

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARK JOSHUA S. QUEVEDO, 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 July to December, 2023.

MARK JOSHUA S. QUEVEDO

Ratee

1/16/2024

Approved:

ANABELLA B. TOLIN

Head of Unit

1/16/2024

5	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services										
ODGS MFO 1. Graduate Degree Program Management Services										
	PI 1. Number of graduate degree specialization	Monitoring of graduate courses by department	25	28	5	4	5	4.67		
	PI 2. Total FTE Monitored	No. of Graduate Faculty FTE by departments computed and summarized for OPCR	150	189	5	5	5	5		
	PI 3. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	2%	17.9%	5	5	5	5		
	PI 4. Number of graduate curricular program for evaluation by different entities facilitated and monitored	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	20	28	5	5	5	5		
	PI 5. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	35	5	5	5	5		
	PI 6. Number of graduate courses with syllabus/learning module	No. of OBE Syllabus/instructional materials for graduate courses for online learning facilitated for evaluation and monitored	35	89	5	5	5	5		
	Additional Output	Number of graduate school publications updated and released	1	4	5	5	5	5		

ODGS MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	No. of graduate students awarded with scholarship/assistantship monitored	20	20	5	5	5	5	
	PI 2: Number of graduate students enrolled in research program monitored	Monitor graduate students enrolled with thesis/Special problem/dissertation	250	428	5	5	5	5	
	PI 3: Number of international graduate students monitored	No. of international graduate students assisted in the processing for admission and other concerns	2	5	5	5	5	5	
	PI 4 Number of graduate students monitored	No. of graduate students assisted for admission/enrollment/ and compliance of Graduate School requirements by providing proper instruction/direction/appropriate forms and other needed documents	100	150	5	5	5	5	
UMFO 5. Support to Operations (STO)									
MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges and academic departments offering graduate programs monitored and coordinated	No. of departments offering graduate programs monitored	25	28	5	5	5	5	
	PI 2: Number of graduate school/university committees/board/council chaired and conducted	Number of graduate school council/faculty meetings	1	3	5	5	5	5	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	1	3	5	5	5	5	
	PI 4: Number of documents/records managed	No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	10	80	5	5	5	5	
		No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	150	5	5	5	5	
MFO 2. Efficient Customer-Friendly Assistance									
	PI 1: Efficient and customer-friendly frontline service	Served clients with courtesy and friendly service	Zero Complaints	Zero Complaints	5	5	5	5	

MFO 7. Program and Institutional Accreditation Services									
	Pl 1: Number of graduate degree program facilitated for evaluation by accrediting agency	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	2	28	5	4	5	4.67	
Total Over-all Rating								89.34	

Average Rating (Total Over-all rating divided by 4)	89.34/18	4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Must attend relevant trainings and workshops

Evaluated and Rated by:

Recommending Approval:

Approved by:

Anabella B. Tulin
ANABELLA B. TULIN
DEAN, Graduate School

Date: 1/16/24

Anabella B. Tulin
ANABELLA B. TULIN
DEAN, Graduate School

Date: 1/16/24

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

Date: 1/16/24