



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MELODINA P. EDULLANTES


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any: N/A
TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: **Outstanding**

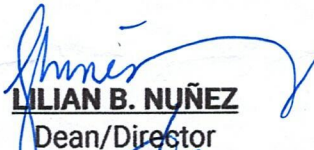
Prepared by:


MELODINA P. EDULLANTES
Name of Staff

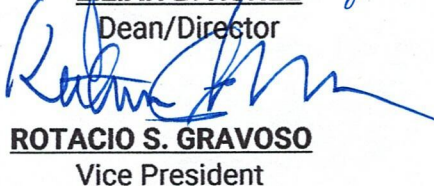
Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

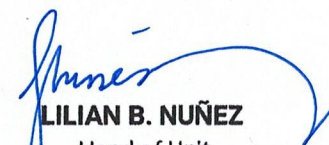
I, **MELODINA P. EDULLANTES**, of the **BIDANI, ISRDS, Visca, Baybay City, Leyte**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2024.


MELODINA P. EDULLANTES

Ratee

Date: January 17, 2025

Approved:


LILIAN B. NUÑEZ
Head of Unit
Date: 1-21-25

MFO No.	MFO Description	Success Indicator /Performance Indicator (SI/PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services : Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)										
UMFO 4. 3 BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)										
UMFO 4.3.1 Advocacy/Linkaging/Partnership										4.9
	S/PI 1. Number of External Campuses and LGUs adopted the PNEA	Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	4	5	5	5	5	5	5	VSU Alang-alang and Villaba Campuses; Own catchment LGUs Baybay City, Hindang & Inopacan, Leyte
	S/PI 2. Number of LGU's,NGA's/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation	Facilitates & coordinates w/ LGU's, NGA's & VSU's technical experts	10	12	5	5	5	5	5	Local Government Units of Baybay, Hindang, Inopacan, Hilongos; City and Municipal Nutrition Committees; VSU DFST & PCC, NNC-R8 as member of RTWG & RNET, Phi-Delta Food Consultancy Services

	S/PI 3. Number of functional Local Nutrition Committees (C/MNC/BNC), BNS & Nutripak Associations facilitated and coordinated	Facilitates & coordinates the conduct of meetings & planning workshops re: C/M/BNAP	50	95	5	5	5	5	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative
	S/PI 4. Amount of extension money generated from external funding	Facilitates generation of extension money from external funding for PNEA implementation	200K	758,500	5	5	5	5	LGU funded PNEA Trainings, Planning Workshops, Supplemental Feeding Program using Nutripak and Renovation/Expansion of Nutripak Processing Center
	S/PI 5. Number of meetings, planning workshops and MELLPI Pro with NNC 8 as RTWG & RNET Member	Attends meetings & planning workshops, conducts evaluation	4	5	4.5	4.5	4.5	4.5	RTWG/RNET Planning Meetings and MELLPI Feedbackings
UMFO 4.3.2 Trainings/Seminars			Partnership Development						4.9
	S/PI 1. Number of PNEA and nutrition-related trainings/seminars conducted	Conducts PNEA and nutrition-related trainings/seminars in collaboration with partner stakeholders	4	4	4.5	4.5	4.5	4.5	Trainings and seminars on PNEA, BNAP Formulation, and Nutripak Production
	S/PI 2. Number of persons trained on PNEA and nutrition related	Monitors number of persons trained	200	1078	5	5	5	5	Members of Barangay Nutrition Committees, Barangay Nutrition Scholars Associations, Nutripak Producers Cooperative
	S/PI 3. Number of persondays trained on PNEA and nutrition related		200	1078	5	5	5	5	
	S/PI 4. Percentage of trainees who acted trainings as satisfactory or better		80	90	5	5	5	5	
	S/PI 5. Percentage Requests for trainings responded to within 3 days		80	90	5	5	5	5	
UMFO 4.3.4 IEC Materials/Extension Package									4.75
	S/PI 1. 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)	Prepares Information education Communication (IEC) materials	6	7	4.5	4.5	4.5	4.5	Training materials and monitoring forms for PNEA, Nutripak and MELLPI-Pro
	S/PI 2. 2. Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)	Distributes Information education Communication (IEC) materials	75	100	5	5	5	5	Training materials and monitoring forms for PNEA, Nutripak and MELLPI-Pro


UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and consultations)									
	S/PI. 1. Number of technical/expert services provided to partner stakeholders/organization/groups/individuals	Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries thru on-site and on-line coaching/meetings/consultations, phone calls and emails	30	45	5	5	5	5	4.0 City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay, Inopacan, Hindang
	S/PI. 2. Number of stakeholders/partners/clients/beneficiaries provided with technical assistance /services for groups/individuals	Provides technical assistance to gender balanced stakeholders/partners/clients or beneficiaries	250	200	3	3	3	3	City/Municipal/Barangay Nutrition Committees, BNS Associations, Nutripak Association/Cooperative-Baybay, Inopacan, Hindang
Total Over-all Rating			18.55						

Average Rating(Total Over-all rating divided by 4)	4.64	
Additional Points		
Approved additional points(with copy of approval)		
FINAL RATING	4.64	
ADJECTIVAL RATING	Outstanding	

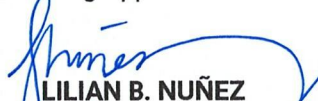
Comments & Recommendations for Development Purpose:

Be determined to finish your masteral studies.

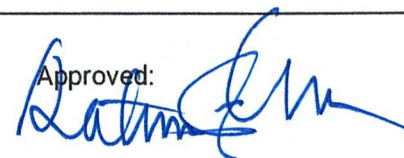
Evaluated & Rated by:


LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: 1-21-25

Recommending Approval:


LILIAN B. NUÑEZ
 Dean, CME
 Date: 1-21-25

Approved:


ROTACIO S. GRAVOSO
 Vice President-Academic Affairs
 Date: 1-30-25

1- Quality 2-Efficiency 3-Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

	1st	Q U A R T E R
	2 nd	
✓	3 rd	
✓	4 th	

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8 Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28				Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)				Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger gc; provided assistance in

					formatting
Submission of grades				Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Preparation for the AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7			Visited each Area in google drive and discussed with Area incharge	Online AACCUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings				Discussed with participants on complying with necessary documents -as need arises	
Daily attendance				Checked logbook randomly Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)				Approved application for leave forms	
Coaching					
On completing masteral studies	Discussed with staff on thesis work status -August -October -December				
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024 Discussed with faculty member on deferment of start of sabbatical leave				Effectivity: January 15, 2025 Effectivity: October 1, 2024


	-August 2024				
Improvement of filing system	Discussed with dDRCs as the need arose -monthly				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


LILIAN B. NUÑEZ
 Director, ISRDS

Noted by:


ROTACIO S. GRAVOSO
 VP-Academic Affairs

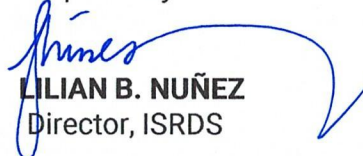
TRACKING TOOL FOR MONITORING TARGETS

JULY – DECEMBER 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS	
				July	Aug	Sept	Oct	Nov	Dec		
MFO 1: ADVANCED EDUCATION & MFO 2: HIGHER EDUCATION SERVICES	Teaching	All faculty members	August-December		Accomplished						DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298
	Instructional Materials development, updating, and utilization	All faculty members	August-December		Accomplished						
	Allocate time for student consultations	All faculty members	August-December		Accomplished						As course professors/instructors, academic advisers, GACs, & other committees involving student consultations
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December		Accomplished						1 st Sem 2024-2025
	Submit grade sheets	All faculty	December 16-31		Accomplished						Almost 100% submitted on time
MFO 3: RESEARCH SERVICES	Conduct research and submit research progress reports and outputs	GA Delima	July-December	Accomplished for 1 project						GAD Studies	
		LB Nuñez	July-December	Accomplished for 1 project						KTP & IVC	
		MATW Tabada	July-December	Accomplished for 2 projects						GAD Studies & Colonial study	
		AMM Ajoc	July-December	Accomplished for 1 project						KTP	
MFO 4: EXTENSION SERVICES	Implement extension projects and conduct extension activities	GA Delima	July-December	Accomplished for 2 projects						BDC & RLGU	
		LB Nuñez	July-December	Accomplished for 2 projects						BIDANI & COLLABDev	
		MATW Tabada	July-December	Accomplished for 1 project						RLGU	
		SB Gisulga	July-December	Accomplished for 2 project components						BIDANI-BIDA & BMIS	
		MP Edullantes	July-December	Accomplished for 1 project component						BIDANI-PNEA	
		Attend conferences,	All staff	July-December	Various conferences and seminars attended by						As resource person,

	seminars, training			faculty and staff						facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACUP online accreditation.	All staff	July 1-12	Accomplished						Level 2 AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December		100% IFWs; Actual Teaching Load, etc.		100% Requests and other documents approved			As Institute Director
	Attend meetings	All staff	July-December	Accomplished						Department, college, and university meetings
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December			100%	100%	100%		Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima	July-December		Accomplished					For MS DevSoc and M/MSLAM programs
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process

Prepared by:


LILIAN B. NUÑEZ
 Director, ISRDS

PERFORMANCE MONITORING FORM

JANUARY – DECEMBER 2024

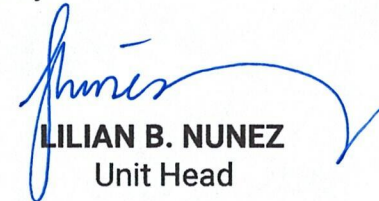
Name of Employee: **MELODINA P. EDULLANTES**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Implements BIDANI-PNEA component activities	Based on work plan				Need improvement	Satisfactory	Reach out to other municipalities; Utilize idle time for social mobilization and advocacy activities.
2	Submits quarterly reports	2 quarterly reports	Every end of the quarter	1 week after end of quarter	1 week after end of quarter	Impressive	Very satisfactory	Submitted promptly

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



LILIAN B. NUNEZ
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: _____

Aim: Earn MS Social Work degree within the second semester of AY 2024-2025.

Proposed Interventions to Improve Performance:

Date: January 2, 2025

Target Date: January 30, 2025

First Step:

Comply with all the requirements for Notice to Proceed with data Gathering for
Master's thesis.

Result:

Notice to Proceed with data gathering issued by university

Date: February 1, 2025

Target Date: February 5, 2025

Next Step:


Conduct approved thesis proposal.

Outcome: Data gathered and analyzed; thesis manuscript prepared


Final Step/Recommendation:

Should possess the determination to complete her MS Social Work program

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


MELODINA P. EDULLANTES
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - December 2024

Name of Staff: MELODINA P. EDULLANTES Position: Science Research Specialist I

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		50				
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		54				
Average Score		4.67				
Overall recommendation: <i>Rekindle your determination to finish your master's thesis and graduate.</i>						


LILIAN B. NUÑEZ
 Immediate Supervisor