



**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	3.75	70%	2.62
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	30%	1.07
<b>TOTAL NUMERICAL RATING</b>			<b>3.70</b>

TOTAL NUMERICAL RATING: 3.70


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 3.70

FINAL NUMERICAL RATING 3.70

ADJECTIVAL RATING: Satisfactory

Prepared by:

  
ELENA I. MONTEROSO  
Name of Staff

Reviewed by:

  
MARIA AURORA T.W. TABADA  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERIÑO  
College Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

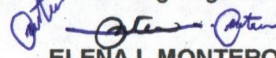
**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.



### 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, 2020.

  
ELENA I. MONTEROSO  
Science. Research. Specialist  
Date: August 24, 2020

  
MARIA AURORA TERESITA W. TABADA  
BIDANI Supervisor  
Date: Sept. 24, 2020

MFO No.	MFO Description	Success Indicator (SI)/ Performance Indicator (PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							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). stipulated in LGUs integrated Devbelopment Plan											
OVPRE MFO 4.1.				Advocacy /Linkaging/Partnership				4	3	4	3.67
	SI.1 Number of SUCs and Technical department/Center adopted BIDANI as Extension Program/Project/Tool with MOA		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	6						VSU-BIDANI satellite SUCs and Technical Departments (2 old, 4 new) VSU-Isabel, VSU-Tolosa, ISRDS, DAEE & EVSU, Activities only 3 months due to PANDEMIC COVID-19.
	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	213						Own catchment LGUs: Baybay =92 brgys, Hilongos=51brgys Inopacan =20 brgys, Macrohon So. Leyte =30brgys. Hindang, Leyte



SI.3 Number of partnership established/sustained Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution /Executive Order facilitated and signed		Facilitated the legitimazation of BIDANI Strategy	5	4	5	4	4	4.32	Attendance to the Rural Development Committee hearing of congress on the BIDANI Bill. Process approved/signatures of the MOA Inopacan and Hindang, Leyte. Resolution approving the authority of the mayor to sign the MOA
SI.4 Number of SUC & LGUs/partner stakeholders funded BIDANI training activities		Conducted/Attended/presentrd proposal during LGUs strategic planning/meeting	3	2	1	2	4		Proposal for partnership development- VSU-Macrohon, Southern , Leyte for MIDP formulation. Program of activities for Isabel, Leyte provided.
		Conducted SUC BIDANI Core team & C/ MTAC strategic planning-workshop for operationalizing BIDANI strategy including resource allocation and mobilization.	5	4	4	3	4		MTAC strategic meeting for the Pre ELA preparation for joint activity sponsored by DILG-LGU.
SI.5 Amount of Funds generated/contributed from/by partners to finance training activities			100T						
PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy		Conducted orientation meeting/seminar	20	32	2	4	4		3
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	11	2	3	3	3	3	LGUs functional committees/sectoral core group-Municipal Technical Commitment=8 sectoral core group existing at the LGUs of Hilongos & Baybay.



	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.			13	11						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
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation		Conducted linkage and partnership development with VSU technical departmenrs/center and NGAs and NGOs for LGUs PPAs implementation	4	2	3	3	3	30		CAFS -NGOs Facilitate Clients/beneficiaries loan application to BIDANI micro-finance for IGPs.
OVPRE MFO 4.2			Trainings/Seminar -Partnership Development								not met due to COVID-19
	P2.1 Number of BIDA trainings conducted <input type="checkbox"/> Orientation Seminar <input type="checkbox"/> TOT/Reinforcement training <input type="checkbox"/> Sectoral Planning-Workshop of 8 sectoral committees/core group <input type="checkbox"/> Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulation Workshopp		<input type="checkbox"/> 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 PPA s	4							VSU-BIDANI Satellite SUCs' and LGUs Reinforcement Trainers Training in BIDANizing process , LGU Municipal Sectoral Development Plan (MSDP) Comprehensive Multi-Sect oral Development Plan and barangay planning-partnership development
	S2.1. Number of person-days trained.		No. of persons trained weightedx No. of weight of trainings	250							SUC reinforcement BIDP/BNAP 4days= Orientation on BIDANI
	S2.2. Number of persons trained		Coordinateed/collaborated LGUs sect oral technical committees & SUCs experts in supports for training activitiéis	250							
	S2.3 Number of LGUs Sect oral Core group/committes formulated their Sect oral Plans.		Faillitated fillinng-up and completion of sect oral form	8							



	S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan . (3-year Development Plans)		Facilitated the formulation and completion of BIDP/ comprehensive Multi-sect oral plan/ book	30	13					BIDP is the consolidation of all the sect oral plans of the 8 sect oral 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						4	4	4	4.0	
	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	20	14					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
	S3.1: Number of person provided with IEC materials distributed/Slides presented.		Provided during workshop as extension package in the planning-workshop	250	124					MTAC strategic meeting program, copy of the executive order, Sectoral thrust program/projects/activities and the in MIDP formulation workshop, comments of the BIDANI Bill, Draft Position paper and the Way Forward, Draft BIDA Article

	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					The mechanics in Municipal formulation workshop, Macrohon, So. Leyte
	S3.3: Percent of request for IEC responded to within 3 days		IEC were provided during the training	90	100					
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	95					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)										
	P4.1 Number of technical/expert services		<input type="checkbox"/> Provided technical backstopping activities /advisory services to partner stakeholders/organization/groups/individual soperationalizing BIDANI strategy /during strategic meeting/planning-workshop, implementation monitoring and evaluating development PPAs.	10	6					UPLB BIDANI Netwok Coordinator, Baybay City/Municipal technical Action Committeee /Nutrition Committee Planning meeting/, Micro-finance facilitated beneficiaries /client loan application
	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			250	152					MTAC/MNCMacrohon So. Leyte, Baybay CNC, BIDANI Micro-finance, Inopacan, Hindang MTAC core group, executive secretary, Adminstrative Assistant
	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	95					Participants utilized their BIDANI outputs in LGUs planning
OVPRE MFO 4.5 Others										
	S5.1 Number of awards and recognition received			1						
	Best practices/new initiatives		Draft BIDANI Experience and Proposal on The Mechanics in Operationalizing BIDANI Strategy as a Linkage Program of SUCs and Community Colleges for the new normal.	2	1.00					Drafted the mechanics in operationalizing the BIDANI startegy for the new Normal



Average Rating (Total Over-all rating divided by 4)		15	<b>Comments &amp; Recommendations for Development Purpose:</b> Ms. Monteroso is retiring in 2021. The knowledge she has on BMDANI should be documented for further use by new extension workers.
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		3.75	
ADJECTIVAL RATING:		VS	

Evaluated & Rated by:

*Tabada*

MARIA AURORA TERESITA W. TABADA

Dept./Unit Head

Date: Sept. 25, 2020

Recommending Approval:

*Moises Neil V. Serino*

MOISES NEIL V. SERIÑO

Dean, CME

Date: Sept. 25, 2020

Approved:

*Beatriz S. Belonias*

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: \_\_\_\_\_

1-quality

2 -efficiency

3 - timeliness

4- average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: Elena I. Monteroso Position: 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>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					
Average Score					

Overall recommendation : S

  
**MARIA AURORA T.W., TABADA**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELENA I. MONTEROSO

Performance Rating: 5

Aim: Document BIDANI experience

Proposed Interventions to Improve Performance:

Date: Jan 20, 2020 Target Date: June 30, 2020

First Step:

Conduct review workshops for BIDANI

Result:

Outline of documentation report and/or article  
first draft

Date: July 1, 2020 Target Date: Dec 31, 2020

Next Step:

Revise and finalize report

Outcome: Report ready for submission

Final Step/Recommendation:

Report for presentation in a follow-up review  
workshops w/ external reviewers

Prepared by:

Maria Aurora T.W. Tabada  
MARIA AURORA T.W. TABADA  
Unit Head

Conforme:

Elena I. Monteroso  
ELENA I. MONTEROSO  
Name of Ratee Faculty/Staff