

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: **SALOMA B. GISULGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.80	3.80 x 70%	2.66
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	3.92 x 30%	1.18
TOTAL NUMERICAL RATING			3.84

TOTAL NUMERICAL RATING: **3.84**


Add: Additional Approved Points, if any: **0.1**

TOTAL NUMERICAL RATING: **3.94**

ADJECTIVAL RATING: **VERY SATISFACTORY**

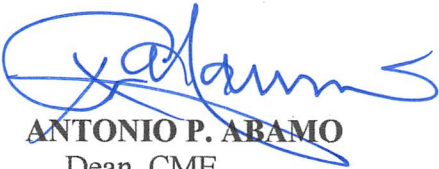
Prepared by:

Reviewed by:


SALOMA B. GISULGA
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
President

Visayas State University
INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **SALOMA B. GISULGA**, of the BIDANI, VSU, 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 2018.


SALOMA B. GISULGA

Ratee

Date: _____


MARIA AURORA TERESITA W. TABADA

Head of Unit

Date: _____

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating				Remark
				Actual Accomplish-ment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS	0	0	3.2	3.2	3.2	3.20	
	S/PI 1. Number of MOA on BMIS SUCs and LGUs		0	0				0.00	New Liga president due to barangay election being signatory to MOA
	S/PI 2. Number of barangay LGUs updating BMIS thru its integration to 2018 OPT+		0	0				0.00	New set barangay council and secretaries (Baybay, Inopacan, Macrohon)

	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive orders		1	1				0.00	Ormoc, Baybay, Macrohon, Hindang, Inopacan
	S/PI 4. Number of SUC's BMIS teams organized & strengthened		1	1				0.00	VSU-Isabel campus
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	1				0.00	UPLB
	S/PI 6. Amount of extension money generated from external funding		0	0				0.00	No trainings due to Barangay election
MFO 4.2 BMIS trainings conducted		Conducted BMIS trainings/seminar workshops			4.4	4.4	4.4	4.40	
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS and PNEA		2	2					BMIS updating, E-OPT+ encoding (Hindang, Isabel)
	S/PI 2. Number of persons trained on BMIS		15	20					Hindang & Isabel camous
	S/PI 3. Number of person-days trained weighted by length of training		8	10					
	S/PI 4. % of trainees who rated training as satisfactory or better		90	95					
	S/PI 5. % Requests for trainings responded to within 3 days		90	95					
	S/PI 6. Number of city/municipal information system established		1	2					Baybay City & Macrohon
	S/PI 7. Number of barangay LGUs funded for BMIS training		0	0					No trainings due to Barangay election
MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials			3.5	3.5	3.5	3.50	
	S/PI 1. Number of IEC materials/ technoguides developed/used		1	2					slides, hand-outs, BMIS updated version

	S/PI 2.Number of IEC materials distributed		1	3					
MFO 4.4 Technical backstopping activities		Provided technical backstopping activites thru meetings, on-site coaching, phone calls and emails							
	S/PI 1. Number of persons provided with technical assistance thru:				4.4	4.4	4.4	4.40	
	City/municipal team meetings		25	39					Baybay City, Macrohon
	SP & Liga ng Barangay session		20	28					Baybay City & Ormoc City
	Barangay secretary meeting		140	242					Ormoc City, Macrohon
	BNS meeting		450	526					Hindang, Baybay City, Ormoc City, Inopacan
	C/MNC meeting		30	48					Hindang, Macrohon, Ormoc City
	RTWG meeting		30	59					NNC 8, Palo
	ECCD- national TAME monitoring		40	50					NNC national, provincial & LGUs of Hilongos, Mahaplag, Abuyog, Baybay City
Others			1	1	3.5	3.5	3.5	3.50	
	AACCUP Area IV: Support Services to Students	Draft PPP							
	Draft PPP	Assists Project Leader in project implementation							
Total Over-all Rating					19	19	19	19.00	
Average Rating					3.8	3.8	3.8	3.80	

Adjectival Rating

VERY SATISFACTORY

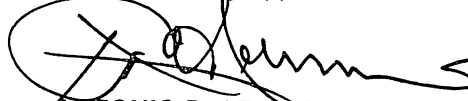
Evaluated & Rated by:



MARIA AURORA TERESITA W. TABADA

Dept./Unit Head

Recommending Approval:



ANTONIO P. ABAMO

Dean/Director

Approved:



BEATRIZ S. BELONIAS

Vice President

Date: _____

Date: _____

Date: _____

1-Quality

2- Efficiency

3- Timeliness

4- Average

With guidance of
ISNDS faculty, Ms.
Carmela prepare a
work-up on the
BIDANI BMS as
part of the ISNDS
publication

EMPLOYEE DEVELOPMENT PLAN
JANUARY - DECEMBER 2018

Name of Employee: SALOMA B. GISULGA
Performance Rating: VERY SATISFACTORY

Aim: Enhance capability to implement BMIS

Proposed Interventions to Improve Performance:

Date: JANUARY 15, 2018 Target Date: JUNE 30, 2018

First Step:
Attend meeting of BMIS coordinators at UPLB

Result:
Attend meeting and familiarized with the improved features of BMIS

Date: October 1, 2018 Target Date: December 15, 2018

Next step:

Attend the DSWD-CDD Research Orientation

Outcome:

Better appreciation of BMIS as a tool for planning and monitoring


Final Step/Recommendation:

Together with Ms. Monteroso, to write article on BMIS experiences and submit for publication to any VSU journal by 2nd Quarter of 2019

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


SALOMA B. GISULGA
Ratee

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018Name of Staff: SALOMA B. GISULGAPosition: 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 (poor 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		47				
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	3.92				

Overall recommendation : VS


MARIA AURORA TERESITA W. TABADA
Name of Head