

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	4.41	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
<b>TOTAL NUMERICAL RATING</b>			<b>4.28</b>

TOTAL NUMERICAL RATING: 4.28  
 Add: Additional Approved Points, if any: .1  
 TOTAL NUMERICAL RATING: 4.38

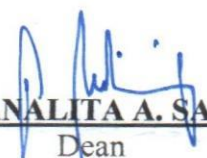
FINAL NUMERICAL RATING 4.38

ADJECTIVAL RATING: Very Satisfactory

Prepared by:   
 SALOMA B. GISULGA  
 Name of Staff

Reviewed by:   
 MARIA AURORA T.W. TABADA  
 Department/Office Head

Recommending Approval:

  
**ANALITA A. SALABAO**  
 Dean

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 July to December 2019.

  
**SALOMA B. GISULGA**  
Ratee

  
**MARIA AURORA TERESITA W. TABADA**  
Head of Unit

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 MOA on BMIS SUCs and LGUs		2	2	5.00	4.00	4.00	4.33	Hilongos, Isabel
	S/PI 2. Number of barangay LGUs updating BMIS thru its integration to 2018 OPT+		122	142	5.00	4.00	4.00	4.33	Baybay City, Macrohon, Inopacan

	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive orders		3	4	5.00	4.00	4.00	4.33	Hilongos, Baybay City, Macrohon, Isabel
	S/PI 4. Number of SUC's BMIS teams organized & strengthened		1	1	5.00	4.00	4.00	4.33	VSU-Isabel campus
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	1	5.00	4.00	4.00	4.33	UPLB
	S/PI 6. Amount of extension money generated from external funding		610,000	760,000	5.00	4.00	4.00	4.33	Baybay City, Hilongos, Macrohon, Isabel campus, Ormoc City
					5.00	4.00	4.00	4.33	
<b>MFO 4.2 BMIS trainings conducted</b>		<b>Conducted BMIS trainings/ seminar workshops</b>							
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS and BIDP		2	3	5.00	4.00	4.00	4.33	Baybay City, Macrohon, Hilongos
	S/PI 2. Number of persons trained on BMIS		300	1616	5.00	5.00	5.00	5.00	Baybay City, Hilongos, Macrohon, Ormoc City
	S/PI 3. Number of person-days trained weighted by length of training		600	1865	5.00	5.00	5.00	5.00	
	S/PI 4. % of trainees who rated training as satisfactory or better		90	95	5.00	4.00	4.00	4.33	
	S/PI 5. % Requests for trainings responded to within 3 days		90	95	5.00	4.00	4.00	4.33	
	S/PI 6. Number of city/municipal information system established		2	2	5.00	4.00	4.00	4.33	Baybay City & Macrohon
	S/PI 7. Number of barangay LGUs funded for BMIS training		173	283	5.00	4.00	4.00	4.33	Baybay City, Macrohon, Hilongos, Ormoc City
					5.00	4.29	4.29	4.52	
<b>MFO 4.3 IEC materials prepared and distributed</b>		<b>Prepared and distributed IEC materials</b>							



	S/PI 1. Number of IEC materials prepared		4	5	5.00	4.00	4.00	4.33	Slides, hand-outs, BMIS updated version, training programs, manual
	S/PI 2. Number of IEC materials distributed		4	6	5.00	4.00	4.00	4.33	Type of powerpoint presentation of BMIS training modules, new version, notes, manual and training programs
					5.00	4.00	4.00	4.33	
<b>MFO 4.4 Technical backstopping activities</b>		<b>Provided technical back-stopping activities thru meetings, on-site coaching, phone calls and emails</b>							
	S/PI 1. Number of persons provided with technical assistance thru:								
	Liga ng Barangay & city development council meeting		100	122	5.00	4.00	4.00	4.33	Ormoc City, Baybay City
	Barangay secretary meeting		90	95	5.00	4.00	4.00	4.33	Ormoc City
	Nutrition month celebration programs		1,000	2,830	5.00	5.00	5.00	5.00	Baybay City, Tacloban City, Hindang
	C/MNC meeting		10	12	5.00	4.00	4.00	4.33	Hindang
	RTWG meeting		10	17	5.00	4.00	4.00	4.33	NNC 8, Palo
	ECCD- national TAME monitoring		25	27	5.00	4.00	4.00	4.33	NNC 8, Palo
					5.00	4.17	4.17	4.44	
<b>Total Over-all Rating</b>					20.00	16.45	16.45	17.63	Comments & Recommendations for Development Purpose: Ms. Gisulga's

Average Rating			5.00	4.11	4.11	4.41	work with BIDANI's Barangay Management Information System has contributed to the certification of LGU Baybay as a learning hub of the PCW in its use of sex disaggregated data for planning and program development.
Adjectival Rating			VERY SATISFACTORY				

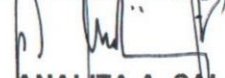
Received/Evaluated by:

  
**MARIA AURORA TW. TABADA**

Unit Head

Date: 1/20/20

Recommending Approval:

  
**ANALITA A. SALABAO**

Dean, CME

Date: 2/17/20

Approved:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 2/19/20

1- Quality

2- Efficiency

3- Timeliness

4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: Saloma B. GisulgaPosition: Science Research 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

10 32 6 = 48

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					
Average Score					

Overall recommendation :

VS

~~3.6~~ 4.0 *Attabasha*

*Attabasha*  
Name of Head