



**Annex P**

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

Name of Administrative Staff: SALOMA B. GISULGA

| Particulars<br>(1)                                                                                        | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.58                       | 70%                      | 3.208                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 3.25                       | 30%                      | 0.975                                   |
| <b>TOTAL NUMERICAL RATING</b>                                                                             |                            |                          | <b>4.18</b>                             |

TOTAL NUMERICAL RATING: 4.18

Add: Additional Approved Points, if any: N/A

TOTAL NUMERICAL RATING: 4.18

FINAL NUMERICAL RATING 4.18

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

SALOMA B. GISULGA

Name of Staff

Reviewed by:

LILIAN B. NUÑEZ

Department/Office Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



### 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 2024.

  
**SALOMA B. GISULGA**

Ratee

Date: 7-1-24

Approved:

  
**LILIAN B. NUÑEZ**  
Head of Unit  
Date: 7-10-24

| MFOs/<br>PAPs                | Success /Performance Indicator<br>(S/PI)                                       | Task Assigned                                                                     | Target | Actual<br>Accomplishment | Rating         |                |                |                | Remark                                |
|------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|--------------------------|----------------|----------------|----------------|----------------|---------------------------------------|
|                              |                                                                                |                                                                                   |        |                          | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                       |
| UMFO 4. Extension Services   |                                                                                |                                                                                   |        |                          |                |                |                |                |                                       |
| MFO 4.1 Advocacy/partnership |                                                                                | Conducted advocacy<br>for adoption of BIDANI<br>and re-adoption/<br>updating BMIS |        |                          |                |                |                |                | 5.0                                   |
|                              | S/PI 1. Number of LGUs with MOA<br>adopting BIDANI                             |                                                                                   | 2      | 2                        | 5              | 5              | 5              | 5              | Inopacan, Hilongos                    |
|                              | S/PI 2. Number of LGUs with MTAC<br>organized/strengthened                     |                                                                                   | 2      | 2                        | 5              | 5              | 5              | 5              |                                       |
|                              | S/PI 4. Number of VSU component<br>campuses adopting BIDANI                    |                                                                                   | 1      | 1                        | 5              | 5              | 5              | 5              | VSU-Isabel and Alang-<br>alang campus |
|                              | S/PI 5. Number of VSU component<br>campuses with MOA on BMIS to LGU<br>covered |                                                                                   | 0      | 0                        | 5              | [Signature]    |                |                |                                       |



|                                                       |                                                                                  |                                                                                   |         |         |   |   |   |   |                                                                            |
|-------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|---------|---|---|---|---|----------------------------------------------------------------------------|
|                                                       | S/PI 6. Number of VSU component campusesSUC's BMIS team organized & strengthened |                                                                                   | 0       | 0       |   |   |   |   |                                                                            |
|                                                       | S/PI 7. Number of barangay LGUs with updated BMIS in CY 2024                     |                                                                                   | 0       | 0       |   |   |   |   | Baybay City, Inopacan, Hindang, Hilongos                                   |
|                                                       | S/PI 8. Amount of extension money generated from external funding                |                                                                                   | 200,000 | 946,000 | 5 | 5 | 5 | 5 | BIDP in Baybay City                                                        |
| <b>MFO 4.2 Trainings conducted</b>                    |                                                                                  | <b>Conducted on-line or on-site BIDANI &amp; BMIS trainings/seminar workshops</b> |         |         |   |   |   |   | 5.0                                                                        |
|                                                       | S/PI 1. Number of trainings/ seminars/ conferences conducted                     |                                                                                   | 4       | 4       | 5 | 5 | 5 | 5 | BMIS encoding, validating and merging and BIDP in Baybay City and Hilongos |
|                                                       | S/PI 2. Number of persons trained on BIDANI and BMIS                             |                                                                                   | 200     | 786     | 5 | 5 | 5 | 5 | Baybay City BIDP participants                                              |
|                                                       | S/PI 3. Number of person-days trained weighted by length of training             |                                                                                   | 200     | 982.5   | 5 | 5 | 5 | 5 |                                                                            |
|                                                       | S/PI 4. % of trainees who rated training as satisfactory or better               |                                                                                   | 90      | 100     | 5 | 5 | 5 | 5 |                                                                            |
|                                                       | S/PI 5. % Requests for trainings responded to within 3 days                      |                                                                                   | 90      | 100     | 5 | 5 | 5 | 5 |                                                                            |
| <b>MFO 4.3 IEC materials prepared and distributed</b> |                                                                                  | <b>Prepared and distributed IEC materials</b>                                     |         |         |   |   |   |   | 4.0                                                                        |
|                                                       | S/PI 1. Number of IEC materials/ technoguides developed/used                     |                                                                                   | 2       | 2       | 4 | 4 | 4 | 4 | BMIS questionnaire, software                                               |
|                                                       | S/PI 2. Number of IEC materials distributed                                      |                                                                                   | 2       | 2       | 4 | 4 | 4 | 4 | BMIS questionnaire, software                                               |



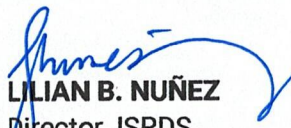
|                                           |                                                                       |                                                                                                    |   |   |   |   |   |   |                                                   |
|-------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---------------------------------------------------|
| MFO 4.4 Technical backstopping activities |                                                                       | Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails |   |   |   |   |   |   | 4.33                                              |
|                                           | S/PI 1. Number of persons provided with technical assistance through: |                                                                                                    |   |   |   |   |   |   | Baybay City, Inopacan, Hindang, Hilongos          |
|                                           | C/MTAC meeting                                                        |                                                                                                    | 2 | 2 | 4 | 4 | 4 | 4 | Baybay City                                       |
|                                           | City/municipal BMIS team meetings                                     |                                                                                                    | 2 | 2 | 4 | 4 | 4 | 4 | Baybay City                                       |
|                                           | On-line coaching on BMIS data updating, cleaning & merging            |                                                                                                    | 6 | 7 | 5 | 5 | 5 | 5 | Baybay City-4, Hilongos-2, Inopacan 1 to LGU-BMIS |
| Total Over-all Rating                     |                                                                       | 18.333                                                                                             |   |   |   |   |   |   |                                                   |

|                                                     |             |  |  |
|-----------------------------------------------------|-------------|--|--|
| Average Rating (Total Over-all rating divided by 4) | 4.583       |  |  |
| Additional Points:                                  |             |  |  |
| Approved Additional points (with copy of approval)  |             |  |  |
| FINAL RATING                                        | 4.58        |  |  |
| ADJECTIVAL RATING                                   | Outstanding |  |  |

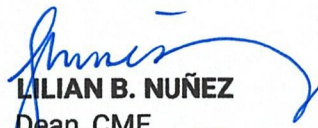
Comments & Recommendations for Development Purpose:

Utilize idle time for advocacy & social mobilization in potential project sites.


Evaluated and Rated by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS  
 Date: 7-10-24

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
 Dean, CME  
 Date: 7-10-24

Approved by:

  
**ROTACIO S. GRAVOSO**  
 VP for Academic Affairs  
 Date: 10/2/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

**PERFORMANCE MONITORING FORM**  
JANUARY – JUNE 2024

Name of Employee: **SALOMA B. GISULGA**

| Task No. | Task Description                                   | Expected Output     | Date Assigned            | Expected Date to Accomplish | Actual Date accomplished    | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation                                                                                                                            |
|----------|----------------------------------------------------|---------------------|--------------------------|-----------------------------|-----------------------------|--------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Implements BIDANI-BIDA & BMIS component activities | Based on work plan  |                          |                             |                             | Need improvement   | Satisfactory                    | Needs to rekindle the interest to extend the project to other municipalities and go out of the comfort zone (Baybay); make proper use of idle time |
| 2        | Submits quarterly reports                          | 2 quarterly reports | Every end of the quarter | 1 week after end of quarter | 1 week after end of quarter | Impressive         | Very satisfactory               | Submitted promptly                                                                                                                                 |

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

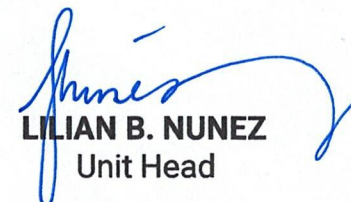
  
**LILIAN B. NUNEZ**  
Unit Head



Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: SALOMA B. GISULGA

Performance Rating: \_\_\_\_\_

Aim: Create enabling environments for the implementation of the BIDANI components by January 2025.

Proposed Interventions to Improve Performance:

Date: July 15, 2024

Target Date: August 15, 2024

First Step:

Identify at least three sites for social mobilization and advocacy. Communicate with contact persons from these target LGUs.

Result:

At least three LGUs visited and meetings conducted

Date: August 16, 2024

Target Date: December 15, 2024

Next Step:

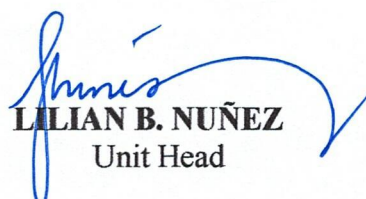
Forge MOAs on BIDANI implementation.

Outcome: Three sites added to project coverage


Final Step/Recommendation:

Prepare for the implementation of the BIDANI components in the new project sites by January 2025.

Prepared by:

  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

  
**SALOMA B. GISULGA**  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - June 2024

Name of Staff: SALOMA B. GISULGA Position: Science Research Specialist I

**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.**

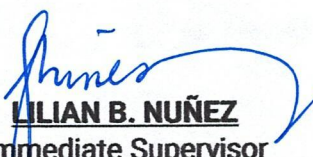
| Scale | Descriptive Rating | Qualitative Description                                                                                                                                                   |
|-------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                  | 5     | 4 | 3 | 2 | 1 |





|                                                                                                                                                                                                                              |              |   |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---|---|---|---|
| the assignment is not related to his position but critical towards the attainment of the functions of the university                                                                                                         |              |   |   |   |   |
| 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>                                                                                                                                | <b>Scale</b> |   |   |   |   |
| 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                                                                                                                                                                                                                  | 39           |   |   |   |   |
| Average Score                                                                                                                                                                                                                | 3.25         |   |   |   |   |
| Overall recommendation:<br>Utilize some time for advocacy & social mobilization in potential project sites, and in writing papers.                                                                                           |              |   |   |   |   |

  
**LILIAN B. NUÑEZ**  
 Immediate Supervisor