



**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	4.53	70%	3.171
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.521</b>

TOTAL NUMERICAL RATING: 4.521

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.521

FINAL NUMERICAL RATING 4.521

ADJECTIVAL RATING: Outstanding

Prepared by:

*meodullantes*  
MELODINA P. EDULLANTES  
Name of Staff

Reviewed by:

*Liliana B. Nuñez*  
LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

*Moises Neil V. Serino*  
MOISES NEIL V. SERIÑO  
Dean/Director

Approved:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President



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 January to June, 2022.

**MELODINA P. EDULLANTES**

Ratee  
Date: 7/8/22

Approved:

**LILIAN B. NUÑEZ**

Head of Unit

Date: 7/8/22

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											
	S/PI 1. Number of SUCs LGUs, NGOs adopted the PNEA		Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	1	1	5	5	5	5	Baybay City LGU allocated budget amounting to <b>Ps. 207,600.00</b> for meals and snacks of participants during PNEA & BNAP trainings through the GAD Budget	
	S/PI 2. Number of LGU's/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation		Facilitates & coordinates w/ LGUs & VSU's technical experts	2	3	4.5	4.5	4.5	4.5	Baybay City LGU , ISRDS through the MAPANGUAPA Project and DTHM	
	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	2	5	5	5	5	5	City Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang Leyte	
UMFO 4.3.2 Trainings/Seminars											
Partnership Development											

	<b>S/PI 1.</b> 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	1	2	5	5	5	5	48	Training on PNEA and Formulation of Barangay Nutrition Action Plan (BNAP)
	<b>S/PI 2.</b> Number of persons trained on PNEA and nutrition related		Monitors number of persons trained	30	865	5	5	5	5		Barangay Nutrition Committee of the 92 barangays of Baybay City
	<b>S/PI 3.</b> Number of persondays trained on PNEA and nutrition related			30	865	5	5	5	5		Barangay Nutrition Committee of the 92 barangays of Baybay City
	<b>S/PI 4.</b> Percentage of trainees who acted trainings as satisfactory or better			90	90	4	4	4	4		
	<b>S/PI 5.</b> Percentage Requests for trainings responded to within 3 days			90	90	5	5	5	5		

#### UMFO 4.3.4 IEC Materials/Extension Package

	<b>S/PI 1.</b> Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video script)		Prepares Information education Communication (IEC) materials	1	2	4	4	4	4	35	Seminar & training materials on PNEA & BNAP
	<b>S/PI 2.</b> Number of IEC materials distributed: (handouts, planning forms, brochure, programs, monitoring forms)		Distributes Information education Communication (IEC) materials	1	2	3	3	3	3		Seminar & training materials on PNEA & BNAP

#### UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and consultations)

	<b>S/PI 1.</b> 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	7	5	5	5	5	5	City/Municipal Nutrition Committees, BNS Association & Nutripak Association -Baybay & Ormoc City, Hindang, Leyte
	<b>S/PI 2.</b> 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	20	5	5	5	5		City/Municipal Nutrition Committees, BNS Association & Nutripak Association -Baybay & Ormoc City, Hindang, Leyte



Total Over-all Rating			18.13					
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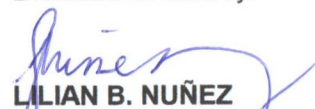
Average Rating(Total Over-all rating divided by 4)	4.53
Additional Points	
Approved additional points(with copy of approval)	
FINAL RATING	4.53
ADJECTIVAL RATING	


Comments & Recommendations for Development Purpose
Finish their work and engage in research work in BIDANI.


Evaluated & Rated by:

Recommending Approval:

Approved:

  
**LILIAN B. NUÑEZ**  
 Dept./Unit Head  
 Date: 7/8/22

  
**MOISES NEIL V. SERIO**  
 Dean, CME  
 Date: 7/11/22

  
**BEATRIZ S. BELONIAS**  
 Vice President-Academic Affairs  
 Date: \_\_\_\_\_

1- Quality    2-Efficiency    3-Timeliness

4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						4.5				

Overall recommendation :

*Good work in Baybay City! Expand to other LGUs.*

*Lilian B. Nuñez*  
**LILIAN B. NUÑEZ**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: ~~4.77~~ 4.521 *finer*

Aim: To get a teaching position

Proposed Interventions to Improve Performance:

Date: July 11, 2022 Target Date: December 31, 2022

First Step:

Finish masteral thesis in MS Social Work and  
graduate.

Result:

Ms. Edullantes graduates w/ MS Social Work degree

Date: Jan. 15, 2023 Target Date: March 31, 2023

Next Step:

Ms. Edullantes applies for Instructor position.

Outcome: Ms. Edullantes gets an Instructor position and can use  
her social work training in ISRDS' IRE functions.

Final Step/Recommendation:

Ms. Edullantes will be recommended for Instructor position.

Prepared by:

*finer*  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

*myedullantes*  
**MELODINA P. EDULLANTES**  
Name of Ratee Faculty/Staff