

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MELODINA P. EDULLANTES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.21	4.21 x 70%	2.95
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	3.92 x 30%	1.18
TOTAL NUMERICAL RATING			4.13

TOTAL NUMERICAL RATING: **4.13**

Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **4.23**

ADJECTIVAL RATING: **VERY SATISFACTORY**

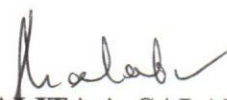
Prepared by:

Reviewed by:



MELODINA P. EDULLANTES
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANALITA A. SALABAO
Dean, CME

Approved:

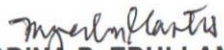

BEATRIZ S. BELONIAS
VP for Instruction

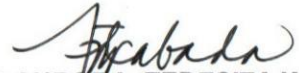
Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MELODINA P. EDULLANTES, of the BIDANI, OVPRE, 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, 2019.


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		Rating				Remark
						Actual Accom- plishment	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			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	1	1	4.00	4.00	4.00	4.00	VSU-BIDANI Satellite SUC, VSU-Isabel Campus
	SI 2. Number of LGUs, NGOs adopted the PNEA			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA, Monitors number of LGUs, NGOs adopted the PNEA	50	60	4.50	4.50	4.50	4.50	LGUs of Baybay City, Ormoc City, Macrohon So. Leyte & MAPANGUAPA - LGUs provided financial & technical support for PNEA implementation in areas with high prevalence of malnutrition
	PI 1. Number of stakeholders advocated on PNEA			Monitors number of stakeholders advocated on PNEA	30	40	4.00	4.00	4.00	4.00	Stakeholders were composed of the following; members of Local Nutrition Committees of Baybay City, Ormoc City, Macrohon So. Leyte & MAGPANGUAPA

	PI 2. Number of Memorandum of Understanding/Agreement (MOU/A), Resolution adopting PNEA	Establishes linkage with Local Nutrition Committees & facilitated the preparation of MOU/MOA and resolutions	0					0.00	
	PI 3. Number of functional C/MNC/BNC, BNS & Nutripak Associations	Facilitated & coordinated the conduct of meetings & planning workshops	4	5	4.50	4.50	4.50	4.50	Functional Local Nutrition Committees, BNS Association & Nutripak Association of Baybay City, Ormoc City & Macrohon So. Leyte
	PI 4. Number of LGU's/NGO technical experts coordinated & facilitated in providing technical services for PNEA implementation	Facilitated & coordinated w/ LGUs/NGO technical experts	4	6	4.00	4.00	4.00	4.00	Provided technical services to Local Nutrition Committees, BNS Association & Nutripak Association of Baybay City, Ormoc City, Isabel Leyte & Macrohon So. Leyte
	PI 5. Number of VSU technical department/center coordinated and collaborated	Coordinated and collaborated w/ VSU technical department/center experts	1	2	4.00	4.00	4.00	4.00	ISRDS - MAPANGUAPA Project PRCRTC - Nutripak Food Miller

UMFO 4.2 Trainings/Seminars

Partnership Development

	SI 1. 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	5	9	4.50	4.50	4.50	4.50	Training of Trainers (TOT) for PNEA Core Team in Isabel, Leyte and CNAP/BNAP for Local Nutrition Committees of Baybay City
	SI 2. Number of persons trained	Monitored number of persons trained	200	400	4.50	4.50	4.50	4.50	Extension Staff of VSU- Isabel Campus & BNC members, BNSs, Midwives of Baybay City LGU
	SI 3. Number of persondays trained		100	100	4.00	4.00	4.00	4.00	
	SI 4. Number of CNAP/MNAP/BNAP, PNEA/ Nutrition Action Plans accomplished and Nutripak IGPs established	Monitored number of BNAP, PNEA/Nutrition Action Plans accomplished and Nutripak IGPs established	50	55	4.50	4.50	4.50	4.50	Local Nutrition Action Plans for Baybay City, MAPANGUAPA & Nutripak Association in Macrohon So. Leyte
	SI 5. Percentage of trainees who acted trainings as satisfactory or better		90	90	4.00	4.00	4.00	4.00	
	SI 6. Percentage of requests for training/seminar responded to within 3 days	Monitored requests for training/seminar	90	90	4.00	4.00	4.00	4.00	
	PI 1. 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	4.50	4.50	4.50	4.50	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak

	PI 2. Number of LGUs/partners funded PNEA & nutrition-related trainings at the city/municipal & barangay level		3	3	4.50	4.50	4.50	4.50	Local Nutrition Committees, BNS & Nutripak Associations of Baybay City, Ormoc City & Macrohon So. Leyte
UMFO 4.3 IEC Materials/Extension Package									
	SI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms)	Conceptualized/Designed/Developed/Prepared/Produced & Distributed trainings and Extension packages/Information education Communication (IEC) materials	3	3	4.00	4.00	4.00	4.00	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
	SI 2. Number of IEC materials distributed/slides presented	Monitored number of IEC materials distributed/slides presented	100	150	4.00	4.00	4.00	4.00	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
	SI 3. Percent of request for IEC responded to within 3 days		90	90	4.00	4.00	4.00	4.00	
	SI 4. Percent of recipients/stakeholders who rated IEC as satisfactory or better		90	90	4.00	4.00	4.00	4.00	
UMFO 4.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and small dosage training)									
	SI 1. Number of of technical/expert services	Provides technical backstopping activities/advisory services to partner stakeholders/organization /groups/individuals	100	120	4.50	4.50	4.50	4.50	Provided technical inputs during CNC, BNC & BNS meetings & planning workshops & responded to calls & text messages from stakeholders
	SI 2. Number of stakeholders/partners/clients/beneficiaries provided with technical assistance /services for groups/individuals		90	100	4.50	4.50	4.50	4.50	Members of Local Nutrition Committees (CNC/BNC) & BNS & Nutripak Associations, Nutrition Action Officers/Coordinators VSU-Isabel Extension Staff
	SI 3. Percent of persons assisted who rated services satisfactory or better		90	90	4.00	4.00	4.00	4.00	
UMFO 4.5 Others									
	SI 1. Number of awards & recognition received							0.00	
Total Over-all Rating					88.50	88.50	88.50	88.50	
Average Rating					4.21	4.21	4.21	4.21	
Adjectival Rating					Very Satisfactory				

Evaluated & Rated by:

M. Tabada

MARIA AURORA T. W. TABADA

Dept/Unit Head

Date

Recommending Approval:

A. Salabao

ANALITA A. SALABAO

Dean

Date

Approved by:

B. Belonias

BEATRIZ S. BELONIAS

VP for Instruction

Date

Comments & Recommendations for

Development Purpose:

Ms. Edulantes, since her reinstatement, has received the PNTA component of BIDAAN. It is, however, suggested that she complete her MS Social Work degree soonest so she can be part of the teaching staff for the MS Dev Soc.

Date: _____

Date: _____

Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Melodina P. Edullantes Position: SRS 1

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		47				
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					
Average Score	3.72				

Overall recommendation : _____


MARIA AURORA TERESITA W. TABADA
Name of Head