



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 | 3.23 | 70% | 2.26 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.33 | 30% | 1.30 |
| TOTAL NUMERICAL RATING | | | 3.56 |

TOTAL NUMERICAL RATING: 3.56


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

TOTAL NUMERICAL RATING: 3.56

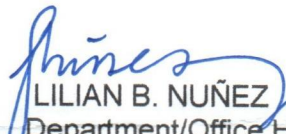
FINAL NUMERICAL RATING 3.56

ADJECTIVAL RATING: Satisfactory

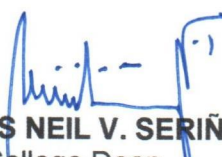
Prepared by:


MELODINA P. EDULLANTES
Name of Staff


Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
College Dean


Approved:

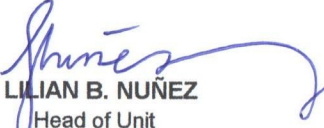

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"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 targets in accordance with the indicated measures for the period January to June, 2021.


MELODINA P. EDULLANTES
 Science Research Specialist I
 Date: _____


LILIAN B. NUÑEZ
 Head of Unit
 Date: _____

| MFO No. | MFO Description | Success Indicator /Performance Indicator (SI/PI) | | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|---|--|--|--|---|--------|-----------------------|---------|------------|------------|---------|---|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 3. Research Services : Collaborative Action-Research | | | | | | | | | | | |
| | PI 3.1 Number of research/project proposal prepared | | | Prepares action research/project proposals for possible utilization by stakeholders and other beneficiaries | 1 | 1 | 4 | 5 | 5 | 4.67 | Project Proposal on the establishment of Nutripak Production Center in Ormoc City |
| | PI 3.2 Number of research outputs completed within the year | | | Conducts and completes research outputs within the year | 0 | | | | | | |
| | PI 3.3 Number of case studies prepared | | | Prepares case studies for possible utilization by stakeholders and other beneficiaries | 0 | | | | | | |
| | PI 3.4 Number of case studies completed within the year | | | Completes case studies within the year | 0 | | | | | | |
| | PI 3.6 Number of process documentation reports prepared | | | Prepares process documentation reports | 2 | 2 | 3 | 2 | 2 | 2.3 | Process documentation on PNEA and NUTRIPAK Production |
| | PI 3.7 Number of process documentation reports completed within the year | | | Completes process documentation reports within the year | 0 | | | | | | |
| | PI 3.8 Number of papers presented during in-house review | | | Prepares/presents papers during in-house review | 0 | | | | | | |

| | | | | | | | | | | |
|--|--|--|---|-----|----|---|---|---|------|--|
| | PI 3.9 Number of papers presented during research scientific forums and symposia | | Prepares/presents papers during research scientific forums and symposia | | | | | | | |
| UMFO 4. Extension Services : Barangay Integrated Development Approach for Nutrition Improvement (BIDANI) | | | | | | | | | | (2.96) |
| UMFO 4. 3 BIDANI Component- Participative Nutrition Enhancement Approach (PNEA) | | | | | | | | | | |
| UMFO 4.3.1 Advocacy/Linkaging/Partnership | | | | | | | | | | (3.83) |
| | SI 1. Number of SUCs LGUs, NGOs adopted the PNEA | | Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA | 25 | 25 | 3 | 3 | 3 | 3 | LGUs of Baybay City, Ormoc City, Hindang, Hilongos, Leyte Macrohon So. Leyte & MAPANGUAPA |
| | SI 2. Number of LGU's/NGO/SU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation | | Facilitates & coordinates w/ LGUs/NGO technical experts | 4 | 4 | 4 | 5 | 5 | 4.67 | Local Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang, MAPANGUAPA |
| UMFO 4.3.2 Trainings/Seminars | | | | | | | | | | |
| Partnership Development | | | | | | | | | | (1.0) |
| | 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) | | Conducts PNEA and nutrition-related trainings/seminars in collaboration with partner stakeholders | 2 | 0 | 1 | 1 | 1 | 1 | Local Nutrition Committees, BNS & Nutripak Associations & PNEA Target Beneficiaries - Baybay City, Ormoc City, Hindang, Hilongos, Leyte & MAPANGUAPA |
| | SI 2. Number of persons trained | | Monitors number of persons trained | 100 | | 1 | 1 | 1 | 1 | |
| | SI 3. Number of persondays trained | | | 100 | | 1 | 1 | 1 | 1 | |
| | SI 4. Percentage of trainees who acted trainings as satisfactory or better | | | 90 | | 1 | 1 | 1 | 1 | |
| UMFO 4.3.4 IEC Materials/Extension Package | | | | | | | | | | (4.67) |
| | SI 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video scripts) | | Prepares Information education Communication (IEC) materials | 3 | 3 | 4 | 5 | 5 | 4.67 | Advocacy, seminar & training materials on PNEA, BNAP & Nutripak |
| UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and small dosage training) | | | | | | | | | | (2.33) |

| | | | | | | | | | | |
|------------------------------|---|--|---|------|-----|---|---|---|------|---|
| | SL 1. Number of of technical/expert services provided to partner stakeholders/organization/groups/in dividuals | | Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries | 50 | 50 | 2 | 2 | 3 | 2.33 | Members of Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations, Nutrition Action Officers - Baybay City, Ormoc City, Hindang, Leyte, Hilongos, Leyte, Macrohon Southern Leyte & MAPANGUAPA |
| | SL 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 | 150 | 150 | 2 | 2 | 3 | 2.33 | Members of Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations, Nutrition Action Officers - Baybay City, Ormoc City, Hindang, Leyte, Hilongos, Leyte, Macrohon Southern Leyte & MAPANGUAPA |
| UMFO 4.3.5 Others | | | | | | | | | | |
| | SL 1. Number of awards & recognition received | | | | | | | | | |
| Total Over-all Rating | | | | 6.46 | | | | | | |

| | |
|--|------|
| Average Rating(Total Over-all rating divided by 4) | 3.23 |
| Additional Points | |
| Approved additional points(with copy of approval) | |
| FINAL RATING | 3.23 |
| ADJECTIVAL RATING | S |

| |
|--|
| Comments & Recommendations for Development Purpose |
| Devote more time to writing articles and papers. |

Evaluated & Rated by:

Liliana B. Nuñez
LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: July 26, 2021

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
 Dean, CME
 Date: 8/4/21

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President-Academic Affairs
 Date: 8/5/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Melodina P. Edullantes Science Research . Specialist1

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 | | | | | 52 |
| Average Score | | | | | 4.33 |

Overall recommendation

: Devote more time to writing especially at this time when fieldwork is limited.


LILIAN B. NUÑEZ
 Director