



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	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.15
TOTAL NUMERICAL RATING			4.34

TOTAL NUMERICAL RATING: 4.34
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.34


FINAL NUMERICAL RATING 4.34

ADJECTIVAL RATING: Very Satisfactory

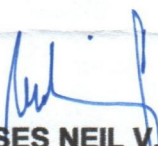
Prepared by:


SALOMA B. GISULGA
Name of Staff


Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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 2023.


SALOMA B. GISULGA

Ratee

Date: 12-21-23

Approved:



LILIAN B. NUÑEZ
Head of Unit
Date: 1-5-24

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating				Remark
				Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services									
MFO 4.1 Advocacy/partnership		Conduct advocacy for adoption of BIDANI and re-adoption/ updating BMIS						4.22	
	S/PI 1. Number of LGUs with MOA adopting BIDANI		2	3	4	4	4	4	Baybay City, Ormoc City, Hindang, Albuera, Hilongos and Macrohon, So. Leyte
	S/PI 2. Number of LGUs with MTAC organized/strengthened		2	2	5	5	5	5	
	S/PI 3. Number of LGUs with MOA on BMIS		2	2	5	5	5	5	
	S/PI 4. Number of VSU component campuses adopting BIDANI		2	2	3	3	3	3	VSU-Isabel, Alang-alang, Tolosa and Villaba campuses

	S/PI 5. Number of VSU component campuses with MOA on BMIS to LGU covered		2	2	3	3	3	3	
	S/PI 6. Number of VSU component campusesSUC's BMIS team organized & strengthened		2	2	3	3	3	3	
	S/PI 7. Number of barangay LGUs with updated BMIS in CY 2023		110	112	5	5	5	5	Baybay City, Ormoc City, Hindang, Albuera, Hilongos and Macrohon, So. Leyte
	S/PI 8. Amount of extension money generated from external funding		100,000	390,600	5	5	5	5	Hindang-P3,000; Inopacan-P117,000; Baybay-P270,600
	S/PI 9. Number of meetings with NNC region 8 as RTWG & RNET member		3	3	5	5	5	5	NNC 8 quarterly meetings
MFO 4.2 Trainings conducted		Conduct on-line or on-site BIDANI & BMIS trainings/seminar workshops							5.0
	S/PI 1. Number of trainings/ seminars/ conferences conducted to LGUs and VSU component campuses		10	11	5	5	5	5	BIDANI & BMIS Orientation, BMIS software, encoding, validating and merging as well as sectoral and BIDP re-training
	S/PI 2. Number of persons trained on BIDANI and BMIS		100	625	5	5	5	5	
	S/PI 3. Number of person-days trained weighted by length of training		100	648.5	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	

MFO 4.3 IEC materials prepared and distributed		Prepare and distribute IEC materials							4.0
	S/PI 1. Number of IEC materials/ technoguides developed/used		3	3	4	4	4	4	BIDANI & BMIS brochure, questionnaire, software, manual
	S/PI 2. Number of IEC materials distributed		3	3	4	4	4	4	
MFO 4.4 Technical backstopping activities		Provide technical backstopping activities thru meetings, on-site coaching, phone calls and emails							5.0
	S/PI 1. Number of LGUs and VSU component campuses provided with technical assistance through:								Baybay City, Ormoc City, Hindang, Albueria, Hilongos and Macrohon, So. Leyte and VSU-Isabel, Alang-alang, Tolosa and Villaba campuses
	C/MTAC and VSU component campuses BIDA core team meetings		2	3	5	5	5	5	
	City/municipal and VSU component campuses BMIS core team meetings		4	4	5	5	5	5	
	On-line coaching on BMIS data updating, cleaning & merging		4	9	5	5	5	5	
Total Over-all Rating				18.22					
Average Rating (Total Over-all rating divided by 4)				4.556	Comments & Recommendations for Development Purpose; <i>Rekindle the willingness & passion to reach out to potential cell partners.</i>				
Additional Points:				-					
Approved additional points(with copy of approval)				-					
FINAL RATING				4.556					
ADJECTIVAL RATING				0					

Evaluated & Rated by:


LILIAN B. NUÑEZ
Dept./Unit Head

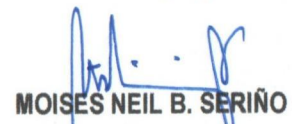
Date: 1-5-24

1-Quality

2- Efficiency

3- Timeliness

Recommending Approval:


MOISES NEIL B. SERINO
Dean, CME

Date: 1-19-24

4- Average

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Date: 1/30/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Saloma B. Gisulga

Position: 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.

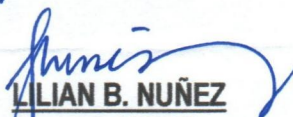
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		46				
Average Score		3.83				

Overall recommendation

: Maximize office hours and be willing to help perform office tasks.


LILIAN B. NUÑEZ
 Director, ISRDS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALOMA B. GISULGA

Performance Rating: 4.34

Aim: To write papers on vast experience in fostering partnerships with LGUs

Proposed Interventions to Improve Performance:

Date: January 8, 2024

Target Date: June 30, 2024

First Step:

Prepare outline of one paper. Review documents and reports to populate the outline.

Share paper with project team for review and improvement. Submit final paper to the review committee of the unit.

Result:

Paper submitted to journal for publication.

Date: July 31, 2024

Target Date: December 31, 2024

Next Step:

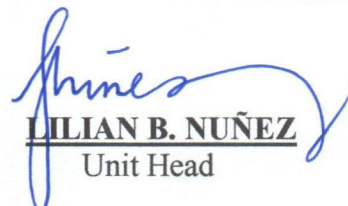
Prepare outline of the second paper. Populate the outline and complete the paper. Share with the project team for improvement. Submit the final paper to the review committee of the unit.

Outcome: Two papers submitted for publication.


Final Step/Recommendation:

The employee shall shift her mindset from doing purely extension work to writing papers to share her vast knowledge and skills to budding extension workers.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


SALOMA B. GISULGA
Ratee