

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	3.70	3.70 x 70%	2.59
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	4.08 x 30%	1.22
TOTAL NUMERICAL RATING			3.81

TOTAL NUMERICAL RATING: 3.81

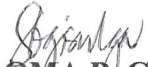
Add: Additional Approved Points, if any: 0.1


TOTAL NUMERICAL RATING: 3.91

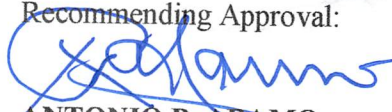
ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

Reviewed by:


SALOMA B. GISULGA
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Dean

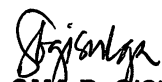
Approval:

BEATRIZ S. BELONIAS
Vice Pres for Instruction

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 targets in accordance with the indicated measures for the period July to December 2018.


SALOMA B. GISULGA
Ratee

Date: _____


MARIA AURORA TERESITA W. TABADA
Head of Unit
Date: 2/12/19

MFO Description	Success /Performance Indicator (S/PI)	Target		Rating				Remark
			Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services								
MFO 4.1 Advocacy/partnership								
	S/PI 1. Number of MOA on BMIS SUCs and LGUs	2	2	3.5	3.5	3.5	3.50	Hilongos, Isabel
	S/PI 2. Number of barangay LGUs updating BMIS thru its integration to 2018 OPT+	122	142	4.5	4.5	4.5	4.50	Baybay City, Macrohon, Inopacan
	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive orders	3	4	4	4	4	4.00	Hilongos, Baybay City, Macrohon, Isabel

	S/PI 4. Number of SUC's BMIS teams organized & strengthened	1	1	3	3	4	3.33	VSU-Isabel campus
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs	1	1	3	3	3	3.00	UPLB
	S/PI 6. Amount of extension money generated from external funding	610,000	760,000	4.2	4.2	4.2	4.20	Baybay City, Hilongos, Macrohon, Isabel campus, Ormoc City
				3.70	3.70	3.87	3.76	
MFO 4.2 BMIS trainings conducted								
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS and BIDP	2	3	4.5	4.5	4.5	4.50	Baybay City, Macrohon, Hilongos
	S/PI 2. Number of persons trained on BMIS	300	1616	5	5	5	5.00	Baybay City, Hilongos, Macrohon, Ormoc City
	S/PI 3. Number of person-days trained weighted by length of training	600	1865	5	5	5	5.00	
	S/PI 4. % of trainees who rated training as satisfactory or better	90	95	4.5	4.5	4.5	4.50	
	S/PI 5. % Requests for trainings responded to within 3 days	90	95	4	4	4	4.00	
	S/PI 6. Number of city/municipal information system established	2	2	3.2	3.2	3.2	3.20	Baybay City & Macrohon
	S/PI 7. Number of barangay LGUs funded for BMIS training	173	283	4	4	4	4.00	Baybay City, Macrohon, Hilongos, Ormoc City
				4.31	4.31	4.31	4.31	
MFO 4.3 IEC materials prepared and distributed								
	S/PI 1. Number of IEC materials prepared	4	5	3.5	3.5	3.5	3.50	Slides, hand-outs, BMIS updated version, training programs, manual
	S/PI 2. Number of IEC materials distributed	4	6	3.5	3.5	3.5	3.50	Type of powerpoint presentation of BMIS training modules, new
				3.5	3.5	3.5	3.50	

MFO 4.4 Technical backstopping activities								
	S/PI 1. Number of persons provided with technical assistance thru:							
	Liga ng Barangay & city development council meeting	100	122	3	3	3	3.00	Ormoc City, Baybay City
	Barangay secretary meeting	90	95	3	3	3	3.00	Ormoc City
	Nutrition month celebration programs	1,000	2,830	4.5	4.5	4.5	4.50	Baybay City, Tacloban City, Hindang
	C/MNC meeting	10	12	3	3	3	3.00	Hindang
	RTWG meeting	10	17	3	3	3	3.00	NNC 8, Palo
	ECCD- national TAME monitoring	25	27	3	3	3	3.00	NNC 8, Palo
				3.25	3.25	3.25	3.25	
Total Over-all Rating				14.76	14.76	14.93	14.82	
Average Rating				3.69	3.69	3.73	3.70	
Adjectival Rating		VERY SATISFACTORY						

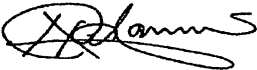
Evaluated & Rated by:


MARIA AURORA T.W. TABADA

Department/Unit Head

Date: 2/18/19

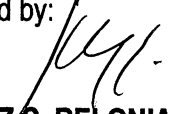
Recommending Approval:


ANTONIO P. ABAMO

Dean, CME

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President

Date: _____

1- quality

2- efficiency

3- timeliness

4- Average

Ms. Gisulga's knowledge and skill in using the BMIS is noteworthy. It is recommended that she write and publish her experiences/ learnings in training LGUs in the use of BMIS .

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018
Name 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		49				
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					
Average Score	4.08				

Overall recommendation : Very Satisfactory


MARIA AURORA T. W. TABADA
Director