

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2017Name of Staff: Salama B. Gisulga Position: Sci. 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	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	NA				
Average Score	4.08				

Overall recommendation :

Very Satisfactory

- > Knowledgeable on her work - BMIS and is able to conduct trainings effectively
- > needs to be more diplomatic with words in dealing with partners
- > has participated in a number of ISRDS projects

Maria Aurora Teresita W. Tabada
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	4.16	4.16 x 70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	4.08 x 30%	1.22
TOTAL NUMERICAL RATING			4.13


TOTAL NUMERICAL RATING: **4.13**

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


TOTAL NUMERICAL RATING: **4.23**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


SALOMA B. GISULGA
Name of Staff

Reviewed by:


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

 OL
15 Dec 17
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 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 January to June 2017.


SALOMA B. GISULGA

Ratee

Date: _____


MARIA AURORA TERESITA W. TABADA

Head of Unit

Date: 12/12/17

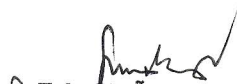
MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating				Remark
				Actual Accomplish-ment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS							
	S/PI 1. Number of MOU on BMIS SUCs and LGUs		1	1	4.00	3.00	5.00	4.00	Isabel campus and Macrohon
	S/PI 2. Number of barangay LGUs updating BMIS		150	200	5.00	4.00	5.00	4.67	LGUs: Baybay, Ormoc, Bgy. Sta. Cruz of Macrohon, So. Leyte
								4.33	
	S/PI 3. Number of BMIS teams organized & re-organized with executive orders		2	2	4.00	3.00	4.00	3.67	Ormoc, Baybay, Macrohon, Hindang


	S/PI 4. Number of SUC's BMIS teams organized & strengthened		1	1	3.00	3.00	3.00	3.00	Isabel campus and EVSU
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	1	4.00	3.00	4.00	3.67	UPLB
	S/PI 6. Amount of extension money generated from external funding		100,000	178,000	5.00	5.00	5.00	5.00	Baybay, Macrohon
								3.83	
MFO 4.2 BMIS trainings conducted		Conducted BMIS trainings/seminar workshops							
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS and PNEA		3	4	4.00	4.00	5.00	4.33	BMIS orinetation, data gathering, encoding & Local nutrition planning
	S/PI 2. Number of persons trained on BMIS		400	407	4.00	3.00	5.00	4.00	
	S/PI 3. Number of person-days trained weighted by length of training		700	712	4.00	3.00	5.00	4.00	
	S/PI 4. % of trainees who rated training as satisfactory or better		90	95	5.00	3.00	5.00	4.33	
	S/PI 5. % Requests for trainings responded to within 3 days		90	95	5.00	3.00	5.00	4.33	
	S/PI 6. Number of City/BMIS established & updated		100	136	4.00	4.00	5.00	4.33	Baybay, Ormoc Inopacan, Hindang of Leyte & Macrohon of Southern Leyte
	S/PI 7. Number of barangay LGUs funded for BMIS training		100	136	5.00	4.00	5.00	4.67	
	S/PI 8. Number of MNC consultation meetings		1	2	4.00	5.00	4.00	4.33	Abuyog, Mahaplag


4.29


MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials							
	S/PI 1. Number of IEC materials/ technoguides developed/used		6	10	3.00	5.00	4.00	4.00	BMIS, PNEA & Nutripak brochures, slides, hand-outs, BMIS new version
	S/PI 2. Number of IEC materials distributed		500	600	3.00	5.00	4.00	4.00	

			4.00						
MFO 4.4 Technical backstopping activities		Provided technical backstopping activites thru meetings, on-site coaching, phone calls and emails							
	S/PI 1. Number of persons provided with technical assistance		700	800	4.00	4.00	5.00	4.33	
								4.33	
Total Over-all Rating								20.79	
Average Rating								4.16	
Adjectival Rating								VS	


T. L. QUINANOLA
 PRPEO
 Date: _____


REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____


BEATRIZ S. BELONIAS
 Vice Pres. for Instruction
 Date: _____


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____