

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: ELENA A. MONTEROSO


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.82	70%	2.67
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	30%	1.13
TOTAL NUMERICAL RATING			3.80

TOTAL NUMERICAL RATING: 3.80
Add: Additional Approved Points, if any: 0.1
TOTAL NUMERICAL RATING: 3.91


FINAL NUMERICAL RATING 3.91

ADJECTIVAL RATING: VS


Prepared by:


ELENA A. MONTEROSO
Name of Staff


Reviewed by:


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, OVPRE, 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, 2016.


ELENA I. MONTEROSO

Science Research Specialist

Date: _____



MARIA AURORA T.W. TABADA

ISRDS Director

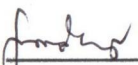
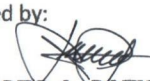
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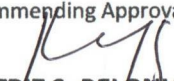
MFO No.	MFO Description	Success Indicator (SI)/Performance Indicator (PI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services: BIDANI-Barangay Integrated Development Approach for Nutrition Improvement											
Component : BIDA-Barangay Integrated Development Approach to program planning & management of PPAs											
OVPRE MFO	Advocacy/Linkaging/Partnership										
	SI.1 Number of SUCs adopted BIDANI as Extension Program/Project/Tool with MOA			Conducted Advocacy/social marketing/ preparation, 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.	2	1	4.0	4.0	4.0	4.00	VSU-Campuses/College/ Departments and Satellite SUCs

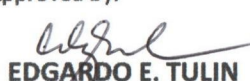

	SI.2 Number of Local Government Units (LGUs) adopted/readopted the BIDANI as a Development strategy in program planning and Management of PPAs with SB Resolution/MOA /executive order			15	22	4.0	4.0	4.0	4.00	Own catchment LGUs: Baybay =92 brgys, Ormoc City- 110, Hilongos=51 Matalom =30, Merida= 22, Inopacan =20
	PI.1 Number of Stakeholders Advocated on the adoption of BIDANI Strategy			20	50	4.0	4.0	4.0	4.00	Mayor, Vice mayor, C/MPDO/ Administrator, SUC President, Vise Pres. for Res. & Extension, Extension & Research Director, College/campus Admin college deans ABC
	PI.2 Number of Memorandum of Agreement (MOA) bet. SUC-SUC & SUC-LGU /SB Resolution		Facilitated the legitimization on the Adoption of BIDANI Program/ Project/Tool of SUCs and DIDANI Strategy at LGUs	-					0.00	for new coverage
	PI.3 Number of SUCs Extension Core team and LGUs Local Development Councils committees organized & Strengthened		Facilitated the organization/strenthning 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	14	16	3.8	3.8	3.8	3.80	SUC team, LGUs functional committee
	PI.4 Number of LGUs technical experts mobilized and participated in in operationalizing BIDANI strategy in LGUs program planning & management of PPAs.		Coordinated/Collaborated participation of different stakeholders/technical experts in operationalizing BIDANI strategy in LGUs program planning & management of PPAs	15	15	3.5	3.5	3.5	3.50	Sect oral Core group
	PI.5 Number of VSU departments/centers and Gas and NGOs coordinated/collaborated for LGUs PPAs implementation			1	1	4.0	4.0	4.0	4.00	VSU-CAFS
	PI.6 Number of LGUs/partner stakeholders funded BIDANI training activities			50	64	4.0	4.0	4.0	4.00	
	PI.7 Amount of Funds generated/contributed from/by partners to finance training activities				175,440	4.5	4.5	4.5	4.50	actual amount during training activities.
									3.53	
OVPRE MFO 4.2 Trainings/Seminar			Partnership Development							

	SI.1 Number of BIDA trainings conducted <ul style="list-style-type: none"> 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 PPA s with focus Brgys in Baybay City of VSU-CAFS -LGU-ATI and ISRDS -MAGPAGUAPA Project	8	12	4.5	4.5	4.5	4.50	SUCs and LGUs Coverage
	SI.2. Number of persons trained		Coordinated/collaborated LGUs sectoral technical committees & SUCs experts in supports of trainings conducted	500	673	4.0	4.0	4.0	4.00	
	SI.3. Number of persondays trained.			500	673	4.0	4.0	4.0	4.00	
	SI.4. Number of LGUs formulated Barangay Integrated Development Plans (BIDP)/BDP/Comprehensive multisectoral development Plan .								0.00	for encoding/editing
	SI.5. Percentage of trainees who rated the training as satisfactory or better.			90	100	3.8	3.8	3.8	3.80	
	SI.6 Percentage of training request responded to within 3 days.			90	100	3.8	3.8	3.8	3.80	
	PI.1. Number of training designed/proposal prepared/revised and produced and provided to stakeholders for partnership implementation.		Prepared/ produced/revised and provided training design/proposal to partner stakeholders	3	4	4.0	4.0	4.0	4.00	
	PI.2 Number of LGUs/partners funded training activities Mmunicipa/barangays.		Conducted/Attended/presented proposal during LGUs strategic planning/meeting	20	71	4.5	4.5	4.5	4.50	
									3.58	
OVPRE MFO 4.3 IEC Materials/Extension Packages										
	SI.1 Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, survey forms, monitoring forms, etc.		Conceptualized/Designed/ Developed/ Prepared/producesd & distributed trainings and Extension packages /Information Education Communication (IEC) materials	5	6	4.5	4.5	4.5	4.50	
	SI .2: Number of IEC materials distributed/Slides presented.			1500	1,804	4.5	4.5	4.5	4.50	

	SI .3: Percent of request for IEC responded to within 3 days.			90	100	3.8	3.8	3.8	3.80	
	SI .4: Percent of recipients/stakeholders who rated IEC as satisfactory or better			90	100	3.8	3.8	3.8	3.80	
									4.15	
OVPRE MFO 4.4 Technical Backstopping Activities (Outside training)										
	SI .1: Number of stakeholders/partners/clients/ beneficiaries provided with technical assistance/ services. Groups/individual		Provided technical backstopping activities /advisory services in operationalizing BIDANI strategy in program planning, implementation monitoring and evaluating PPAs.	1000	1,100	4.5	4.5	4.5	4.50	
	SI .2: Percent of persons assisted who rated services satisfactory or better.		Conducted small dosage training/coaching during sectoral/committees strategic planning/meeting -workshop and for the completion of BIDP/Comprehensive plan Book.	90	100	3.8	3.8	3.8	3.80	
	S2.3: Percentage request of technical assistance repoded to within 3 days			90	100	3.8	3.8	3.8	3.80	
	PI.1. Number of BIDP book/Comprehensive Development Plans facilitated and submitted to their planning			10	13	4.00	4.00	4.00	4.00	BIDP book consist of: BMIS,sectoral Action Plan, 3-year BIDP, AIP, BNAP
									4.03	
OVPRE MFO 4.5 Others										
	SI.1 Number of awards and recognition received		Award on partnership initiatives development using the BIDANI strategy	1	1	3.8	3.8	3.8	3.80	
	Best practices/new initiatives									
Total Over-all Rating									19.09	
Average Rating									3.82	
Adjectival Rating									VERY SATISFACTORY	

Received by: 
 Calibrated by: 
REMBERTO A. PATINDOL
 PRPEO PMT

Recommending Approval:

BEATRIZ S. BELONIAS
 VP for Instruction

Approved by:

EDGARDO E. TULIN
 President 

Date:

Date:

Date:

Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2016
 Name of Staff: Elena I. Monteroso 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		34				
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	45				
Average Score	3.75				

Overall recommendation : *Will need to make ISARDS projects part of workload (50%) and not*
Attabada
MARIA AURORA TERESITA W. TABADA
Name of Head
just focused on BROAD!
Very knowledgeable on her work & can be an asset to ISARDS extension projects.