

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2017Name of Staff: Elena I. MontenegroPosition: Science 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		48				
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	N/A				
Average Score	4.0				

Overall recommendation : Very Satisfactory

Knowledgeable on  
BUDANI and has  
done presentations  
in various formal  
conferences  
However, unable to  
move out of BUDANI  
comfort zone and  
so has limited other  
participation in ISRO  
projects

*M. Tabada*  
**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	4.20	4.20 x 70%	2.94
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	4.00 x 30%	1.20
<b>TOTAL NUMERICAL RATING</b>			<b>4.14</b>

TOTAL NUMERICAL RATING: **4.14**


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

TOTAL NUMERICAL RATING: **4.24**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:

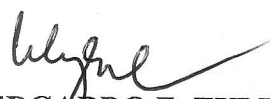
  
**ELENA I. MONTEROSO**  
Name of Staff

  
**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 BIDANI, ISRDS, Visayas State University, 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 2017.

  
**ELENA I. MONTEROSO**  
Science. Research. Specialist  
Date: \_\_\_\_\_

  
**MARIA AURORA T.W. TABADA**  
ISRDS Director  
Date: 12/12/17

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement											
Component : BIDA-Barangay Integrated Development t Approach to program planning & management of PPAs											
OVPRE MFO 4.	Advocacy/Linkaging/Partnership									4.26	
	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 Program/Project /Tool and as LGUs Development Strategy in program planning and management of PPAs.	1	1	4.00	3.00	4.00	3.67	VSU-Campuses/College/ Department VSU-Isabel Campus
	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				150	193	4.00	4.00	4.00	4.00	Own catchment LGUs: Baybay =9 brgys, Ormoc City- 110 brgys, Hilongos=51brgys Inopacan =20 brgys, Mahaplag 28 brgys , Leyte, Macrohon So. Letyte =30brgys
	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	3	4.00	5.00	4.00	4.33	Ormoc City & Inopacan, Leyte

	S1.4. Number of LGUs/partner stakeholders funded BIDANI training activities		Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	3	5.00	5.00	5.00	5.00	Proposal approved for partnership development
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities			500,000	600,000	5.00	5.00	5.00	5.00	amount stipulated in LGUs Annual Investment Program (AIP) Hilongos & Inopacan, Leyte
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy			50	137	4.00	5.00	4.00	4.33	Mayor, Vice mayor, C/MPDO/ Administrator, SUC President, Vice Pres. for Res. & Extension, Extension & Research Director, College/Campus Administrator/College Deans
	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	11	4.00	5.00	4.00	4.33	SUC BIDANI core team-Isabel Leyte-BIDA, BMIS & PNEA, LGUs functional committee/sect oral core group- Municipal Technical Committees =8 sect oral cor group existing at the
	PI.3 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinate/Collaborate participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning &	150	281	4.00	5.00	4.00	4.33	Sect oral Core group /Team 8 sect oral committess MTAC/MNC: existing at the local levels
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs implementation			1	1	4.00	3.00	3.00	3.33	VSU-CAFS/ISRDS
E MFO 4.2 Trainings/Seminar			Partnership Development						3.80	
	PI.1 Number of BIDA trainings conducted □ 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 PPAs	5	5	4.00	3.00	4.00	3.67	SUCs and LGUs Coveragewith focus Brgys in Baybay City of VSU-CAFS - LGU-ATI and ISRDS -MAGPAGUAPA Project
	SI.1. Number of person-days trained.			400	414	4.00	4.00	4.00	4.00	
	SI.2. Number of persons trained		Coordinates/collaborates LGUs sect oral technical committees & SUCs experts in supports for training activities	350	376	4.00	4.00	4.00	4.00	



	SI.1 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.			51	51	4.00	3.00	4.00	3.67	Hilongos , Leyte
	SI.2. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			50	51	4.00	3.00	4.00	3.67	Hilongos , Leyte
<b>OVPRE MFO 4.3 IEC Materials/Extension Packages</b>									<b>3.73</b>	
	PI.1 Number of IEC materials prepared and produced, distributed/presented ( handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualize/design/prepares/produces and distributes trainings/extension packages/Information Education Communication	5	8	3.00	4.00	4.00	3.67	Brochures, training proposal, training program , planning forms and guide draft MOA and executive order ,Slide presentation
	SI 1: Number of person provided with IEC materials distributed/Slides presented.			500	1,014	3.00	5.00	4.00	4.00	Included during trainings and advocacy/linkaging & technical backstopping
	SI.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.			3	4	3.00	4.00	4.00	3.67	Municipal Sectoral Planning Workshop, Municipal Integrated Development Plan Sectoral Planning Workshop & BIDP formulation
	SI .3: Percent of request for IEC responded to within 3 days.			90	100	3.00	4.00	4.00	3.67	
	SI .4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100	3.00	4.00	4.00	3.67	
<b>OVPRE MFO 4.4 Technical Backstopping Activities</b>									<b>4.22</b>	
	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	13	4.00	4.00	4.00	4.00	As member of the NNC /C/MNC/SecC/MTAC/Sectoral core group strategic: planning/workshop
	SI .1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			500	948	4.00	5.00	5.00	4.67	Sectoral Functiona committees City/Municipal Technical action Committees, Municipal Nutrition Committee, National Nutrition Committee
	SI .2 Percent of persons assisted who rated services			90	100	4.00	4.00	4.00	4.00	
<b>OVPRE MFO 4.5 Others</b>										
	SI.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	3	5.00	5.00	5.00	5.00	Certificate/Plaque of Appreciation

	Best practices/new initiatives										
Total Over-all Rating										21.01	
Average Rating										4.20	
Subjective Rating										VS	

Received by:


Calibrated by:


Recommending Approval:


Approved:

  
RPEO

Date: \_\_\_\_\_

*for*  
  
**REMBERTO A. PATINDOL**  
Chairman, PMT  
Date: \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction  
Date: \_\_\_\_\_

  
**EDGARDO E. TULIN, Ph.D.**  
President  
Date: \_\_\_\_\_