



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: Saloma B. Gisulga

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.98	70%	2.78
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.16

TOTAL NUMERICAL RATING:

4.16

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.16


FINAL NUMERICAL RATING

4.16


ADJECTIVAL RATING:

**VERY SATISFACTORY**

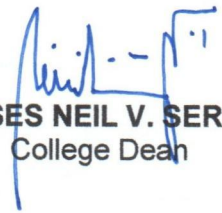
Prepared by:

  
SALOMA B. GISULGA  
Name of Staff

Reviewed by:

  
LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERIÑO  
College Dean


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION  
Visca, Baybay City, Leyte

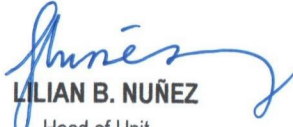
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

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 accomplishments in accordance with the indicated measures for the period January to June 2021.

  
**SALOMA B. GISULGA**  
Ratee

Date: \_\_\_\_\_

Approved:

  
**LILIAN B. NUÑEZ**  
Head of Unit  
Date: \_\_\_\_\_

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS	3.72						
	S/PI 1. Number of barangay LGUs with updated BMIS thru its integration to 2021 OPT+ Tool		92	Noy yet	2	2	2	0.00	Baybay City -92
	S/PI 2. Number of barangay LGUs validated & merged to MMIS.		80	80	5	5	5		Hilongos- 50, Macrohon- 30

S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive		1	1	4	5	5	0.00	Baybay City
S/PI 4. Number of SUC's BMIS teams organized & strengthened		4	0	1	1	1	0.00	VSU satellite campuses
S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the		1	1	4	5	5	0.00	UPLB
S/PI 6. Amount of extension money generated from external funding		50,000	10,000	5	5	5	0.00	Baybay City GAD planning meals
<b>MFO 4.2 BMIS trainings conducted</b>	<b>Conducted on-line or on-site BMIS trainings/seminar workshops</b>	2.20						
S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS		5	0	2	2	2	0.00	Baybay city, 4 VSU satellite campuses
S/PI 2. Number of persons trained on BMIS		240	0	2	2	2	0.00	Baybay City- 200; SUC 10 pax each
S/PI 3. Number of person-days trained weighted by length of training		200	0	1	1	1	0.00	
S/PI 4. % of trainees who rated training as satisfactory or better		90	0	1	1	1	0.00	
S/PI 5. % Requests for trainings responded to within 3 days		90	0	1	1	1	0.00	
S/PI 6. Number of city/municipal information system established in 2021		4	2	5	5	5	0.00	Hilongos & Macrohon for 2019 only



MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials							
	S/PI 1. Number of IEC materials/ technoguides developed/used		5	2 BMIS	5	5	5	0.00	8 slides- BMIS Orientation, Development of BMIS Software, Process of Data Collection, How to Use the Database, Validation of Data Entry, Data Generated, Data Updating, How to Merge the OPT Plus and BMIS; BMIS Software; BMIS Manual; training programs; certificates of participation
	S/PI 2. Number of IEC materials distributed		5	2	5	5	5	0.00	slides; BMIS Software; BMIS Manual; training programs; certificates of participation
MFO 4.4 Technical backstopping activities		Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails							
	S/PI 1. Number of persons provided with technical assistance through:		20		5	5	5		
	City/municipal team meetings		10	13	5	5	5	0.00	Baybay City
	On-line coaching on BMIS data updating, cleaning & merging		10	12	5	5	5		Baybay City, Hilongos, Macrohon, Isabel
	Hands-on upgrading, cleaning of BMIS merged into C/MMIS		10	78 brgys	5	5	5		48 Hilongos, 30 Macrohon
Total Over-all Rating		15.92						0.00	

Average Rating (Total Over-all rating divided by 4)		3.98
Additional Points:		
Approved additional points(with copy of approval)		
FINAL RATING		3.98
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Capacitate team members on BMIS.

Evaluated & Rated by:

*L. B. Nunez*  
LILIAN B. NUNEZ  
Dept./Unit Head

Date: July 22, 2021

Recommending Approval:

*M. N. B. Serino*  
MOISES NEIL B. SERINO  
Dean, CME

Date: 8/4/21

Approved:

*B. S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: 8/5/21

1-Quality

2- Efficiency

3- Timeliness

4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Saloma B. Gisulga Science Research . Specialist1

**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		55				
<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		55				
Average Score		4.58				

Overall recommendation : Capacitate team members on BMS.

  
**LILIAN B. NUÑEZ**  
 Director