



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	3.17	70%	2.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			3.52

TOTAL NUMERICAL RATING: 3.52


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 3.52

FINAL NUMERICAL RATING 3.52

ADJECTIVAL RATING: Satisfactory

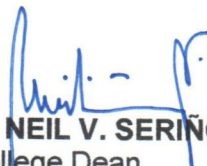
Prepared by:


ELENA I. MONTEROSO
Name of Staff


Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERINO
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 targets in accordance with the indicated measures for the period January - June, 2021.

Elena
ELENA I. MONTEROSO

Science. Research. Specialist 1

Date: 7/24/2021

Lilian B. Nuñez
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.	12	9	4	4	5	VSU OVPRE Satellite SUCs Technical Department//College/ Centers CME/ ISRDS/ NNCR8 -RTWG/RNC / PNC	
	SI.1 Number of SUCs and Technical Department/Centeradopted BIDANI as Extension Program/Project/Tool with MOA		Facilitated the legitimization on the adoption of BIDANI as a collaborative extension action reserch program of SUCs (Draft resolution, MOA NNC R8 VSU UPLB Alternative Network MOA)	3	2	4	4	5	NNC/RNCR8- TWG, VSU-Isabel, partnership with VSU-BIDANI , ISRDS	

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		existing	303	322	5	5	5	Own catchment LGUs: Baybay =92 brgys, Ormoc City-110 brgys, Hilongos=51brgys Inopacan =20 brgys, Hindang, Leyte=20 brgys Macrohon So. Letyte =30brgys.
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	2	2	5	5	5	BIDANI Bill., Process approval /signatures of the MOA Hindang, Leyte , NNCR8/RNC Resolution
SI.4 Number of SUC & LGUs/partner stakeholders funded BIDANI training activities: Allocated in n AIP Inipacan, Hilongos, Leyte Macrohon So. Leyte in Planning office		Proposal for partnership development-	3	3	4	4	4	Allocated in n AIP Inopacan, Hilongos, Leyte Macrohon So. Leyte in Planning office
S1.5 Ammount Allocated in LGUs AIP for BIDANI Strategy implementation (planning)			100T	50T 500T 200T	5	5	5	Inipacan 20 barangays appropriated 10 T/Barangay , Macrohon 50T and Hilongos 500 (municipal 200 & 300 barangay)
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/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	1	1	3	4	5	VSU Isabel new RDE staff reorganization of BIDANI core team
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.			5		2	2	2	Sect oral Core group /Team 8 sect oral committess MTAC/MNC: existing at the local levels including Government Agencies and NGOs. SUC BIDANI core team /technical department, MPDO, LIGA President

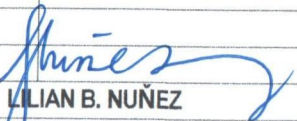
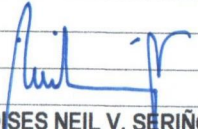
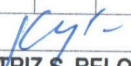
PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation	Coordinate/Collaborate with VSU OVPRE & Colleges Technical Departments, Line Agencies, GOs and NGOs in operationalizing BIDANI strategy to harmonize LGUs development initiatives in program planning implementation, monitoring and evaluating development PPAs	4	4	5	5	5	CME technical Departments/center UPLB BIDANI, Legal Officer NGOs-on to BIDANI micro-finance for IGP's,
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OVPRE MFO 4.2 Trainings/Seminar -Partnership Development

P2.1 Number of BIDA trainings conducted Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core group Barangay Integrated Development Plan (BIDP) formulation workshop/ City/Municipal Integrated Development Plan/Comprehensive Multi sectoral Development Formulation Workshop	Conducted 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 Empowerment of Barangay LGUs in Development Planning and Management of PPAs (Partnership Development C/MTAC take the lead)	2					1.0	VSU-BIDANI Satellite SUCs and LGUs Reinforcement Trainers' Training in BIDAnizing process , LGU Municipal Sectoral Development Plan (MSDP) Comprehensive Multi-Sectoral Development Plan Barangay Sectoral planning-partnership Development
S2.1. Number of person-days trained.	No. of persons trained weighted x No. of weight of trainings	250		/	/	/		
S2.2. Number of persons trained	Collaborated LGUs sectoral technical committees & SUCs experts in supports for training activities	250		/	/	/		
S2.3 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.	Facilitated filling-up and completion of sectoral form	8		/	/	/		Sectoral Core group existing at the local levels
S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan . (3-year Development Plans) Review Planning/Meeting Workshop	Facilitated the formulation and completion of BIDP/ comprehensive Multi-sectoral plan/ book	30		/	/	/		BIDP is the consolidation of all the sectoral plans of the 8 sectoral core groups existing at the local levels. BIDP is the basis in coming-up with LGUs AIP. Then AIP is basis for BNAP and other plans required by the LGU 20 Inopacan barangays, 2 Macrohon completed their BIDP book

OVPRE MFO 4.3 IEC Materials/Extension Packages									
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	5	15					2.4
					5	4	5	5	<ul style="list-style-type: none"> 2020 annual report BIDA Component 2020 BIDANI Consolidated Annual with BMIS and PNEA and ISRDS Filled up annual report Monthly report IPCR accomplishment Jan June, July -December, January December, 2020 IPCR Target Jan to Dec. 2021 SALN 2020, updated PDS, PDF, CV Extension Matrix Input- output -outcome - impact BIDA Components Report by year with BIDP, MOA and Remarks/description Matrix Status of BIDANI coverage by Components by region, province City/municipality VSU Matrix BIDA Assessment Matrix 2017 2020 2017 2019 RPAN accomplishment RPAN 2020 and targets BIDA planning process, training design
S3.1: Number of person provided with IEC materials distributed		Provided during workshop as extension package in the planning-workshop	250	15	4	4	4		<ul style="list-style-type: none"> MTAC, ABC, Extension & Research office/Director, BIDANI staff, CME Dean, VP for research and Extension, ISRDS Director and Staff, MPDO, LGU
S3.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.		Presented during MTAC strategic planning/meeting - workshop and approval	2		1	1	1		

	S3.3: Percent of request for IEC responded to within 3 days.		IEC were provided during the training period	90		/	/	/		
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90		/	/	/		Client/participants uses /filled -up the training handouts/materials provided and submitted to concerned agencies
OVPREMFO 4.4 Technical Backstopping Activites (done to partner stakeholders outside trainings- Coaching and small dosage training) 5.0										
	P4.1 Number of technical/expert services		¶ Provided 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	11					UPLB BIDANI Netwok Coordinator, SUCs, RTWG R8 , City/Municipal technical Action Committeee /Nutrition Committee Planning meeting/, Micro-finance facilitated beneficiaries /client loan application , MOA comments/suggestion, Groupings of planning results by MSDP, Log Map and ELA
	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			250	101					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, Executive Secretary/Assistant , VSU Ext ension BIDANI Network program coordinator, program Leader, ISRDS staffs, CME Dean, LGU Hilongos, Inopacan, Macrohon.
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	90	5	5	5		
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received									
	Best practices/new initiatives									

Total Over-all Rating		12.70			
Average Rating (Total Over-all rating divided by number of raters)		3.17		Comments & Recommendations for Development Purposes: Devote more time to writing (of experiences) of papers and reports on long experience.	
Additional Points					
Approved additional points (with copy of)					
FINAL RATING		3.17			
ADJECTIVAL RATING		5			
Evaluated & Rated by:		Recommending Approval		Approved:	
 LILIAN B. NUÑEZ Dept./Unit Head		 MOISES NEIL V. SERINO Dean		 BEATRIZ S. BELONIAS Vice President for Academic Affairs	
Date: July 26, 2021		Date: 8/4/21		Date: 8/5/21	
1-quality		3 - timeliness		4- average	
2 -efficiency					



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 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					52
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					52
Average Score					4.33

Overall recommendation : Devote more time to writing of papers and reports.


LILIAN B. NUÑEZ
 Director