

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: ELENA I. MONTEROSO


Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.03	70%	2.82
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
		TOTAL, NUMERICAL RATING	4.00

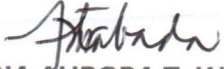
EQUIVALENT NUMERICAL RATING: 4.00
 Add: Additional Points, if any: 0.1
 TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:


 ELENA I. MONTEROSO
 Name of Staff


 MARIA AURORA T. W. TABADA
 Department Head/Office Head

Recommending Approval:


 RIMBERTO A. PATINDOL
 Chairman, PMT

Approved by:


 EDGARDO E. TULIN
 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 accordance with the indicated measures for the period July to December, 2016.


ELENA I. MONTEROSO
Scie. Res. Specialist

Date: _____


IARIA AURORA TW. TABAD
Director of Extension

Date: _____

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target		Rating			
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement										
Component : BIDA-Barangay Integrated Development Approach to program planning & management of PPAs										
OVPRE MFO	Advocacy/Linkaging/Partnership			Conducted Advocacy/social marketing/ preparation, 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.			4.20	4.20	4.20	4.20
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA				#REF!	1				
	SI.2 Number of Local Government Units (LGUs) adopted/readopted the BIDANI as a Development strategy in program planning and Management of PPAs with SB Resolution/MOA /executive order				106	162				
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy				100	137				

	PI.2 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution	Facilitated the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and DIDANI Strategy at LGUs	1	2				
	PI.3 Number of SUCs Extension Core team and LGUs Local Development Councils committees organized & Strengthened	Facilitated the organization/strenthning 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	4	7				
	PI.4 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.	Coordinationed/Collaborated participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	16	20				
	PI.5 Number of VSU departments/centers and GAs and NGOs coordinated/collaborated for LGUs PPAs implementation		1	2				
	PI.6 . Number of LGUs/partner stakeholders funded BIDANI training activities		18	21				
OVPRE MFO 4.2 Trainings/Seminar		Partnership Development			4.00	4.00	4.00	4.00
	SI.1 Number of BIDA trainings conducted <ul style="list-style-type: none"> Orientation Seminar TOT/Reinforcement training Sectoral Planning-Workshop of 8 sectoral committees/core group Barangay Integrated Development Plan (BIDP) formulation workshop -City/Municipal/Barangay Nutrition Action Plan Formulation Workshopp 	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 PPA s (with focus Brgys in Baybay City of VSU-CAFS -LGU-ATI and ISRDS -MAGPAGUAPA Project)	8	11				
	SI.2. Number of persons trained	Coordinated/collaborated LGUs sect oral technical committees & SUCs experts in supports of trainings conducted	200	285				
	SI.3. Number of persondays trained. (13 days)		2,600	3,705				

	SI.5. Percentage of trainees who rated the training as satisfactory or better.			90	100				
	SI.6 Percentage of f training request responded to within 3 days.			90	100				
	PI.1. Number of training designed/proposal presented/discussed with partner stakeholders for approval and funding		Prepared/ produced/reviced and provided trairng design/proposal to partner stakeholders	2	4				
	PI.2 Number of LGUs/partners funded training activities Mmunicipa/barangays.		Conducted/Attended/presented proposal during LGUs strategic planning/meeting	1	2				
OVPRE MFO 4.3 IEC Materials/Extension Packages						3.90	3.90	3.90	3.90
	SI.1 Number of IEC materials prepared and produced: (Training design, handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		¶ Conceptualized/Designed/ Developed/ Prepared/producesd & distributed trainings and Extension packages /Information Education Communication (IEC) materials	5	8				
	SI .2: Number of IEC materials distributed/Slides presented.			1000	1,299				
	SI .3: Percent of request for IEC responded to within 3 days.			90	100				
	SI .4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100				
OVPRE MFO 4.4 Technical Backstopping Activities (Outside training)						4.00	4.00	4.00	4.00
	SI .1: Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual		¶ Provided technical backstopping activities /advisory services in operationalizing BIDANI strategy in program planning, implementation monitoring and evaluating PPAs.	1000	1,580				
	SI .2: Percent of persons assisted who rated services satisfactory or better.		Conducted small dosage training/coaching during sect oral/committees strategic planning/meeting -workshop and for the completion of BIDP/Comprehensive plan Book.	90	100				
	S2.3: Percentage request of technical assistance repended to within 3 days			90	100				
OVPRE MFO 4.5 Others									
	Best practices/new initiatives								
Total Over-all Rating						16.10	16.10	16.10	16.10
Average Rating						4.03	4.03	4.03	4.03
Adjectival Rating						VERY SATISFACTORY			

Received by:

Date:

PAPIC Officer

Date:

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date:

Recommending Approval:

BEATRIZ S. BELONIAS.

Vice Pres. for Research & Extension

Date:

Approved:

EDGARDO E. TULIN.

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2016Name of Staff: Elena I. Monteroso Position: Sci. Res. 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		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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	47				
Average Score	3.92				

Overall recommendation : *Still adjusting to transfer to ISADG; very knowledgeable and articulate.*
M. Tabada
MARIA AURORA TERESITA W. TABADA
Name of Head