

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CLAUDETTE MELI HOFF E. GARDUCE, of GRADUATE SCHOOL, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2024.

CLAUDETTE MELI HOFF E. GARDUCE

Ratee  
July 16, 2024

Approved:

MARILYN M. BELARMINO

Head of Unit

July 16, 2024

| MFO & PAPs                                              | Success Indicators                                                                                                                                     | Tasks Assigned                                                                                                                                                           | Target | Actual Accomplishment | Rating |    |    |    | Remarks |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|--------|----|----|----|---------|
|                                                         |                                                                                                                                                        |                                                                                                                                                                          |        |                       | Q1     | E2 | T3 | A4 |         |
| ODGS MFO 1. Graduate Degree Program Management Services | Number of graduate school publications released/published                                                                                              | Published online the Science and Humanities Journal Vol. 19                                                                                                              | 1      | 1                     | 5      | 5  | 5  | 5  |         |
|                                                         | Number of news articles prepared and submitted                                                                                                         | Write and submit news articles related to GS activities, programs, graduate staff and students for GradNewsLine Vol. 12, No. 2 (January to June 2024 issue)              | 4      | 4                     | 5      | 5  | 5  | 5  |         |
|                                                         | Number of articles gathered for the Science & Humanities Journal 2024                                                                                  | Published online the GradNewsLine<br>Coordinate with the S&H Journal Editor-in-Chief, and associate editors and gather possible articles for inclusion in the 2024 issue | 1      | 1                     | 4      | 5  | 4  | 5  |         |
|                                                         | Number of articles submitted to reviewers of S & H Journal (2024 issue)                                                                                | Respond to emails and calls with regards to reviews/revisions of the papers facilitated for possible publication                                                         | 14     | 14                    | 5      | 5  | 5  | 5  |         |
|                                                         | Number of certificates (Certificate of Candidacy & Certificate of Recognition), tarpaulins, programs, and other IEC materials produced for GS purposes | Conceptualize, layout and produce certificates, tarpaulins, programs, and other IEC material                                                                             | 5      | 5                     | 4      | 5  | 4  | 5  |         |

| Additional Output                                                                    | Number of orientation - workshop conducted/facilitated                                                              | 3               | 3               | 5         | 4         | 5         | 4         | 5 | 4 | 5 |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------|-----------|-----------|-----------|---|---|---|
|                                                                                      |                                                                                                                     |                 |                 |           |           |           |           |   |   |   |
| ODGS MFO 2. Graduate Student Management Services                                     | Managed the GS social media presence                                                                                | 4               | 4               | 5         | 5         | 5         | 5         | 5 | 5 | 5 |
|                                                                                      | Generated and handled various social media accounts for the Graduate School's project involvements                  | 2               | 4               | 4         | 5         | 4         | 5         | 4 | 5 | 5 |
|                                                                                      | Respond to queries and provide necessary/requested information and documents to students, faculty and other clients | 50              | 50              | 4         | 5         | 4         | 5         | 4 | 5 | 5 |
| UMFO 5. Support to Operations (STO)<br>MFO 2. Efficient Customer-Friendly Assistance | Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser. 2019                                    | 20              | 20              | 5         | 5         | 5         | 5         | 5 | 4 | 4 |
|                                                                                      | PL 1: Efficient and customer-friendly frontline service                                                             | Zero Complaints | Zero Complaints | 5         | 5         | 5         | 5         | 5 | 5 | 5 |
| <b>Total Over-all Rating</b>                                                         |                                                                                                                     |                 |                 | <b>53</b> | <b>59</b> | <b>56</b> | <b>58</b> |   |   |   |

|                                                            |                |                    |
|------------------------------------------------------------|----------------|--------------------|
| <b>Average Rating (Total Over-all rating divided by 4)</b> | <b>56.5/12</b> | <b>4.70</b>        |
| <b>Additional Points:</b>                                  |                |                    |
| <b>Punctuality</b>                                         |                |                    |
| <b>Approved Additional points (with copy of approval)</b>  |                |                    |
| <b>FINAL RATING</b>                                        |                | <b>4.70</b>        |
| <b>ADJECTIVAL RATING</b>                                   |                | <b>OUTSTANDING</b> |

**Comments & Recommendations for Development Purpose:**

Regularly attend technical trainings and workshop related to career development

Evaluated and Rated by:

**MARILYN M. BELARMINO**  
DEAN, Graduate School

Date: July 16, 2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

**MARILYN M. BELARMINO**  
DEAN, Graduate School

Date: July 16, 2024

Approved by:

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Date: July 16, 24