



**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	4.03	70%	2.82
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.10</b>

TOTAL NUMERICAL RATING: 4.10

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.10

FINAL NUMERICAL RATING 4.10

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Sbgisulga  
SALOMA B. GISULGA  
Name of Staff

Reviewed by:

Lilian B. Nuñez  
LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

Moises Neil V. Serio  
MOISES NEIL V. SERIO  
Dean/Director

Approved:

Beatriz S. Belonias  
BEATRIZ S. BELONIAS  
Vice President

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

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

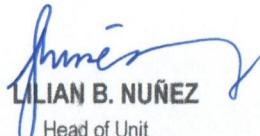
I, **SALOMA B. GISULGA**, of the BIDANI, VSU, Visca, Baybay City, Leyte, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2022.

  
**SALOMA B. GISULGA**

Ratee

Date: 1/12/13

Approved:

  
**LILIAN B. NUÑEZ**  
Head of Unit  
Date: Jan. 13, 2023

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 of BIDANI and re-adoption/ updating BMIS					3.3		
	S/PI 1. Number of LGUs with MOA adopting BIDANI		1	0	1	1	1	1	Baybay City
	S/PI 2. Number of LGUs with C/MTAC organized/strengthened		2	0	1	1	1	1	
	S/PI 3. Number of LGUs with MOU on BMIS		1	1	45	45	45	4.5	
	S/PI 4. Number of SUCs adopting BIDANI		1	1	5	5	5	5	



	S/PI 5. Number of SUCs with MOU on BMIS to LGU covered		1	1	4	4	4	4	
	S/PI 6. Number of SUC's BMIS team organized & strengthened		2	3	45	45	45	45	Villaba, Tolosa, Alang-alang campuses
	S/PI 7. Number of barangay LGUs with updated BMIS in CY 2022		92	0	1	1	1	1	Baybay City
	S/PI 8. Number of city/municipal LGUs lobbied for BIDANI trainings		2	2	5	5	5	5	Baybay City, Villaba
<b>MFO 4.2 Trainings conducted</b>		<b>Conducted on-line or on-site BIDANI &amp; BMIS trainings/seminar workshops</b>							(47)
	S/PI 1. Number of trainings/ seminars/ conferences conducted		3	5	5	5	5	5	
	S/PI 2. Number of persons trained on BIDANI and BMIS		50	92	45	45	45	45	
	S/PI 3. Number of person-days trained weighted by length of training		50	62.5	45	45	45	45	
	S/PI 4. % of trainees who rated training as satisfactory or better		90	90	45	45	45	45	
	S/PI 5. % Requests for trainings responded to within 3 days		90	100	5	5	5	5	
<b>MFO 4.3 IEC materials prepared and distributed</b>		<b>Prepared and distributed IEC materials</b>							(40)
	S/PI 1. Number of IEC materials/ technoguides developed/used		3	10	4	4	4	4	
	S/PI 2. Number of IEC materials distributed		3	10	4	4	4	4	


MFO 4.4 Technical backstopping activities		Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails							(4.2)
	S/PI 1. Number of persons provided with technical assistance:								
	C/MTAC consultancy		1	1	45	45	45	45	Baybay City
	City/municipal BMIS team consultancy		5	2	3	3	3	3	1 per quarter
	On-line coaching on BMIS data updating, cleaning & merging		4	6	5	5	5	5	1 per month
Total Over-all Rating			16.2	4.03	fring				

Average Rating (Total Over-all rating divided by 4)	4.03
Additional Points:	
Approved additional points(with copy of approval)	
FINAL RATING	4.03
ADJECTIVAL RATING	VS

Comments & Recommendations for Development Purpose:

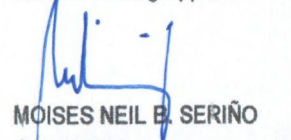
Mentor a junior staff on BMIS.

Evaluated & Rated by:

  
LILIAN B. NUÑEZ  
Dept./Unit Head

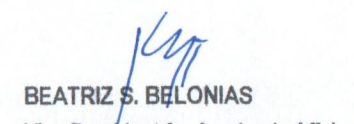
Date: Jan. 13, 2023

Recommending Approval:

  
MOISES NEIL B. SERINO  
Dean, CME

Date: Jan. 25, 2023

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: Jan. 24, 2023

1-Quality

2- Efficiency

3- Timeliness

4- Average





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Saloma B. Gisulga

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.**

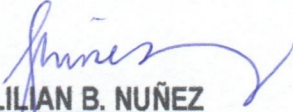
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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										
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						51				
Average Score						4.25				

Overall recommendation : Monitor a junior staff on T/MIS

  
**LILIAN B. NUÑEZ**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALOMA B. GISULGA

Performance Rating: 4.10

Aim: To transfer knowledge and skills in BMIS establishment to another staff

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: January-June 2023

First Step:

Mentor closely one BIDANI program staff on the BMIS establishment process.

Result:

One staff mentored on the BMIS establishment process

Date: July 1, 2023

Target Date: September 30, 2023

Next Step:

Write a paper on the experiences of BIDANI in BMIS establishment in the project sites.

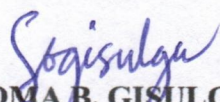
Outcome: Trained staff capable of handling BMIS establishment at the BIDANI project sites and ready to take over BMIS-related responsibilities including training of LGU partners

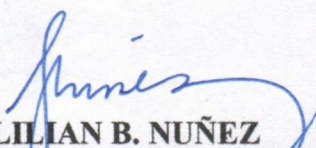
Final Step/Recommendation:

Observe a thorough mentoring process to ensure an effective BMIS knowledge and skills transfer.

Prepared by:

Conforme:

  
**SALOMA B. GISULGA**  
Ratee

  
**LILIAN B. NUÑEZ**  
Director, ISRDS