



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Melodina P. Edullantes


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.53

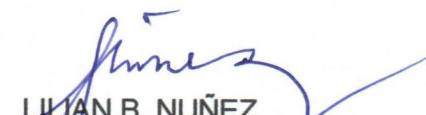
FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: Outstanding


Prepared by:


MELODINA P. EDULLANTES
Name of Staff

Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President-Academic Affairs

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION
Visca, Baybay City, Leyte

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 July to December, 2022.

meodulantes
MELODINA P. EDULLANTES

Ratee
Date: 1/13/23

Approved:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Head of Unit
Date: Jan. 16, 2023

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											
	SI/PI 1. Number of SUCs LGUs, NGOs adopted the PNEA			Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	1	3	4.5	4.5	4.5	4.5	Hindang LGU allocated the amount of Ps. 180,000.00 for Supplemental Feeding Program and provided logistics support to Nutripak Cooperative. Ormoc City LGU also allocated budget amounting to Ps. 305,480.00 for Supplemental Feeding Program using Nutripak & Baybay City adopted PNEA for city-wide implementation.
	SI/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	2	5	4.5	4.5	4.5	4.5	Local Government Units of Hindang, Baybay, Ormoc & ISRDS through the MAPANGUAPA Project and NNC-R8 (member of RTWG & RNET) & participated in the Formulation Workshop of the Regional Plan of Action for Nutrition (RPAN) 2023-2028

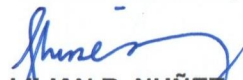
	S/PI 3. Number of functional Local Nutrition Committees (C/MNC/BNC), BNS & Nutripak Associations facilitated and coordinated		Facilitates & coordinates the conduct of meetings & planning workshops re: C/M/BNAP and Nutripak Production	2	4	4.5	4.5	4.5	4.5	Municipal/City Nutrition Committees, BNS Association & Nutripak Cooperative -Baybay City, Ormoc City, Hindang Leyte
UMFO 4.3.2 Trainings/Seminars Partnership Development (4.8)										
	S/PI 1. Number of PNEA and nutrition-related trainings/seminars conducted		Conducts PNEA and nutrition-related trainings/seminars (on-line or face to face) in collaboration with partner stakeholders	2	3	5	5	5	5	Small dosage training on Participative Nutrition Enhancement Approach (PNEA)
	S/PI 2. Number of persons trained on PNEA and nutrition related		Monitors number of persons trained	20	120	5	5	5	5	Barangay Nutrition Scholars of Baybay City and Hindang, Leyte
	S/PI 3. Number of persondays trained on PNEA and nutrition related			20	120	5	5	5	5	Barangay Nutrition Scholars of Baybay City and Hindang, Leyte
	S/PI 4. Percentage of trainees who acted trainings as satisfactory or better			90	90	4.5	4.5	4.5	4.5	
	S/PI 5. Percentage Requests for trainings responded to within 3 days			90	90	4.5	4.5	4.5	4.5	
UMFO 4.3.3 IEC Materials/Extension Package (4.3)										
	S/PI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)		Prepares Information education Communication (IEC) materials	1	5	4	4	4	4	Training materials & monitoring forms for PNEA and MELLPI-Pro
	S/PI 2. Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)		Distributes Information education Communication (IEC) materials	1	5	4.5	4.5	4.5	4.5	Training materials & monitoring forms for PNEA and MELLPI-Pro
UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and consultations) (4.8)										
	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	5	23	4.5	4.5	4.5	4.5	City/Municipal Nutrition Committees, BNS Association & Nutripak Cooperative -Baybay & Ormoc City, Hindang, Leyte

	S/PL 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	10	450	5	5	5	5	City/Municipal/Barangay Nutrition Committees, Barangay Nutrition Scholars & Nutripak Cooperative, Mothers/Caregivers -Baybay & Ormoc City, Hindang, Leyte
Total Over-all Rating			18.4							

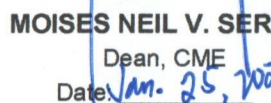
	Average Rating(Total Over-all rating divided by 4)	4.58	
	Additional Points		
	Approved additional points(with copy of approval)		
	FINAL RATING	4.58	
	ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose
Finish masteral studies.


Evaluated & Rated by:


LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: Jan. 16, 2023

Recommending Approval:


MOISES NEIL V. SERIÑO
 Dean, CME
 Date: Jan. 25, 2023

Approved:


BEATRIZ S. BELONIAS
 Vice President-Academic Affairs
 Date: Jan. 26, 2023

1- Quality 2-Efficiency 3-Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Melodina P. Edullantes

Position: Science Research Specialist

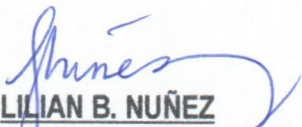
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. 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						53				
Average Score						4.42				

Overall recommendation : Finish masteral studies.


LILIAN B. NUÑEZ
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: 4.53

Aim: To earn a degree in MS Social Work to add to the faculty force of ISRDS

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: 2nd Sem 2022-2023 at LNU

First Step:

Finalize, submit, and defend thesis proposal.

Result:

Thesis proposal defended.

Date: June 1, 2023

Target Date: 1st Sem 2023-2024 at LNU

Next Step:

Conduct approved thesis proposal.

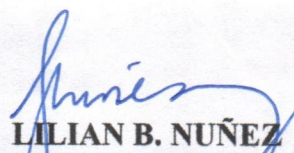
Outcome: Data gathered and analyzed and draft manuscript prepared

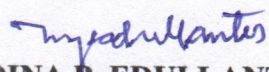
Final Step/Recommendation:

Manage time between work and studies in order to complete the latter.

Prepared by:

Conforme:


LILIAN B. NUÑEZ
Director, ISRDS


MELODINA P. EDULLANTES
Ratee