTAL NUMERICAL RATING: 4.42

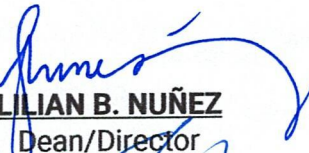
FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: Very Satisfactory

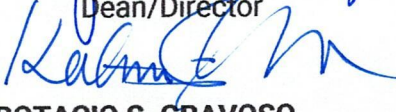
Prepared by:

MELODINA P. EDULLANTES
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MELODINA P. EDULLANTES**, of the **BIDANI, ISRDS, 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, 2024**.

Myedullantes
MELODINA P. EDULLANTES

Ratee
Date: 7-10-24

Approved:

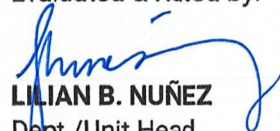
Lilian B. Nuñez
LILIAN B. NUÑEZ
Head of Unit
Date: 7-12-24

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 : Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)										
UMFO 4. 3 BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)										
UMFO 4.3.1 Advocacy/Linkaging/Partnership										46 480 for
	S/PI 1. Number of External Campuses and LGUs adopted the PNEA	Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	2	4	5	5	5	5	VSU Alang-alang Campus; Own catchment LGUs-Baybay City, Hindang & Inopacan, Leyte	
	S/PI 2. Number of LGU's,NGA's/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation	Facilitates & coordinates w/ LGU's, NGA's & VSU's technical experts	4	6	4	4	4	4	Local Government Units of Baybay, Hindang, Inopacan; VSU DFST & PCC, NNC-R8 as member of RTWG & RNET	
	S/PI 3. 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	30	40	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative, LGU funded PNEA trainings and Supplemental Feeding Program using Nutripak	
	S/PI 4. Amount of extension money generated from external funding	Facilitates generation of extension money from external funding for PNEA implementation	200K	300K	5	5	5	5		

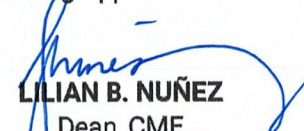
	S/PI 5. Number of meetings, planning workshops and MELLPI Pro with NNC 8 as RTWG & RNET Member	Attends meetings & planning workshops, conducts evaluation	2	4	5	5	5	5	RTWG/RNET Meetings and MELLPI Feedbackings
UMFO 4.3.2 Trainings/Seminars			Partnership Development						4.8
	S/PI 1. Number of PNEA and nutrition-related trainings/seminars conducted	Conducts PNEA and nutrition-related trainings/seminars in collaboration with partner stakeholders	1	2	5	5	5	5	Trainings and seminars on PNEA, BNAP Formulation
	S/PI 2. Number of persons trained on PNEA and nutrition related	Monitors number of persons trained	100	200	5	5	5	5	Members of Local Nutrition Committees, Barangay Nutrition Scholars Association
	S/PI 3. Number of persondays trained on PNEA and nutrition related		100	200	4	4	4	4	
	S/PI 4. Percentage of trainees who acted trainings as satisfactory or better		80	90	5	5	5	5	
	S/PI 5. Percentage Requests for trainings responded to within 3 days		80	90	5	5	5	5	
UMFO 4.3.4 IEC Materials/Extension Package									4.0
	S/PI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)	Prepares Information education Communication (IEC) materials	3	4	4	4	4	4	Training materials and monitoring forms for PNEA and MELLPI-Pro
	S/PI 2. Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)	Distributes Information education Communication (IEC) materials	50	60	4	4	4	4	Training materials and monitoring forms for PNEA and MELLPI-Pro
UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and consultations)									4.5
	S/PI 1. Number of technical/expert services provided to partner stakeholders/organization/groups/individuals	Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries thru on-site and on-line coaching/meetings/consultations, phone calls and emails	20	30	4	4	4	4	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay, Inopacan, Hindang
	S/PI 2. 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	125	150	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay,
Total Over-all Rating			18.10						

Average Rating(Total Over-all rating divided by 4)	$18.10 / 4 = 4.525$	
Additional Points		
Approved additional points(with copy of approval)		
FINAL RATING	4.525	4.525
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:


LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: 7-12-24


Recommending Approval:


LILIAN B. NUÑEZ
 Dean, CME
 Date: 7-12-24

Comments & Recommendations for Development Purpose:

Get out of comfort zone & try potential project sites.

Approved:


ROTACIO S. GRAVOSO
 Vice President-Academic Affairs
 Date: 08/12/24

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

PERFORMANCE MONITORING FORM
JANUARY – JUNE 2024

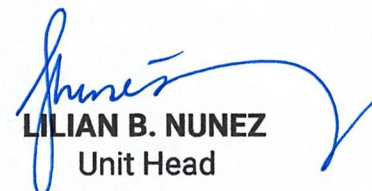
Name of Employee: **MELODINA P. EDULLANTES**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Implements BIDANI-PNEA component activities	Based on work plan				Need improvement	Satisfactory	Reach out to other municipalities; Utilize idle time for social mobilization and advocacy activities.
2	Submits quarterly reports	2 quarterly reports	Every end of the quarter	1 week after end of quarter	1 week after end of quarter	Impressive	Very satisfactory	Submitted promptly

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LILIAN B. NUNEZ
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: _____

Aim: Create enabling environments for the implementation of the BIDANI components by January 2025.

Proposed Interventions to Improve Performance:

Date: July 15, 2024

Target Date: August 15, 2024

First Step:

Identify sites for social mobilization and advocacy. Target three sites. Communicate with contact persons from target LGUs.

Result:

Three LGUs visited and meetings conducted

Date: August 16, 2024

Target Date: December 15, 2024

Next Step:

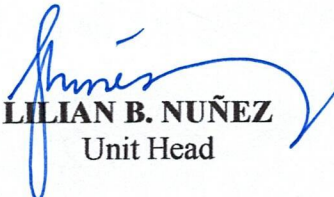
Forge MOAs on BIDANI implementation.

Outcome: Three sites added to project coverage


Final Step/Recommendation:

Create enabling environments for the implementation of the BIDANI components by January 2025.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


MELODINA P. EDULLANTES
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: MELODINA P. EDULLANTES Position: Science Research Specialist I

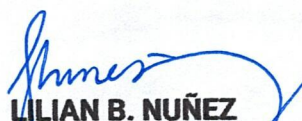
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	50				
Average Score	4.17				
Overall recommendation: Utilize idle time for advocacy & social mobilization activities in potential project sites, and in writing papers.					


LILIAN B. NUÑEZ
 Immediate Supervisor