



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Saloma B. Gisulga

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.35	70%	3.04
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.41

TOTAL NUMERICAL RATING:

4.41

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.41


FINAL NUMERICAL RATING

4.41

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


SALOMA B. GISULGA
Name of Staff

Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

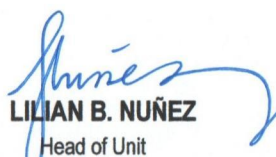
I, **SALOMA B. GISULGA**, of the BIDANI, VSU, Visca, Baybay City, Leyte, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2021.


SALOMA B. GISULGA

Ratee

Date: _____

Approved:


LILIAN B. NUÑEZ

Head of Unit

Date: _____

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 barangay LGUs with updated BMIS thru its integration to 2021 OPT+ Tool		92	92	4	4	4	0.00	Baybay City -92
	S/PI 2. Number of barangay LGUs validated & merged to MMIS.		0	0	/	/	/	/	Hilongos- 50, Macrohon- 30

	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive		0	0				0.00	Baybay City
	S/PI 4. Number of SUC's BMIS teams organized & strengthened		4	0				0.00	VSU satellite campuses
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the		1	1	5	5	5	5 0.00	UPLB, Dept. of Geodetic Engineering at VSU
	S/PI 6. Amount of extension money generated from external funding		50,000	330,000	5	5	5	5 0.00	Baybay City
MFO 4.2 BMIS trainings conducted		Conducted on-line or on-site BMIS trainings/seminar workshops							
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS		5	9	5	5	5	5 0.00	Baybay City - 9 clusters
	S/PI 2. Number of persons trained on BMIS		240	760	5	5	5	5 0.00	Baybay City barangay pax & city departments
	S/PI 3. Number of person-days trained weighted by length of training		200	740	5	5	5	5 0.00	Baybay City barangay pax with one day training
	S/PI 4. % of trainees who rated training as satisfactory or better		90	90	5	5	5	5 0.00	
	S/PI 5. % Requests for trainings responded to within 3 days		90	90	4	4	4	4 0.00	
	S/PI 6. Number of city/municipal information system established in 2021		4	3	5	5	5	5 0.00	Baybay, Hilongos, Macrohon

MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials							
	S/PI 1. Number of IEC materials/ technoguides developed/used		3	3	4	4	4	4 0.00	BMIS Software; training programs; BIDP process flow diagram
	S/PI 2.Number of IEC materials distributed		3	3	4	4	4	4 0.00	BMIS Software; training programs; BIDP process flow diagram
MFO 4.4 Technical backstopping activities		Provided technical backstopping activities thru meetings, on-line coaching, calls and emails							
	S/PI 1. Number of persons provided with technical assistance through:								
	City/municipal team meetings		10	17	5	5	5	5 0.00	Baybay City
	On-line coaching on BMIS data updating, cleaning & merging		10	20	5	5	5	5	Baybay City, Hilongos, Macrohon, Isabel
	Hands-on upgrading, cleaning of BMIS merged into C/MMIS		10	141	5	5	5	5	Baybay City- 92 barangays, Hilongos - 49 barangays
Total Over-all Rating			17.42					0.00	

Average Rating (Total Over-all rating divided by 4)	4.35	
Additional Points:		
Approved additional points(with copy of approval)		
FINAL RATING	4.35	
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Monitor quality of BMIS & BIDPs of barangays, as well as BIDP implementation.

Evaluated & Rated by:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Dept./Unit Head

Date: January 14, 2022

Recommending Approval:

Moises Neil B. Serino
MOISES NEIL B. SERIÑO
Dean, CME

Date: 3/10/22

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

1-Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Saloma B. Gisulga- 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

			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					55				
			Average Score					4.58				

Overall recommendation

: Write a book / report on rich experience in working with LGUs.

Liliana B. Nuñez
LILIAN B. NUÑEZ
 Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALOMA B. GISULGA

Performance Rating: _____

Aim: To publish report on rich experience in working with Lells

Proposed Interventions to Improve Performance:

Date: _____ Target Date: March 31, 2022

First Step: Prepare report outline & gather materials for the report

Result: Ready for writing on rich experience with Lells

Date: _____ Target Date: October 31, 2022

Next Step: Submit first draft for review.

Outcome: Report ready for submission for publication

Final Step/Recommendation:

Submit report to publisher.

Prepared by:

Luan B. Nunes
Unit Head

Conforme:

SALOMA B. GISULGA
Name of Ratee Faculty/Staff