

Annex P

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

Name of Administrative Staff: SALOMA B. GISULGA


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.15	70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.22
TOTAL NUMERICAL RATING			4.13

TOTAL NUMERICAL RATING: 4.13
 Add: Additional Approved Points, if any: 0.1
 TOTAL NUMERICAL RATING: 4.23


FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: VS


Prepared by:


SALOMA B. GISULGA
 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 & EXTENSION

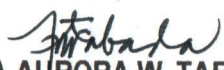
Visca, Baybay City, Leyte

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 targets in accordance with the indicated measures for the period July to December 2016.


SALOMA B. GISULGA
Ratee

Date: _____


MARIA AURORA W. TABADA
Head of Unit

Date: _____

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating				Remark
				Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS			4.00	4.00	4.00	4.00	
	SI 2. Number of barangay LGUs updating BMIS		107	107					LGUs: Baybay, Hindang, Ormoc, Bgy. Sta. Cruz, Matalom
	PI 1. Number of BMIS teams re-organized with executive order and renewed MOU		1	2					Baybay, Ormoc, Hindang
	PI 2. Number of SUC's BMIS teams organized and strengthened		1	0					SUCs: SLSU,Sogod, So. Leyte & PIT, Palompon and VSU satellite campuses
	PI 3. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	1					UPLB
MFO 4.2 BMIS trainings conducted		Conducted BMIS trainings/seminar workshops			4.60	4.50	4.70	4.60	

	SI 1. Number of trainings on BMIS		2	2					
	SI 2. Number of persons trained		75	81					
	SI 3. Number of person-days trained weighted by length of training		525	567					
	PI 4. % of trainees who rated training as satisfactory or better		90	95					
	PI 5. % Requests for trainings responded to within 3 days		90	95					
	PI 6. Number of City/Barangay Management Information System established & updated		120	130					LGUs: Baybay, Hindang, Ormoc, Bgy. Sta. Cruz, Matalom
	PI 1. Number of training design/proposal prepared		1	1					BMIS orientation, Integration of BMIS to OPT plus, Data updating and merging
	PI 2. Number of barangay LGUs funded for BMIS training		120	130					LGUs: Baybay, Hindang, Ormoc, Bgy. Sta. Cruz, Matalom
MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials			4.00	4.00	4.00	4.00	Upgraded BMIS software, brochure, survey questionnaire, slides, MOU, executive order, training program, proposal, certificates, letters, BMIS notes
	SI 1. Number of IEC materials prepared		5	6					
	SI 2. Number of IEC materials distributed		75	243					
	SI 3. % of participants/stakeholders who rated IEC materials as satisfactory or better		90	95					
	SI 4. % Request of IEC responded within 3 days		90	95					
MFO 4.4 Technical backstopping activities		Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails			4.00	4.00	4.00	4.00	Barangay captain, barangay kagawad, BNS, barangay secretary, data encoder, city/ municipal BMIS coordinator
	SI 1. Number of persons provided with technical assistance		75	81					Baybay, Merida, Ormoc, Inopacan, Hindang, Matalom, Barangay Sta. Cruz
	SI 2. % of persons who rated technical assistance services as satisfactory or better		90	95					
	SI 3. % Requests for advisory services responded within 3 days		90	95					

Total Over-all Rating						16.60	
Average Rating						4.15	
Adjectival Rating	VERY SATISFACTORY						

Planning Officer

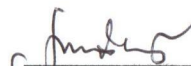
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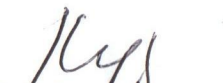
Date: _____


PRPEO



Date:


REMBERTO A. PATINDOL
PMT

Date:


BEATRIZ S. BELONIAS
VP for Instruction

Date:


EDGARDO E. TULIN
President 

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2016
 Name of Staff: Salama B. Gisenler Position: SRS

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	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	49				
Average Score	4.08				

Overall recommendation : *Very knowledgeable with her work, however, needs to choose how she says things especially*
Tabada
Name of Head *perpetual matters.*

MARIA AURORA TERESITA W. TABADA