



## 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	4.58	70%	3.206 <i>fin</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<del>4.75</del> 3.58 <i>fin</i>	30%	<del>4.42</del> 1.074 <i>fin</i>
TOTAL NUMERICAL RATING			<del>4.62</del> 4.28 <i>fin</i>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

~~4.62~~ 4.28 *fin*  
-  
~~4.62~~ 4.28 *fin*  
~~4.62~~ 4.28 *fin*  
4.62 4.28 *fin*

Outstanding Very satisfactory

Prepared by:

*Saloma B. Gisulga*  
SALOMA B. GISULGA  
Name of Staff

Reviewed by:

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

Recommending Approval:

*Moises Neil V. Serino*  
MOISES NEIL V. SERIÑO  
College Dean

Approved:

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

"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 July to December 2020.

  
**SALOMA B. GISULGA**  
 Ratee

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

Approved:

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

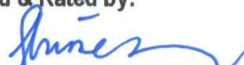
MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating				Remark
				Actual Accomplish-ment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS	5						
	S/PI 1. Number of barangay LGUs with updated BMIS thru its integration to 2020 OPT+ Tool		92	92	5	5	5	0.00	Baybay City -92
	S/PI 2. Amount of extension money generated from external funding		40,000	300,000	5	5	5	0.00	Baybay - snacks for training, 300xP100/snack = 300,000

<b>MFO 4.2 BMIS trainings conducted</b>		<b>Conducted BMIS trainings/seminar workshops</b>	<b>4.67</b>						
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS on site and on-line		3	7	5	5	5	5.00	Baybay City- data collection, updating, encoding & merging Hilongos - data encoding, cleaning & merging
	S/PI 2. Number of persons trained on BMIS		200	288	5	5	5	5.00	Baybay City- 92 bgy @3 pax/bgy = 288 pax
	S/PI 3. Number of person-days trained weighted by length of training		200	432	5	5	5	5.00	288x 1.5 (3 days) = 432
	S/PI 4. % of trainees who rated training as satisfactory or better		90	90	4	4	4	4.00	
	S/PI 5. % Requests for trainings responded to within 3 days		90	90	4	5	5	4.67	
	S/PI 6. Number of city/municipal information system established		1	1	5	4	4	4.33	Baybay City
<b>MFO 4.3 IEC materials prepared and distributed</b>		<b>Prepared and distributed IEC materials</b>	<b>4.0</b>						
	S/PI 1. Number of IEC materials/ technoguides developed/used		1	1	4	4	4	4.00	updated BMIS Software
	S/PI 2. Number of IEC materials distributed		1	1	4	4	4	4.00	updated BMIS Software
<b>MFO 4.4 Technical backstopping activities</b>		<b>Provided technical backstopping activities/coaching through phone calls and emails</b>	<b>4.67</b>						
	S/PI 1. Number of persons/LGUs provided with technical assistance thru:								
	On-line coaching on BMIS data updating, cleaning & merging		5	6	4	5	5	4.67	Baybay City, Hilongos, Macrohon @ 2 pax per LGU



	Hands-on upgrading, cleaning of BMIS merged into C/MMIS		3	4	4	5	5	4.67	Baybay City = 92 barangays Hilongos = 51 barangays, Macrohon = 30 barangays, Isabel campus
al Over-all Rating		13.34						0.00	
					Comments and Recommendations for Development				
					Purposes:				
Average Rating (Total Over-all rating divided by 4)		4.58			She has built a strong BMIS mgt. capacity of Baybay LGU. Documenting & publishing her experiences, and training another staff on BMIS mgt. are necessary for BMIS' sustainability in partner LGUs.				
Additional Points:									
Approved additional points (with copy of approval)									
FINAL RATING		4.58							
ADJECTIVAL RATING		0							

Evaluated & Rated by:

  
LILIAN B. NUÑEZ  
Dept./Unit Head

Date: Jan. 22, 2021

Recommending Approval:

  
MOISES NEIL V. SERINO  
Dean

Date: 2/10/21

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: 2/11/21

1-Quality 2- Efficiency

3- Timeliness

4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 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>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					43
Average Score					3.58

Overall recommendation : Needs to train other staff on BMS management

  
**LILIAN B. NUÑEZ**  
 Director