

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: ELENA I. MONTEROSO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.51	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
TOTAL NUMERICAL RATING			4.35


TOTAL NUMERICAL RATING: 4.35
 Add: Additional Approved Points, if any: .1
 TOTAL NUMERICAL RATING: 4.45
 FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: Very Satisfactory

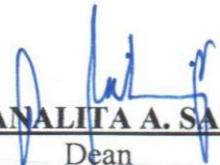
Prepared by:


 ELENA I. MONTEROSO
 Name of Staff


Reviewed by:


 MARIA AURORA T.W. TABADA
 Department/Office Head

Recommending Approval:


ANALITA A. SALABAO
 Dean

Approved:


BEATRIZ S. BELONIAS
 Vice President

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 with accomplishments in accordance with the indicated measures for the period July to December, 2019.


ELENA I. MONTEROSO
Science. Research. Specialist


MARIA AURORA TERESITA W. TABADA
Director

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Rating					Remark
						Actual Accomplishment	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) embodied in Barangay Integrated Development Plan (BIDP).											
OVPRE MFO	4.1 Advocacy/Linkaging/Partnership			4.1.1Conducts 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.							
	SI.1 Number of SUCs and Technical department/Center adopted BIDANI as Extension Program/Project/Tool with MOA				2	3	5	4	4	4.33	VSU-BIDANI satellite SUC, VSU-Isabel - Technical Department: Teachers Education, Business Management, 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	5	4	4	4.33	Own catchment LGUs: Baybay =92 brgys, Ormoc City- 110 brgys, Hilongos=51brgys Inopacan =20 brgys, Mahaplag 28 brgys , Leyte, Macrohon So. Letyte =30brgys. Hindang, Leyte 20 & Merida, Leyte

	S2.2. Number of persons trained			300	355	5	4	4	4.33	
	S2.3 Number of LGUs Sect oral Core group/committees formulated their Sect oral Plans.		Facilitates filling-up and completion of sect oral form	8	10	5	4	4	4.33	MTAC Inopacn : Health and nutrition, Agriculture, Social Welfare & Development , Education, Finance, Ways and Means, Peace and Order, Environment Disaster Risk Reduction , Infrastructure & Planning Office
	S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan . (3-year Development Plans)		Facilitate the formulation and completion of BIDP/ comprehensive Multi-sect oral plan/ book	20	31.00	5	4	4	4.33	Inopacan 20, Macdohon 11
						5.00	4.20	4.20	4.47	
OVPRE MFO 4.3 IEC Materials/Extension Packages										
	P3.1 Number of IEC materials prepared and produced, distributed/presented : Brochures, training program , planning forms Sect oral 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 and sectoral planning, logical map-MSDP /MIDP and reports		Conceptualize/design/prepares/produces and distributes trainings/extension packages/Information Education Communication	8	13	5	4	4	4.33	Brochures, training program , planning forms Sect oral 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, logical map-MSDP and Slide presentation
	S3.1: Number of person provided with IEC materials distributed/Slides presented.		Provided during workshop as extension package in the planning-workshop	300	499	5	4	4	4.33	A dvocacy material:Brochure Planning forms :Sect oral 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	4	5	5	5	5.00	Reimforcement training , Municipal Sectoral Development Plan, Orientation -The mechanics in operationalizing BIDANI strategy
	S3 .3: Percent of request for IEC responded to within 3 days.		IEC were provided during the training period	90	100	5	4	4	4.33	Planning forms utilized during workshop
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100	5	4	4	4.33	Client/participants uses /filled -up the training handouts/materials provided and submitted to concerned agencies
						5.00	4.20	4.20	4.47	

	SI.3 Number of partnership established/sustained Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed	Facilitates the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and BIDANI Strategy at LGUs	1	5	5	5	5	5.00	4 MOA sustained , 2 renewed with the new leaders Inopacan and Baybay on process
	S1.4 . Number of SUC & LGUs/partner stakeholders funded BIDANI trainings and technical backstopping activities	Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	4	5	5	5	5.00	VSU-BIDANI satellite SUC, VSU-Isabel - Inopacan and Macrohon. So. , Leyte
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities	Conducts MTAC strategic planning-workshop for operationalizing BIDANI strategy and provided technical assistance in the preparation of program of activities including resource allocation and mobilization.	100,000	126,250	5	4	4	4.33	Inopacan LGU allocated 100,000 and macrohon So., Leyte (26, 250.00 for BIDANI trainings and Technical backstopping activities
	PI.1 Number of Stakeholders Advocated and oriented on the adoption of BIDANI Strategy	Conducts orientation meeting/seminar	10	50	5	5	5	5.00	MTAC -Inopacan, Leyte, Macrohon both barangays new set of SBs
	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	29	5	5	5	5.00	SUC BIDANI Core team- BIDA, BMIS & PNEA LGUs City Municipal I Technical Committees = 8-10 sectoral cor group existing at the LGUs. 8 sectoral committees Both barangay & municipal levels
	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.	Coordinate/Collaborate participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning , implementation, monitoring and evaluating development PPAs	150	165	5	4	4	4.33	members of the Organized SUC and LGUs Sectoral committees
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation	Conducts linkage and partnership development	2	2	5	4	4	4.33	NGO Micro-Finance- Facilitate approval of clients/beneficiaries loan application NNC - R8 ECCD Project ASAP areas
					5.00	4.44	4.44	4.63	
OVPRE 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 Workshop	II Conducts training(TOT)/ reinforcement training /Seminar on BIDANI as SUCs extension program/project/tool and as a development strategy in local governance in program planning and management of PPAs	3	8	5	5	5	5.00	SUC VSU- Isabel Reinforcement Trainers, LGU Macrohon , Inopacan, orientation seminar and Reinforcement Training Plan (MS/IDP) Comprehensive Multi-Sectoral Development Plan, The mechanics in operationalizing BIDANI Strategy, Orientation ,
	S2.1. Number of person-days trained.	No. of persons trained weightedx No. of weight of trainings	300	378	5	4	4	4.33	

OVPREMFO 4.4 Technical Backstopping Activites (done to partner stakeholders outside trainings- Coaching and small dosage training)

	P4.1 Number of technical/expert services		▮ Provides technical backstopping activities /advisory services to partner stakeholders/organization/groups/individualsoperationalizing BIDANI strategy /during strategic meeting/planning-workshop, implementation monitoring and evaluating development PPAs.	10	12	5	4	4	4.33	National Nutrition Committee (NNC) Baybay & Ormoc City/Municipal technical Action Committeee /Nutrition Committee Planning meeting/Serve as Resource person/Facilitator/ Small dosage training & coaching, ECCD-TAME, Micro-finance facilitated beneficiaries /client loan application
	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			300	348	5	4	4	4.33	NNC R8-TWG/RNT, ECCDFIK TAME Team, CNC Ormoc, Baybay, BIDANI Micro-finance, BDC brgy, Marcos and ECCD focus area barangays
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	100	5	4	4	4.33	Participants submitted required outputs
						5.00	4.00	4.00	4.33	
						5.00	4.00	4.00	4.33	
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received			2	2	5	4	4	4.33	Certificate of Appreciation for serving as Resource Speaker for partnership development in Inopacan, Leyte NNC
	Best practices/new initiatives		Uses Logical Map to harmonize SUC-LGUs development initiatives for partnership development and inclusion SUC technical staff in LGU -MTAC organization as the machinery in implementing BIDANI strategy		1.00	5	5	5	5.00	Comments & Recommendations for Development Purpose: Ms. Monteroso would like to write an article on her experiences as BIDANI team in-charge of the BIDA component. It is recommended that she be allowed to go on leave with pay.
						5.00	4.50	4.50	4.67	
Total Over-all Rating						25	21	21	23	
Average Rating						5.00	4.27	4.27	4.51	
Adjectival Rating						Outstanding				

Evaluated & Rated by:

MARIA AURORA TERESITA W. TABADA

Dept./Unit Head

Date: 1/20/20

Recommending Approval

ANALITA A. SALABAO

Dean, GME

Date: 2/19/20

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 2/16/20

1-quality

2 -efficiency

3 - timeliness

4- average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: Elena I. MonterosoPosition: 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 (<i>For supervisors only to be rated by higher supervisor</i>)					
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					
9.0					

Overall recommendation : VS

Atabade
Name of Head