

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: ELENA I. MONTEROSO
Performance Rating: VERY SATISFACTORY

Aim: Broaden perspectives on the conduct of research for BIDANI

Proposed Interventions to Improve Performance:

Date: September 15, 2017 Target Date: October 3-4, 2017

First Step:

To attend the 2017 AFFNR Symposium sponsored by the PhilEASNetwork

Result:

Paper presented at the 2017 AFFNR Symposium on the "BIDANI as a Strategy/Delivery Mechanism to Accelerate Rural and Urban Development"

Date: October 1, 2017 Target Date: December 8, 2017

Next step:

Attendance to the DSWD-CDD Research Orientation

Outcome:

Awarded Best paper for Category B during the 1st DSWD and Kalahi CIDSS Regional Call for Papers on December 8, 2017 in Tacloban City

Final Step/Recommendation:

Write article on BIDA experiences and submit for publication to VSU journals by 2nd Quarter of 2018

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017Name of Staff: Elena I. MonterosePosition: 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		46				
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					
Average Score	3.83				

Overall recommendation :

Very Satisfactory


MARIA AURORA TERESITA W. TABADA
 Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELENA I. MONTEROSO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.14	4.14 x 70%	2.89
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	3.83 x 30%	1.15
TOTAL NUMERICAL RATING			4.04

TOTAL NUMERICAL RATING: **4.04**

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

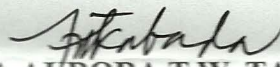
TOTAL NUMERICAL RATING: **4.14**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:


ELENA I. MONTEROSO
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


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 **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES**, Visayas State University, commits to agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December, 2017.


ELENA I. MONTEROSO

RATEE

Date: _____


MARIA AURORA TERESITA W. TABADA

HEAD OF UNIT

Date: _____

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target			Rating				Remarks
						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							3.78	3.44	3.56	3.59	
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducts Advocacy/social marketing, resource generation & mobilization on the adoption of BIDANI as SUC extension	1	100	1	3	3	3	3.00	VSU-Campuses/College Satellite SUCs, VSU-Isabel Partnership

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		mobilization on the adoption of BIDANI as SUC extension Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	155	117	181	3	3	3	3.00	Own catchment LGUs: Baybayan, Ormoc City- 110 brgys, Hilongos, Inopacan =20 brgys, Mahaplag, Leyte, Macrohon So. Leyte
SI.3 Number of 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 DIDANI Strategy at LGUs	1	200	2	4	4	4	4.00	VSU Isabel Campus/Isabel Mahaplag, Leyte
SI.4 Number of LGUs/partner stakeholders funded BIDANI training activities		Conducted/Attended/presented proposal during LGUs strategic planning/meeting	1	300	3	4	4	4	4.00	Hilongos, Inopacan, Sta. Cruz
SI.5 Amount of Funds generated/contributed from/by partners to finance training activities			50,000	300	150,000	4	4	4	4.00	amount stipulated in LGUs Investment Program (AIP) in expenditure during training
PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy		BIDANI as a Strategy/Delivery Mechanism to Accelerate Rural and Urban Development was presented during the PhilEASNet 2017 Symposium	50	220	110	4	3	3	3.33	Extensionist, Academic Research, Extension staff, Association Captains (ABC)
PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils /committees organized & Strengthened		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	5	240	12	4	4	4	4.00	SUC team 4 departments, LGU committee/sect oral cor sect oral barangay committees
PI.3 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinates/Collaborates participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	150	122	183	4	3	3	3.33	MTAC Sect oral Core group Hilongos and Inopacan, Leyte
PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation			1	200	2	4	3	4	3.67	ATI-VSU-CAFS/Baybay bar MAGPANGUAPA,DSWD K for NUTRIPAK processing
PRE MFO 4.2 Trainings/Seminar		Partnership Development				4.00	4.00	4.00	4.00	

PI.1 Number of BIDA trainings conducted II 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 Workshopp		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 PPA s	5	200	10	4	4	4	4.00	TOT VSU Isabel Extension staff Inopacn Barangays Se 8 sectoral core group/comm Hilongos MTAC Municipal Development Plan.
SI.1. Number of person-days trained.			600	97	582	4	4	4	4.00	
SI.2. Number of persons trained		Coordinated/collaborated LGUs sectoral technical committees & SUCs experts in supports of trainings conducted	500	110	550	4	4	4	4.00	C/MTAC members & Barang
S3.3 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.			7	129	9	4	4	4	4.00	Barangay sectoral Kagawa and MTAC, Inopacan
SI.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			50	182	91	4	4	4	4.00	Baybay City barangays BIDP 3 year period 2015-2017,
PRE MFO 4.3 IEC Materials/Extension Packages						3.20	4.00	4.80	4.00	
PI.1 Number of IEC materials prepared and produced, distributed/presented (handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualize/design/prepares/produce and distribute trainings/extension packages/Information Education Communication	5	200.00	10	3	4	5	4.00	brochure, draft MOA & executive proposal, training handouts, planning guides in filling-up forms, workshop presentation, & reports
SI.1: Number of person provided with IEC materials distributed/Slides presented.			550	290.18	1,596	3	4	5	4.00	Training participants :SUCs staff
SI.2: Number of training design/proposal approved by partner stakeholders for partnership implementation.			1	300.00	3	4	4	4	4.00	LGUs provided funds during training, VSU provided technical assistance as Resource Person, and training and planning forms
SI.3: Percent of request for IEC responded to within 3 days.			90	111.11	100	3	4	5	4.00	
SI.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	111.11	100	3	4	5	4.00	

OVPRE MFO 4.4 Technical Backstopping Activities (Outside training)										
PI.1 Number of technical/expert services		Provides technical backstopping activities /advisory services in operationalizing BIDANI strategy in program planning, implementation monitoring and evaluating PPAs.	12	116.67	14	4.00	4.25	4.00	4.08	Strategic planning/meeting completion of sectoral nutrition plan
SI.1 Number of BDC's BIDP /Comprehensive Development Plans facilitated and submitted to LGUs planning officer/agency concerned.		Conducted small dosage training/coaching during sectoral/committees strategic planning/meeting -workshop and for the completion of BIDP/Comprehensive plan Book.	51	111.76	57	4	4	4	4.00	BIDP book consist Sector year BIDP as basis in the AIPs, BNAP, BDRRMP/
SI .2: Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services.			500	343.40	1,717	4	5	4	4.33	CMTAC, Sectoral comm LGUs stakeholders
SI .3 Percent of persons assisted who rated services satisfactory or better.			90	111.11	100	4	4	4	4.00	
OVPRE MFO 4.5 Others										
SI.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI as VSU extension project and strategy and award of recognition for paper presentation and best paper presented in forum/symposium	1	400	4	5.00	5.00	5.00	5.00	Award of recognition as Paper presented.Third P Appreciation for being on Local Nutrition Program and as Resource Person.
Best practices/new initiatives										
Total Over-all Rating										
Average Rating										
Qualitative Rating										
Very Satisfactory										

Received by:

Calibrated by:

REMBERTO A. PATINDOL, Ph. D.

Chairman, PMT

Date: _____

Recommending Approval:

B. S. BELONGS
Vice Pres. for Instruction

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: _____