

**EMPLOYEE DEVELOPMENT PLAN**  
JULY – DECEMBER 2017

Name of Employee: SALOMA B. GISULGA  
Performance Rating: VERY SATISFACTORY

Aim: Enhance capability to implement BMIS

Proposed Interventions to Improve Performance:

Date: July 16, 2017 Target Date: August 30, 2017

First Step:

Attend meeting of BMIS coordinators at UPLB

Result:

Attended meeting and familiarized with the improved features of BMIS

Date: October 1, 2017 Target Date: December 15, 2017

Next step:

Attend the DSWD-CDD Research Orientation

Outcome:

Better appreciation of BMIS as a tool for planning and monitoring

Final Step/Recommendation:

Together with Ms. Monteroso, to write article on BMIS experiences and submit for publication to any VSU journal by 2<sup>nd</sup> Quarter of 2018

Prepared by:

  
MARIA AURORA T.W. TABADA  
Unit Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017Name of Staff: Saloma B. Gisulga Position: Science Res. 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		45				
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					
Average Score	3.75				

Overall recommendation :

Very Satisfactory

  
**MARIA AURORA TERESITA W. TABADA**  
 Name of Head

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **SALOMA B. GISULGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.22	4.22 x 70%	2.95
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	3.75 x 30%	1.13
<b>TOTAL NUMERICAL RATING</b>			<b>4.08</b>

TOTAL NUMERICAL RATING: **4.08**


Add: Additional Approved Points, if any: **0.1**


TOTAL NUMERICAL RATING: **4.18**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:


  
**SALOMA B. GISULGA**  
Name of Staff

  
**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 INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES, VSU, Visca, Baybay City, Leyte, commits to deliver and agree to be ratee attainment of the following targets in accordance with the indicated measures for the period July to December 2017.

  
**SALOMA B. GISULGA**

Ratee

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

  
**MARIA AURORA TERESITA W. TABADA**

Head of Unit

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

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target			Rating				Remarks
					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 MOU on BMIS implementation of SUCs and LGUs		1	100	1	4	3	4	3.67	Isabel campus and Ma
	S/PI 2. Number barangay LGUs updating BMIS		102	198	202	4	5	4	4.33	Ormoc, Baybay (2x a y Hindang



	S/PI 3. Number of BMIS teams organized & re-organized with old & new executive orders		2	100	2	4	4	4	4.00	Ormoc, Baybay, Macrohon
	S/PI 4. Number of SUC's BMIS teams organized & strengthened		1	100	1	4	3	4	3.67	Isabel campus
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	100	1	4	3	3	3.33	UPLB
	S/PI 6. Amount of extension money generated from external funding		100,000	600	600,000	5	5	5	5.00	Baybay (BMIS & BIDP) (BMIS)
<b>AVERAGE</b>						<b>4.167</b>	<b>3.8333</b>	<b>4</b>	<b>4.00</b>	
<b>MFO 4.2 BMIS trainings conducted</b>		<b>Conducted BMIS trainings/seminar workshops</b>								
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS		3	167	5	5	5	5	5.00	Baybay, Ormoc, Isabel
	S/PI 2. Number of persons trained on BMIS		200	116	232	5	5	4	4.67	Inopacan, Baybay and
	S/PI 3. Number of person-days trained weighted by length of training		200	145	290	4	5	4	4.33	Baybay and Ormoc City
	S/PI 4. Number of City/BMIS established & updated		100	122	122	4	5	4	4.33	Macrohon, Baybay
	S/PI 5. Number of barangay/ city LGUs funded for BMIS training		80	125	100	5	5	4	4.67	Ormoc barangays (98) for 92 barangays
	S/PI 6. Number of trainings facilitated on Sectoral and BIDP 2018-2020 formulation using BMIS results		9	122	11	4	4	5	4.33	Baybay City 14 cluster barangays

	S/PI 7. Number of persons trained on Sectoral and BIDP formulation using BMIS results		500	160	798	4	4	5	4.33	
	S/PI 8. Number of person-days trained weighted by length of training		1,000	160	1,596	4	5	5	4.67	11x2=22 days; max 2 points so 798x2=1,596
<b>AVERAGE</b>						<b>4.375</b>	<b>4.75</b>	<b>4.5</b>	<b>4.54</b>	
<b>MFO 4.3 IEC materials prepared and distributed</b>		<b>Prepared &amp; distributed IEC materials</b>								
	S/PI 1. Number of IEC materials/ technoguides developed/used		6	183	11	3	5	5	4.33	BMIS brochures, slides, BMIS modules, hand-out, BIDP forms, BMIS questionnaire
	S/PI 2. Number of IEC materials distributed		510	202	1,030	3	5	5	4.33	232+798= 1,030
<b>AVERAGE</b>						<b>3</b>	<b>5</b>	<b>5</b>	<b>4.33</b>	
<b>MFO 4.4 Technical backstopping activities</b>		<b>Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails</b>								
	S/PI 1. Number of persons provided with technical assistance		600	166.67	1,000	4	4	4	4.00	Ormoc, Baybay, Inopacan, Mahaplag, Macrohon
<b>Total Over-all Rating</b>						<b>15.5</b>	<b>17.6</b>	<b>17.5</b>	<b>16.9</b>	
<b>Average Rating</b>						<b>3.885</b>	<b>4.3958</b>	<b>4.375</b>	<b>4.21875</b>	
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>							

*R. Finkler*  
**PRPES**  
Planning Office

*[Signature]*  
**REMBERTO A. PATINDOL**  
Chairman, PMT  
Date: \_\_\_\_\_

*[Signature]*  
**BEATRIZ S. BELONIAS**  
Vice Pres. for Research & Extension  
Date: \_\_\_\_\_

*[Signature]*  
**EDGARDO E. T.**  
Presidente  
Date: \_\_\_\_\_