

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	3.66	3.66 x 70%	2.56
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	3.83 x 30%	1.15
TOTAL NUMERICAL RATING			3.71

TOTAL NUMERICAL RATING: 3.71

Add: Additional Approved Points, if any: 0.1


TOTAL NUMERICAL RATING: 3.81

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:

Reviewed by:



ELENA I. MONTEROSO
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES
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 targets in accordance with the indicated measures for the period January to June 2018.


ELENA I. MONTEROSO
Ratee

Date: _____


MARIA AURORA TERESITA W. TABADA
Unit Head

Date: _____

MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Rating					Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services											
Component : BIDA-Barangay Integrated Development Approach to program planning & management of PPAs											
OVPRE MFO 4.	4.1 Advocacy/Linkaging/Partnership			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.			4	4	4	4	
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA				1	1					VSU-President Dr. Edgardo E. Tulin forged Memorandum of Agreement for and in behalf of VSU-Isabel Campus and LGU-Isabel Hon. Mayor forged Memorandum of Agreement for and in behalf of LGU Isabel. Last April 26, 2018 During the VSU Anniversary at CCE , VSU, Visca, Baybay City, Leyte
	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				331	323					Own catchment LGUs: Baybay =92 brgy: Ormoc City- 110 brgys, Hilongos=51brgy, Inopacan =20 brgys, Mahaplag 28 brgys, Leyte, Macrohon So. Letye =30brgys. Mahaplag not included MOA is still on the process

	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 BIDANI Strategy at LGUs	1	1					SUC-LGU of Isabel MOA signed
	S1.4 Number of LGUs/partner stakeholders funded BIDANI training activities		Conducts/Attends/presents proposal during LGUs strategic planning/meeting	1	2					Proposal approved for partnership development-SUC VSU Isabel and LGU Macrohon So. Leyte
	S1.5 Amount of Funds generated/contributed from/by partners to finance training activities			.5M	1.5M					Amount stipulated in LGUs 2018 Annual Investment Program (AIP) Hilongos , Ley (.5M for adopting BIDANI strategy in LGUs system and 1M for eestablishment of data Information System BMIS-CBMIS)
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy			25	66					Mayor, Vice mayor, C/MPDO/ Administrator , Extension & Research Director, College/Campus Administrator/College Deans, Association of Barangay Captains (ABC), SB/SP members
	PI.2 Number of SUCs Extension Core team and LGUs Local Development Councils Sectoral functional 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	2	11					SUC BIDANI core team-Isabel Leyte-BIDA, BMIS & PNEA, LGUs functional committee/sectoral core group-Municipal Technical Committees of Macrohon Southern, Leyte=8 sectoral core group existing at the LGUs.
	PI.3 Number of LGUs technical Department/agencies experts mobilized and participated 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 & management of PPAs	50	40					Sectoral Core group /Team 8 sectoral committees MTAC/MNC: existing at the local levels:/GAs and NGOs: Baybay, Macrohon, Hilongos, Hindang, Ormoc , NINCR, PNC
	PI.4 Number of VSU Departments/Centers and NGAs and NGOs coordinated/collaborated for LGUs PPAs			1	1					CAFS-ATI-LGUs partnership
OVPRE MFO 4.2 Trainings/Seminar			Partnership Development			4	4	4	4	
	P2.1 Number of BIDA trainings conducted □ Orientation Seminar □ TOT/Reinforcement training □ Sectoral Planning-Workshop of 8 sectoral committees/core		□ 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	2	3				0.00	SUCs and LGUs Coverage with focus Brgys in Baybay City of VSU-CAFS -LGU ATI and ISRDS -MAGPAGUAPA Project Macrohon So. Leyte
	S2.1. Number of person-days trained.			100	180				0.00	No. of persons trained x No. of days
	S2.2. Number of persons trained		Coordinates/collaborates LGUs sectoral technical committees & SUCs experts in supports for training activities	75	94				0.00	Macrohon So. Leyte (MMTAC) & SUC-LGU, Isabel

	S2.3 Number of LGUs Sectoral Core group/committees formulated their Sectoral Plans.			8	8					MMTAC
	S2.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .			-	0.00%				0.00	
OVPRE MFO 4.3 IEC Materials/Extension Packages						3.5	3.5	3.5	3.5	
	P3.1 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	12					Brochures, training proposal, training program, planning forms and guide (Municipal & barangay), draft MOA and executive order, Slide presentation, workplan, reports: RNAP/CNAP/2017 Annual, 2017 IPC
	S3.1: Number of person provided with IEC materials distributed/Slides presented.			200	265					Included during trainings and advocacy/linkaging & technical backstopping
	S3.2. Number of training designed/proposal approved by partner stakeholders for partnership implementation.			2	2					MTAC TOT on BIDANI StrategyMunicipal Sectoral Planning Workshop, Municipal Integrated Development Plan Sectoral Planning Workshop & BIDP formulation workshop
	S3.3: Percent of request for IEC responded to within 3 days.			90	100					IEC were provided during the training period
	S4.4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100					When clients/participants uses /filled up the training handouts/materials you provided
OVPRE MFO 4.4 Technical Backstopping Activities						3.8	3.8	3.8	3.8	
	P4.1 Number of technical/expert services		Provides technical backstopping activities /advisory services to partner stakeholders/organization/groups/individuals operationalizing BIDANI strategy /during strategic meeting/planning-workshop, implementation monitoring and evaluating PPAs.	12	16					As member of the NNC /C/MNC/SecC/MTAC/Sectoral core group strategic: planning/workshop, MELLPI, nutrition month celebration,
	S4.1. Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual			150	200					Sectoral Functional committees City/Municipal Technical action Committees, Municipal Nutrition Committee, National Nutrition Council, Also included the clients/partners tel/Cephone/mailed services


	S4.2 Percent of persons assisted who rated services satisfactory or better.			90	95					participants submitted required output/outcome
OVPRE MFO 4.5 Others						3	3	3	3.00	
	AACCUP Area VI: Extension	Draft PPP Assists Project Leader in project implementation								
	MAGPANGUAPA									
	S5.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	2				0.00	Certificate/Plaque of Appreciation:SUC at LGU
	Best practices/new initiatives									
Total Over-all Rating						18	18	18	18.3	
Average Rating						3.66	3.66	3.66	3.66	
Adjectival Rating						Satisfactory				

Evaluated & Rated by:


MARIA AURORA T.W. TABADA
 Dept./Unit Head


Date: _____

Recommending Approval:


ANTONIO P. ABANO
 Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

*With the guidance
of USRDS faculty,
Ms. Montero prepare
a write-up on
BIDA - BIDANI as part
of USRDS publications.*

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: **ELENA I. MONTEROSO**
Performance Rating: **VERY SATISFACTORY**

Aim: **Broaden perspectives on the conduct of research for BIDANI**

Proposed Interventions to Improve Performance:

Date: **January 15, 2018** Target Date: **June 30, 2018**

First Step:

To attend the research Symposium

Result:

Paper presentation

Date: **July 1, 2018** Target Date: **December 31, 2018**

Next step:

Attendance to the DSWD-CDD Research Orientation

Outcome:

Final Step/Recommendation:

Write article with Saloma Gisulga on BIDANI experiences and submit for publication to VSU journals by 2nd Quarter of 2019

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


ELENA I. MONTEROSO
Ratee

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018Name of Staff: ELENA I. MONTEROSOPosition: 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		46				
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	3.83				

Overall recommendation : NS


MARIA AURORA TERESITA W. TABADA
Name of Head