



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	3.67	70%	2.57
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	30%	1.0
TOTAL NUMERICAL RATING			3.57

TOTAL NUMERICAL RATING: 3.57

Add: Additional Approved Points, if any: ---

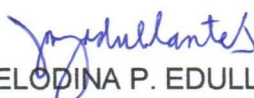
TOTAL NUMERICAL RATING: 3.57


FINAL NUMERICAL RATING 3.57

ADJECTIVAL RATING: Satisfactory

Prepared by:

Reviewed by:


MELODINA P. EDULLANTES
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIO
College Dean

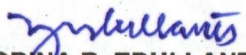
Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period January to June, 2020.


MELODINA P. EDULLANTES
 Science Research Specialist
 Date: Sept. 22, 2020


MARIA AURORA TERESITA W. TABADA
 Head of Unit
 Date: Sept. 26, 2020

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 : BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)										
UMFO 4.1 Advocacy/Linkaging/Partnership						4	4	4	4.0	
	SI 1. Number of SUCs adopted the PNEA		Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	0					0.00	
	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	40				0.00	LGUs of Baybay City, Ormoc City, Hindang, & MAPANGUAPA - Number of activities fell short of target due to COVID-19
	PI 1. Number of stakeholders advocated on PNEA		Monitors number of stakeholders advocated on PNEA	30	30				0.00	Members of Local Nutrition Committees of Hindang, Hilongos , Macrohon So. Leyte & MAPANGUAPA - Due to pandemic, advocacies were done through phone calls & text messaging to partner stakeholders
	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	25	20				0.00	LGUs of Baybay City, Ormoc City, Hindang, & MAPANGUAPA - Number of activities fell short of target due to COVID-19

	PI3. Number of functional C/MNC/BNC, BNS & Nutripak Associations	Facilitated & coordinated the conduct of meetings & planning workshops	4	4				0.00	Local Nutrition Committees, BNS Association & Nutripak Association- Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	PI4. Number of LGU's/NGO technical experts coordinated & facilitated in providing technical services for PNEA implementation	Facilitated & coordinated w/ LGUs/NGO technical experts	4	4				0.00	Local Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
	PI5. Number of VSU technical department/center coordinated and collaborated	Coordinated and collaborated w/ VSU technical department/center experts	3	3				0.00	ISRDS - MAPANGUAPA Project PRCRTC - Nutripak Food Miller - BIDANI Micro-Finance-MAPANGUAPA
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	4	1				0.00	Local Nutrition Committees, BNS & Nutripak Associations & PNEA Target Beneficiaries - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA - Number of trainings & seminars fell short of target due to COVID-19
	SI 2. Number of persons trained	Monitored number of persons trained	200	100				0.00	Number of persons trained fell short of target due to COVID-19
	SI 3. Number of persondays trained		200	100				0.00	Number of persondays trained fell short of target due to COVID-19
	SI 4. Number of CNAP/MNAP/BNAP, PNEA/ Nutrition Action Plans accomplished and Nutripak IGP's established	Monitored number of BNAP, PNEA/Nutrition Action Plans accomplished and Nutripak IGP's established	50	40				0.00	Local Nutrition Committees, BNS & Nutripak Associations - Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA - Number of monitored nutrition action plans fell short of target due to COVID-19
	SI 5. Percentage of trainees who acted trainings as satisfactory or better		90	25				0.00	Percentage fell short of target due to COVID-19
	SI 6. Percentage of requests for training/seminar responded to within 3 days	Monitored requests for training/seminar	90	25				0.00	Percentage fell short of target due to COVID-19
	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	3	3				0.00	LGUs of Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA

	PI.2. Number of LGUs/partners funded PNEA & nutrition-related trainings at the city/municipal & barangay level			3	3				0.00	LGUs of Baybay City, Ormoc City, Hindang, Leyte & MAPANGUAPA
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				0.00	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	100				0.00	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
	SI. 3. Percent of request for IEC responded to within 3 days			90	90				0.00	
	SI. 4. Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	90				0.00	
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	70				0.00	Provide technical inputs during CNC, BNC, BNS & MNAC's meetings & planning workshops & respond to calls & text messages from stakeholders -Number fell short of target due to COVID-19
	SI. 2. Number of stakeholders/partners/clients/beneficiaries provided with technical assistance /services for groups/individuals			90	60				0.00	Members of Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations, Nutrition Action Officers/Coordinators VSU-Isabel Extension Staff - Number fell short of target due to COVID-19
	SI. 3. Percent of persons assisted who rated services satisfactory or better			90	60				0.00	Percentage fell short of target due to COVID-19
UMFO 4.5 Others										
	SI 1. Number of awards & recognition received								0.00	
Total Over-all Rating										

Average Rating (Total Over-all rating divided by 4)	14.66
Additional Points	
Approved additional points (with copy of approval)	
FINAL RATING	3.67
ADJECTIVAL RATING	VS

Comments and Recommendation for Development Purpose:
<p>Ms. Gullantes is doing her MS Social Work. It is recommended that in 2021, she be deloaded so she can finish her studies, i.e. thesis data gathering.</p>

Reviewed & Evaluated by:

M. Tabada
MARIA AURORA T.W. TABADA
 Dept./Unit Head
 Date: Sept. 30, 2020

Recommending Approval:

M. N. V. Serio
MOISES NEIL V. SERIÑO
 Dean, CME
 Date: Oct. 5, 2020

Approved:

B. S. Belonias
BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: _____

1-Quality

2-Efficiency

3- Timeliness

4-Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

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					
Average Score					

Overall recommendation : Satisfactory


MARIA AURORA T.W., TABADA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: Satisfactory (S)

Aim: Finish MS Social work

Proposed Interventions to Improve Performance:

Date: Jan 4, 2020 Target Date: June 30, 2020

First Step:

Peruse thesis proposal

Result:

Submitted and approved thesis proposal

Date: July 1, 2020 Target Date: Dec 30, 2020

Next Step:

Data gathering for thesis

Outcome: Completed data gathering for thesis writing

Final Step/Recommendation:

manuscript
first draft of thesis, submitted

Prepared by:

Maria Aurora T.W. Tabada
MARIA AURORA T.W. TABADA
Unit Head

Conforme:

Melodina P. Edullantes
MELODINA P. EDULLANTES
Name of Ratee Faculty/Staff