



**Annex P**


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

Name of Administrative Staff: SALOMA B. GISULGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.413
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.67	30%	1.10
<b>TOTAL NUMERICAL RATING</b>			<b>4.513</b>

TOTAL NUMERICAL RATING: 4.513  
Add: Additional Approved Points, if any: N/A  
TOTAL NUMERICAL RATING: 4.513  
  
FINAL NUMERICAL RATING 4.513  
  
ADJECTIVAL RATING: Outstanding

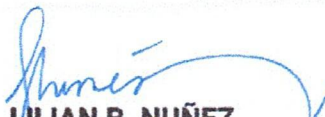
Prepared by:

  
**SALOMA B. GISULGA**  
Name of Staff

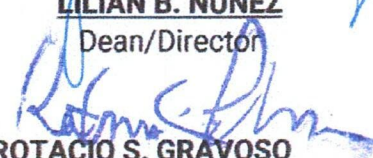
Reviewed by:

  
**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 July to December 2024.

  
**SALOMA B. GISULGA**  
 Ratee  
 Date: 01-03-25

Approved:   
**LILIAN B. NUÑEZ**  
 Head of Unit  
 Date: 01-13-25

MFOs/ PAPs	Success /Performance Indicator (S/PI)	Task Assigned	Target	Actual 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 for adoption of BIDANI and re-adoption/ updating BMIS							
	S/PI 1. Number of LGUs with MOA adopting BIDANI		2	2	5	5	5	5	Inopacan, Hilongos
	S/PI 2. Number of LGUs with MTAC organized/strengthened		2	2	5	5	5	5	
	S/PI 4. Number of VSU component campuses adopting BIDANI		1	1	5	5	5	5	VSU-Isabel and Alang- alang campus



	S/PI 5. Number of VSU component campuses with MOA on BMIS to LGU covered		0	1	5	5	5	5	
	S/PI 6. Number of VSU component campusesSUC's BMIS team organized & strengthened		0	1	5	5	5	5	
	S/PI 7. Number of barangay LGUs with updated BMIS in CY 2024		0	162	5	5	5	5	Baybay City-92, Inopacan-20, Hindang-20, Hilongos-30
	S/PI 8. Amount of extension money generated from external funding		200,000	1,100,000	5	5	5	5	BIDP in Baybay City- 946k; BMIS Trainings-154k
<b>MFO 4.2 Trainings conducted</b>		<b>Conducted on-line or on-site BIDANI &amp; BMIS trainings/seminar workshops</b>							
	S/PI 1. Number of trainings/ seminars/ conferences conducted		4	8	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	1058	5	5	5	5	Baybay City BIDP participants
	S/PI 3. Number of person-days trained weighted by length of training		200	1,130	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>							

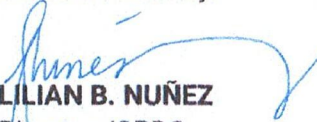
	S/PI 1. Number of IEC materials/ technoguides developed/used		2	2	4.5	4.5	4.5	4.5	BMIS questionnaire, software
	S/PI 2. Number of IEC materials distributed		2	2	4.5	4.5	4.5	4.5	BMIS questionnaire, software
<b>MFO 4.4 Technical backstopping activities</b>		<b>Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails</b>							
	S/PI 1. Number of persons provided with technical assistance through:			161	5	5	5	5	Baybay City, Tunga, Hilongos, Villaba & Alang-alang campuses
	C/MTAC meeting, City/municipal BMIS team meetings, satellites campuses meetings, on-line coaching & monitoring on BMIS data updating, cleaning & merging		14	17	5	5	5	5	Baybay City, Tunga, Hilongos, Villaba & Alang-alang campuses
<b>Total Over-all Rating</b>				19.5					

<b>Average Rating (Total Over-all rating divided by 4)</b>			4.875
<b>Additional Points:</b> As RTWG/RNET member on nutrition of NNC 8 (Ormoc, Maasin, Almeria, Caibiran and Naval towns of Biliran Province)			
<b>Approved Additional points (with copy of approval)</b>			
<b>FINAL RATING</b>			4.875
<b>ADJECTIVAL RATING</b>			0

**Comments & Recommendations for Development Purpose:**

*Thanks for your BMIS legacy!*

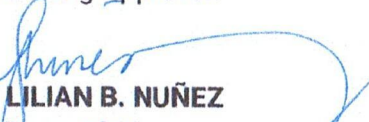
Evaluated and Rated by:

  
**LILIAN B. NUÑEZ**  
Director, ISRDS  
Date: 01-13-25

1 - Quality

2 - Efficiency

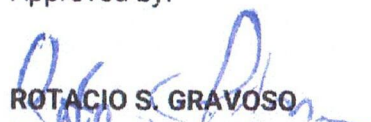
Recommending Approval:

  
**LILIAN B. NUÑEZ**  
Dean, CME  
Date: 01-13-25

3 - Timeliness

4 - Average

Approved by:

  
**ROTACIO S. GRAVOSO**  
VP for Academic Affairs  
Date: \_\_\_\_\_



# PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

	1st	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8  Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28				Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)				Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger gc; provided assistance in

					formatting
Submission of grades				Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Preparation for the AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7			Visited each Area in google drive and discussed with Area incharge	Online AACUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings				Discussed with participants on complying with necessary documents -as need arises	
Daily attendance				Checked logbook randomly  Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)				Approved application for leave forms	
<b>Coaching</b>					
On completing masteral studies	Discussed with staff on thesis work status -August -October -December				
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024  Discussed with faculty member on deferment of start of sabbatical leave				Effectivity: January 15, 2025  Effectivity: October 1, 2024

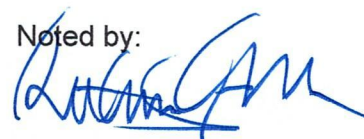
	-August 2024				
Improvement of filing system	Discussed with dDRCs as the need arose -monthly				

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

Noted by:

  
**ROTACIO S. GRAVOSO**  
 VP-Academic Affairs



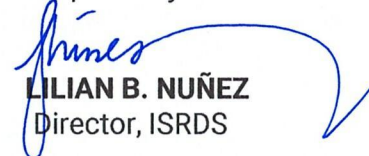
# TRACKING TOOL FOR MONITORING TARGETS

JULY – DECEMBER 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS
				July	Aug	Sept	Oct	Nov	Dec	
<b>MFO 1: ADVANCED EDUCATION &amp;  MFO 2: HIGHER EDUCATION SERVICES</b>	Teaching	All faculty members	August-December		Accomplished					DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298
	Instructional Materials development, updating, and utilization	All faculty members	August-December		Accomplished					
	Allocate time for student consultations	All faculty members	August-December		Accomplished					As course professors/instructors, academic advisers, GACs, & other committees involving student consultations
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December		Accomplished					1 <sup>st</sup> Sem 2024-2025
	Submit grade sheets	All faculty	December 16-31		Accomplished					Almost 100% submitted on time
<b>MFO 3: RESEARCH SERVICES</b>	Conduct research and submit research progress reports and outputs	GA Delima	July-December	Accomplished for 1 project					GAD Studies	
		LB Nuñez	July-December	Accomplished for 1 project					KTP & IVC	
		MATW Tabada	July-December	Accomplished for 2 projects					GAD Studies & Colonial study	
		AMM Ajoc	July-December	Accomplished for 1 project					KTP	
<b>MFO 4: EXTENSION SERVICES</b>	Implement extension projects and conduct extension activities	GA Delima	July-December	Accomplished for 2 projects					BDC & RLGU	
		LB Nuñez	July-December	Accomplished for 2 projects					BIDANI & COLLABDev	
		MATW Tabada	July-December	Accomplished for 1 project					RLGU	
		SB Gisulga	July-December	Accomplished for 2 project components					BIDANI-BIDA & BMIS	
		MP Edullantes	July-December	Accomplished for 1 project component					BIDANI-PNEA	
		Attend conferences,	All staff	July-December	Various conferences and seminars attended by					As resource person,

	seminars, training			faculty and staff						facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACUP online accreditation.	All staff	July 1-12	Accomplished						Level 2 AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December		100% IFWs; Actual Teaching Load, etc.		100% Requests and other documents approved			As Institute Director
	Attend meetings	All staff	July-December	Accomplished						Department, college, and university meetings
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December			100%	100%	100%		Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima	July-December		Accomplished					For MS DevSoc and M/MSLAM programs
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process

Prepared by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS



**PERFORMANCE MONITORING FORM**  
JULY - DECEMBER 2024

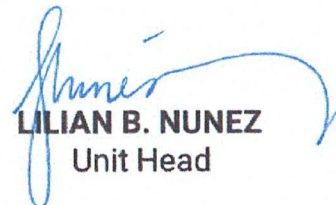
Name of Employee: **SALOMA B. GISULGA**

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				Impressive	Very Satisfactory	Was able to activate the VSUA BIDANI team's implementation of the BIDANI project with Tunga LGU
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	Outstanding	Submitted promptly

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

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

Prepared by:

  
**LILIAN B. NUNEZ**  
Unit Head





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - December 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.**

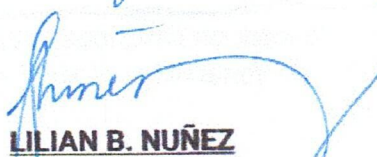
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		44				
Average Score		3.67				
Overall recommendation:						
Requesting her kind assistance in orienting the soon-to-be hired BMS coordinator on the BMS process & partnerships						

  
**LILIAN B. NUÑEZ**  
 Immediate Supervisor