



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 | 4.01 | 70% | 2.81 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.33 | 30% | 1.30 |
| TOTAL NUMERICAL RATING | | | 4.11 |

TOTAL NUMERICAL RATING: 4.11

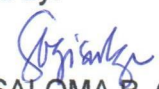
Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.11

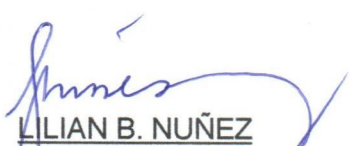
FINAL NUMERICAL RATING 4.11

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. SERIÑO
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)

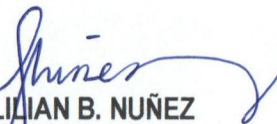
I, **SALOMA B. GISULGA**, of the BIDANI, VSU, Visca, Baybay City, Leyte, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.


SALOMA B. GISULGA

Ratee

Date: 7/7/23

Approved:


LILIAN B. NUÑEZ

Head of Unit

Date: 7/7/2023

| MFO Description | Success /Performance Indicator (S/PI) | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|------------------------------|---|--|--------|-----------------------|---------|------------|------------|---------|--------------------|
| | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 4. Extension Services | | | | | | | | | |
| MFO 4.1 Advocacy/partnership | | Conduct advocacy for adoption of BIDANI and re-adoption/ updating BMIS | | | | | | 3.25 | |
| | S/PI 1. Number of LGUs with MOA adopting BIDANI | | 2 | 2 | 3 | 3 | 3 | 3 | Inopacan, Hilongos |
| | S/PI 2. Number of LGUs with MTAC organized/strengthened | | 2 | 2 | 5 | 5 | 5 | 5 | |
| | S/PI 3. Number of LGUs with MOA on BMIS | | 2 | 2 | 3 | 3 | 3 | 3 | |

| | | | | | | | | | |
|------------------------------------|---|---|---------|--------|---|---|---|---|---|
| | S/PI 4. Number of VSU component campuses adopting BIDANI | | 2 | 2 | 3 | 3 | 3 | 3 | VSU-Isabel and Villaba campuses |
| | S/PI 5. Number of VSU component campuses with MOA on BMIS to LGU covered | | 2 | 2 | 3 | 3 | 3 | 3 | |
| | S/PI 6. Number of VSU component campusesSUC's BMIS team organized & strengthened | | 2 | 2 | 3 | 3 | 3 | 3 | |
| | S/PI 7. Number of barangay LGUs with updated BMIS in CY 2023 | | 110 | 0 | 1 | 1 | 1 | 1 | Baybay City, Ormoc City, Hindang, Albuera, Hilongos and Macrohon, So. Leyte |
| | S/PI 8. Amount of extension money generated from external funding | | 100,000 | 20,000 | 4 | 4 | 4 | 4 | Inopacan, Hilongos |
| | S/PI 9. Number of meetings with NNC region 8 as RTWG & RNET member | | 3 | 2 | 4 | 4 | 4 | 4 | NNC 8 quarterly meetings |
| MFO 4.2 Trainings conducted | | Conduct on-line or on-site BIDANI & BMIS trainings/seminar workshops | | | | | | | 4.0 |
| | S/PI 1. Number of trainings/ seminars/ conferences conducted to LGUs and VSU component campuses | | 10 | 2 | 4 | 4 | 4 | 4 | BIDANI & BMIS Orientation, BMIS software, encoding, validating and merging as well as sectoral and BIDP re-training |
| | S/PI 2. Number of persons trained on BIDANI and BMIS | | 100 | 24 | 4 | 4 | 4 | 4 | |
| | S/PI 3. Number of person-days trained weighted by length of training | | 100 | 30 | 4 | 4 | 4 | 4 | |
| | S/PI 4. % of trainees who rated training as satisfactory or better | | 90 | 100 | 3 | 3 | 3 | 3 | |
| | S/PI 5. % Requests for trainings responded to within 3 days | | 90 | 100 | 5 | 5 | 5 | 5 | |


| MFO 4.3 IEC materials prepared and distributed | | Prepare and distribute IEC materials | | | | | | | | | (4.5) |
|--|---|---|---|---|---|---|---|---|---|--|--------|
| | S/PI 1. Number of IEC materials/ technoguides developed/used | | 3 | 3 | 5 | 5 | 5 | 5 | BIDANI & BMIS brochure, questionnaire, software, manual | | |
| | S/PI 2. Number of IEC materials distributed | | 3 | 3 | 4 | 4 | 4 | 4 | | | |
| MFO 4.4 Technical backstopping activities | | Provide technical backstopping activities thru meetings, on-site coaching, phone calls and emails | | | | | | | | | (4.33) |
| | S/PI 1. Number of LGUs and VSU component campuses provided with technical assistance through: | | | | | | | | Baybay City, Inopacan and Hilongos | | |
| | C/MTAC and VSU component campuses BIDA core team meetings | | 2 | 3 | 4 | 4 | 4 | 4 | | | |
| | City/municipal and VSU component campuses BMIS core team meetings | | 4 | 3 | 4 | 4 | 4 | 4 | | | |
| | On-line coaching on BMIS data updating, cleaning & merging | | 4 | 6 | 5 | 5 | 5 | 5 | | | |
| Total Over-all Rating | | | | | | | | | | | |

| | | |
|---|--|------|
| Average Rating (Total Over-all rating divided by 4) | | 4.01 |
| Additional Points: | | |
| Approved additional points (with copy of approval) | | |
| FINAL RATING | | 4.01 |
| ADJECTIVAL RATING | | YS |

Comments & Recommendations for Development Purpose:

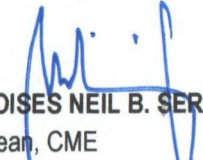
Exert more effort towards expanding project coverage.

Evaluated & Rated by:


LILIAN B. NUÑEZ
Dept./Unit Head

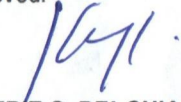
Date: 7/7/2023

Recommending Approval:


MOISES NEIL B. SERINO
Dean, CME

Date: 7/14/23

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Date: 7/21/23

1-Quality

2-Efficiency

3-Timeliness

4-Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2023

Name of Staff: Saloma B. Gisulga Position: Administrative Aide 3

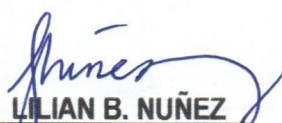
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 57 | | | | |
| Average Score | | 4.33 | | | | |

Overall recommendation : Exert more effort to meet project targets.


LILIAN B. NUÑEZ
 Director, ISRDS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALOMA B. GISULGA

Performance Rating: 4.11

Aim: To transfer knowledge and skills in BMIS establishment from one LGU to another LGU.

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: July - December, 2023

First Step:

Cover another LGU and train them on BMIS establishment with the capacitated and Trained LGU.

Result:

The newly trained municipal LGU will train all their barangays.

Date: August 1, 2023

Target Date: July - December, 2023

Next Step:

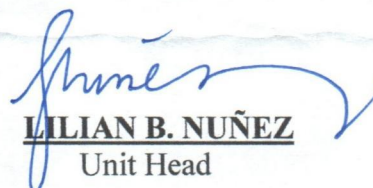
The trained LGUs will use the BMIS data for evidence-based planning in their own locality.

Outcome: The trained LGU will update their BMIS data yearly and use them in planning and making proposals thereby attracting more local and foreign investors.


Final Step/Recommendation:

The trained LGU on BMIS can be a candidate to receive a certification from Philippine Commission on Women (PCW) to be a Gender and Development- Local Learning Hub after a series of 10 years of implementation.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


SALOMA B. GISULGA
Name of Ratee Faculty/Staff