



## 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	4.22	70%	2.95
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.50
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING: 4.45

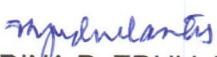
Add: Additional Approved Points, if any: ---

TOTAL NUMERICAL RATING: 4.45

FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
MELODINA P. EDULLANTES  
Name of Staff

Reviewed by:

  
LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERINO  
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 July to December, 2021.

*MELODINA P. EDULLANTES*  
MELODINA P. EDULLANTES  
Science Research Specialist I  
Date: January 12, 2022

*LILIAN B. NUÑEZ*  
LILIAN B. NUÑEZ  
Head of Unit  
Date: January 14, 2022

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 proposals for possible utilization by stakeholders and other beneficiaries	0	1	4	4	4	4	Complementary Feeding program for 6-24 month-old Infant and Young Children Utilizing Instant Nutrimix Products- on going
	PI 3.2 Number of research outputs completed within the year			Conducts research outputs within the year	2	2	4	4	3	3.67	PNEA and Nutripak Production - on going
	PI 3.3 Number of case studies prepared			Prepares case studies for possible utilization by stakeholders and other beneficiaries	2	3	4	4	3	3.67	Implementation of Nutripak Production in Hindang, Leyte, Merida Leyte and Sta. Cruz. Macrohon, So Leyte
	PI 3.4 Number of case studies completed within the year			Completes case studies within the year	1	1	4	4	4	4	Nutripak Production in Hindang, Leyte
	PI 3.6 Number of process documentation reports prepared			Prepares process documentation reports	1	2	5	5	4	4.67	Formulation of BNAP in Hindang & Ormoc City
	PI 3.7 Number of process documentation reports completed within the year			Completes process documentation reports within the year	2	2	4	4	4	4	Formulation of BNAP in Hindang & Ormoc City



	<b>PI 3.8</b> Number of papers presented during in-house review		Prepares/presents papers during in-house review	1		4	4	4	4	PNEA component report
	<b>PI 3.9</b> Number of papers presented during research scientific forums and symposia		Prepares/presents papers during research scientific forums and symposia							
<b>UMFO 4. Extension Services : Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)</b>										
<b>UMFO 4. 3 BIDANI Component- Participative Nutrition Enhancement Approach (PNEA)</b>										
<b>UMFO 4.3.1 Advocacy/Linkaging/Partnership</b> <span style="float: right;">(4.83)</span>										
	<b>SI 1.</b> Number of SUCs LGUs, NGOs adopted the PNEA		Conducts advocacy/social marketing, ground working/resource generation on the adoption of PNEA	25	35	5	5	5	5	LGUs of Baybay City, Ormoc City, Albueria, Hindang, Hilongos, Leyte Macrohon So. Leyte & MAPANGUAPA
	<b>SI 2.</b> Number of LGU's/NGO/VSU's technical experts/department/center coordinated & facilitated in providing technical services for PNEA implementation		Facilitates & coordinates w/ LGUs/NGO technical experts	4	8	5	5	4	467	Local Nutrition Committees, BNS Association & Nutripak Association - Baybay City, Ormoc City, Hindang, Hilongos Leyte & MAPANGUAPA-ISRDS, PRCRTC, DFST
<b>UMFO 4.3.2 Trainings/Seminars</b> <span style="float: right;">Partnership Development</span> <span style="float: right;">(4.58)</span>										
	<b>SI 1.</b> 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	4	5	5	5	5	Local Nutrition Committees, BNS & Nutripak Associations & PNEA Target Beneficiaries - Baybay City, Ormoc City, and MAPANGUAPA
	<b>SI 2.</b> Number of persons trained		Monitors number of persons trained	100	120	5	5	4	467	Barangay Nutrition Scholars/Community Health & Nutrition Volunteers
	<b>SI 3.</b> Number of persondays trained			100	120	4	5	5	467	
	<b>SI 4.</b> Percentage of trainees who acted trainings as satisfactory or better			90	90	4	4	4	4	
<b>UMFO 4.3.4 IEC Materials/Extension Package</b> <span style="float: right;">(4.0)</span>										

SI. 1. Number of IEC materials prepared and produced: (handouts, planning forms, brochure, programs, monitoring forms, video scripts)	Provides Information education Communication (IEC) materials	0	4	4	4	4	4	Advocacy, seminar & training materials on PNEA, BNAP & Nutripak
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**UMFO 4.3.4 Technical Backstopping Activities (done to partner stakeholders outside trainings - Coaching and small dosage training)** **4.33**

SI. 1. Number of of technical/expert services provided to partner stakeholders/organization/groups/individuals	Provides technical backstopping activities/technical support services to partner stakeholders and beneficiaries	50	55	5	4	4	4.33	Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations
SI. 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	160	5	4	4	4.33	Members of Local Nutrition Committees (C/M/BNC) & BNS & Nutripak Associations, Nutrition Action Officers

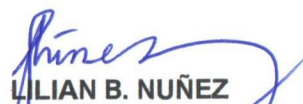
**UMFO 4.3.5 Others**

SI 1. Number of awards & recognition received								
<b>Total Over-all Rating</b>		$(17.75/4 + 4) / 2$						

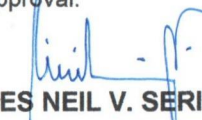
Average Rating (Total Over-all rating divided by 4)	$(17.75/4 + 4) / 2 = 4.22$
<b>Additional Points</b>	
Approved additional points (with copy of approval)	
<b>FINAL RATING</b>	4.22
<b>ADJECTIVAL RATING</b>	

<b>Comments &amp; Recommendations for Development Purpose</b>
Monitor project's impact on nutrition improvement in the project sites. Produce research outputs & IECs.


Evaluated & Rated by:

  
**LILIAN B. NUÑEZ**  
 Dept./Unit Head  
 Date: January 14, 2022

Recommending Approval:

  
**MOISES NEIL V. SERIO**  
 Dean, CME  
 Date: 3/16/22

Approved:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Melodina P. Edullantes - 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.**

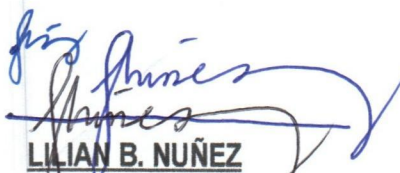
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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					4.50

Overall recommendation : Find time to finish masteral studies.

  
**LILIAN B. NUÑEZ**  
 Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MELODINA P. EDULLANTES

Performance Rating: \_\_\_\_\_

Aim: to get a faculty position

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: June 30, 2022

First Step: Work on thesis proposal and seek approval.

Result: Thesis proposal is approved and ready for conduct.

Date: \_\_\_\_\_ Target Date: Dec. 31, 2022

Next Step: Conduct thesis and write manuscript.

Outcome: MS Social Work degree earned

Final Step/Recommendation:

Apply for faculty position.

Prepared by:

Lillian B. Nunez  
Unit Head

Conforme:

Melodina P. Edullantes  
MELODINA P. EDULLANTES  
Name of Ratee Faculty/Staff