



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	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.67	30%	1.10
TOTAL NUMERICAL RATING			4.23

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


FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: **VERY SATISFACTORY**

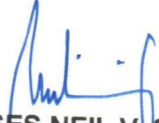
Prepared by:


SALOMA B. GISULGA
Name of Staff


Reviewed by:


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

"Exhibit B"

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 2020.

S. Gisulga
SALOMA B. GISULGA
 Ratee
 Date: Aug. 18, 2020

M. Tabada
MARIA AURORA TERESITA W. TABADA
 Head of Unit
 Date: Sept. 25, 2020

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							
	S/PI 1. Number of MOA on BMIS SUCs and LGUs		0					0.00	EVSU, Tacloban City
	S/PI 2. Number of barangay LGUs with updated BMIS thru its integration to 2020 OPT+ Tool		100	100				0.00	Baybay City -92, Ormoc City -8
	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive orders		1					0.00	Baybay City, Ormoc City, Macrohon, Hilongos, Isabel
	S/PI 4. Number of SUC's BMIS teams organized & strengthened		0					0.00	VSU-Isabel, EVSU
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		0					0.00	UPLB, DGE-VSU

	S/PI 6. Amount of extension money generated from external funding		100,000					0.00	Baybay, Ormoc, Hilongos, Macrohon
MFO 4.2 BMIS trainings conducted		Conducted BMIS trainings/seminar workshops							
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS		2					0.00	Baybay, Ormoc, Hilongos, Macrohon, Isabel
	S/PI 2. Number of persons trained on BMIS		200					0.00	Baybay, Ormoc, Hilongos, Macrohon, Isabel
	S/PI 3. Number of person-days trained weighted by length of training		200					0.00	
	S/PI 4. % of trainees who rated training as satisfactory or better		90					0.00	
	S/PI 5. % Requests for trainings responded to within 3 days		90					0.00	
	S/PI 6. Number of city/municipal information system established		0					0.00	Baybay, Ormoc, Hilongos, Macrohon, Isabel
MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials							
	S/PI 1. Number of IEC materials/ technoguides developed/used		2					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		20					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 thru:								
	City/municipal team meetings		10	11	4	4	4	0.00 4.0	Baybay, Ormoc, Hilongos, Macrohon, Isabel 2x/year @ 5 pax
	Barangay secretary meeting		100	127	4	5	4	0.00 4.33	Baybay City -92, Ormoc City 110, Macrohon -30, Hilongos - 51, Isabel -24, 3x/year @20 pax
	C/MNC meeting		25	32	4	4	4	0.00 4.0	Baybay, Ormoc, Macrohon 3x/year @ 10 pax/LGU
	RTWG meeting		15	50	4	5	4	0.00 4.33	NNC 8, Palo 4 quarters @ 10 pax
	Hands-on upgrading & cleaning of BMIS 2019 for consolidation into Macrohon Management Information System (MMIS) of 30 barangays. The codes of the place of origin and place of birth of each inhabitant have to be changed to Philippine Standard of Geographical (PSG) codes. These codes were affected during the upgrading and changing them are the requirements for merging into the MMIS.			1	5	4	4	4.33	Macrohon- 30 barangays
	On-line coaching of BMIS data usage by the BMIS focal persons at the LGUs during the COVID pandemic			15	5	5	5	5.0	Baybay City- BMIS focal persons, CPDO, CSWDO and their staff
	On-line coaching to LGUs that are encoding, cleaning, updating and merging BMIS into MMIS.			5	5	5	5	5.0	Hilongos & Macrohon
	On-line contact of VSU-Isabel campus staff on the BMIS implementation specifically on the encoding of survey questionnaires.			4	5	4	4	4.33	Isabel LGU and VSU-Isabel campus BMIS in-charge; dean, RDE staff, BMIS trainor
	On-line coaching to BMIS encoders on how to operate MMIS 2019 in Hilongos with the merged 37 barangays.			2	4	4	4	4.33	Hilongos

Monitor the updating of 2020 BMIS in Baybay data using the list of households geo- tagged by the city LGU and the VSU - Geodetic Engineering (GE) department staff & students.			2	✓	✓	✓	5.0	Baybay Ciy
Total Over-all Rating							9.00	44.65

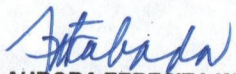
Comments & Recommendations for Development Purpose:

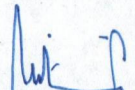
Average Rating (Total Over-all rating divided by 4)			<p>The knowledge on BMS that Ms. Gisela has needs to be passed on to other staff and a documentation should be done.</p>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.45	
ADJECTIVAL RATING			

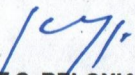
Evaluated & Rated by:

Recommending Approval:

Approved:


MARIA AURORA TERESITA W. TABADA
 Dept./Unit Head
 Date: Sept. 25, 2020


MOISES NEIL V. SERINO
 Dean
 Date: Sept. 25, 2020

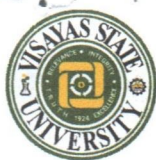

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____

1-Quality

2-Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

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						3.67				
Average Score						44				

Overall recommendation : VS


MARIA AURORA T.W., TABADA
 Printed Name and Signature
 Head of Office