



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

**Annex P**

Name of Administrative Staff: SALOMA B. GISULGA

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 3.85                    | 70%                      | 2.695                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.58                    | 30%                      | 1.374                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.069</b>                            |

TOTAL NUMERICAL RATING: 4.069

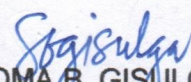
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.069

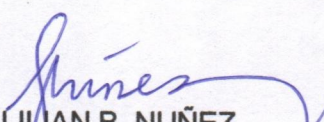
FINAL NUMERICAL RATING 4.069

ADJECTIVAL RATING: Very Satisfactory

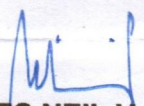
Prepared by:

  
SALOMA B. GISULGA  
Name of Staff

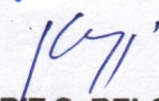
Reviewed by:

  
LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERIO  
Dean/Director

Approved:


  
BEATRIZ S. BELONIAS  
Vice President

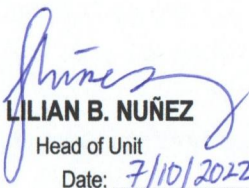


Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION  
Visca, Baybay City, Leyte

**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 January to June 2022.

  
**SALOMA B. GISULGA**  
Ratee  
Date: 7/1/2022

Approved:   
**LILIAN B. NUÑEZ**  
Head of Unit  
Date: 7/10/2022

| 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 of BIDANI and re-adoption/ updating BMIS |        |                       |         |            |            | 3.50    |                   |
|                              | S/PI 1. Number of LGUs with MOA adopting BIDANI           |  | 1      | 0                     | 2       | 2          | 2          | 2       |                   |
|                              | S/PI 2. Number of LGUs with C/MTAC organized/strengthened |  | 2      | 1                     | 4.5     | 4.5        | 4.5        | 4.5     | Baybay            |
|                              | S/PI 3. Number of LGUs with MOU on BMIS                   |  | 1      | 0                     | 2       | 2          | 2          | 2       |                   |
|                              | S/PI 4. Number of SUCs adopting BIDANI                    |  | 1      | 1                     | 5       | 5          | 5          | 5       | VSU-Isabel campus |

|   |  |   |    |   |     |     |     |           |                   |
|---|--|---|----|---|-----|-----|-----|-----------|-------------------|
|   | S/PI 5. Number of SUCs with MOU on BMIS to LGU covered               |   | 1  | 1 | 5   | 5   | 5   | 5         | VSU-Isabel campus |
|   | S/PI 6. Number of SUC's BMIS team organized & strengthened           |   | 2  | 1 | 4.5 | 4.5 | 4.5 | 4.5       | VSU-Isabel campus |
|   | S/PI 7. Number of barangay LGUs with updated BMIS in CY 2022         |   | 92 | 0 | 3   | 3   | 3   | 0.00<br>3 | Partially done    |
|   | S/PI 8. Number of city/municipal LGUs lobbied for BIDANI trainings   |   | 2  | 0 | 3   | 3   | 3   | 0.00<br>3 | Partially done    |
| <b>MFO 4.2 Trainings conducted</b>                    |  | <b>Conducted on-line or on-site BIDANI &amp; BMIS trainings/seminar workshops</b> |    |   |     |     |     |           | (2.4)             |
|   | S/PI 1. Number of trainings/ seminars/ conferences conducted         |   | 3  | 0 | 3   | 3   | 3   | 3<br>0.00 | Preparations      |
|   | S/PI 2. Number of persons trained on BIDANI and BMIS                 |   | 50 | 0 | 3   | 3   | 3   | 3         | Orientation mtg.  |
|   | S/PI 3. Number of person-days trained weighted by length of training |   | 50 | 0 | 3   | 3   | 3   | 3<br>0.00 |                   |
|   | S/PI 4. % of trainees who rated training as satisfactory or better   |   | 90 | 0 | 1   | 1   | 1   | 0.00<br>1 |                   |
|   | S/PI 5. % Requests for trainings responded to within 3 days          |   | 90 | 0 | 2   | 2   | 2   | 0.00<br>2 |                   |
| <b>MFO 4.3 IEC materials prepared and distributed</b> |  | <b>Prepared and distributed IEC materials</b>                                     |    |   |     |     |     |           | (5.0)             |
|   | S/PI 1. Number of IEC materials/ technoguides developed/used         |   | 3  | 3 | 5   | 5   | 5   | 5<br>0.00 |                   |
|   | S/PI 2. Number of IEC materials distributed                          |   | 3  | 3 | 5   | 5   | 5   | 0.00<br>5 |                   |

| MFO 4.4 Technical backstopping activities |   | Provided technical backstopping activities thru meetings, on-site coaching and phone calls |        |    |   |   |   |      | 4.5   |
|---|---|--|--------|----|---|---|---|------|---|
|   | S/PI 1. Number of persons provided with technical assistance: |  |        |    |   |   |   |      |   |
|   | C/MTAC or CNC consultancy                                     |  | 10     | 63 | 5 | 5 | 5 | 5    | Baybay CNC meeting- 2 quarters<br>Hindang MNC meeting |
|   | City/municipal BMIS team consultancy                          |  | 5      | 4  | 4 | 4 | 4 | 0.00 | Baybay on BMIS ID system                              |
|   | On-line coaching on BMIS data updating, cleaning & merging    |  | 4      | 2  | 3 | 3 | 3 | 3    | Baybay on updating                                    |
|   | Orientation meeting on BIDANI                                 |  | 10     | 18 | 5 | 5 | 5 | 5    | VSU-Isabel & Villaba campuses                         |
|   | NNC 8-RTWG meeting  |  | 20     | 50 | 5 | 5 | 5 | 5    | April & June in Tacloban City                         |
| Total Over-all Rating                     |   |  | 13.625 |    |   |   |   | 0.00 |   |

|   |      |  |
|---|------|--|
| Average Rating (Total Over-all rating divided by 4) | 3.85 |  |
| Additional Points:                                  |      |  |
| Approved additional points(with copy of approval)   |      |  |
| FINAL RATING  | 3.85 |  |
| ADJECTIVAL RATING                                   |      |  |

Comments & Recommendations for Development Purpose:

*Engage in research in BIDANI.*

Evaluated & Rated by:

*Lilian B. Nuñez*  
LILIAN B. NUÑEZ  
Dept./Unit Head

Date: 7/10/22

Recommending Approval:

*Moises Neil B. Serino*  
MOISES NEIL B. SERIÑO  
Dean, CME

Date: 7/11/22

Approved:

*Beatriz S. Belonias*  
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 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  |

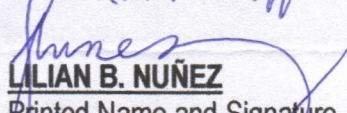
| A. Commitment (both for subordinates and supervisors) |   | Scale |   |   |   |   |
|---|---|-------|---|---|---|---|
| 1.  | Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  | 5     | 4 | 3 | 2 | 1 |
| 2.  | 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>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

: Good work in Baybay! Expand to other Cells and train/mentor other staff in BMIS.

  
**LILIAN B. NUÑEZ**

Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALOMA B. GISULGA

Performance Rating: 3.85 4.069 fines

Aim: To publish experience in BMIS

Proposed Interventions to Improve Performance:

Date: July 15, 2022 Target Date: July - Dec 2022

First Step:

Write report outline and gather all records and notes.

Result:

Report outline

Date: January 2023 Target Date: June 2023

Next Step:

Write the report or article.

Outcome: Report / article draft

Final Step/Recommendation:

Circulate among project staff for comments & suggestions, and submit for publication

Prepared by:

Liliana B. Nuñez  
LILIAN B. NUÑEZ  
Unit Head

Conforme:

S. Gisulga  
SALOMA B. GISULGA  
Ratee