



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.73  
  
FINAL NUMERICAL RATING 4.73  
  
ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**CLAUDETTE MELI HOFF E. GARDUCE**  
Education Research Assistant

Reviewed by:

  
**MARILYN M. BELARMINO**  
Director, Graduate Education

Recommending Approval:

  
**MARILYN M. BELARMINO**  
Director, Graduate Education

Approved:

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



**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, CLAUDETTE MELI HOFF E. GARDUCE, of GRADUATE EDUCATION commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2024.

  
**CLAUDETTE MELPHOFF E. GARDUCE**  
Ratee

Approved:

  
**MARILYN M. BELARMINO**  
Head of Unit

4	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										
	Number of graduate school publications released/published	Produce & publish online the GradNewsLine Vol. 11, No. 1 (January-June 2024 issue)	2	2	4	5	5	4.6		
		Produce & publish online the Science and Humanities Journal 2024 issue	10	14	4	5	5	4.6		
		Facilitate and manage papers to be included in Science and Humanities 2022 issue	10	14	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. 1 (January-June 2024 issue)	10	12	5	5	5	5		
	Number of articles gathered and facilitated for the Science & Humanities Journal 2022	Coordinate with the S&H Journal Editor-in-Chief and members editorial board, and gather possible articles for inclusion in the 2024 issue and submit to the identified reviewers for review	7	14	4	5	5	4.6		
	Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for	Conceptualize, layout and produce certificates, tarpaulins, programs, and other IEC material	5	7	5	5	5	5		



	GS purposes	Conceptualize and produce OGS promotional brochures	2	2	4	5	5	4.6	
	Additional Output	Number of orientation – workshop conducted/facilitated	5	6	5	5	5	5	
	Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	Respond to queries and provide necessary/requested information and documents to students, faculty and other clients	25	30	5	5	4	4.6	
	Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser. 2019	Review and edit the format and style of graduate manuscripts	7	8	5	5	5	5	
<b>UMFO 5. Support to Operations (STO)</b>									
<b>MFO 2. Efficient Customer-Friendly Assistance</b>									
	<b>PI 1:</b> Efficient and customer-friendly frontline service	Served clients with courtesy and friendly service	Zero Complaints	Zero Complaints	5	5	5	5	
<b>Total Over-all Rating</b>								<b>53</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>53/11</b>	<b>4.8</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**

to attend IT related trainings (for) related to her function as Education Res. Assistant

Evaluated and Rated by:

**MARILYN M. BELARMINO**

Director, Graduate Education

Date: 1-13-25

Recommending Approval:

**MARILYN M. BELARMINO**

Director, Graduate Education

Date: 1-13-25

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: \_\_\_\_\_

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4th	

**Name of Office:** GRADUATE EDUCATION

**Head of Office:** MARILYN M. BELARMINO


**Number of Personnel:** EIGHT

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
1. Manage and facilitates peer-review process for articles submitted to SHJ	X				
2. Monitors the GE FB page from prospective students with regards to graduate programs, tuition fees, admission process, etc.	X				
3. Maintains and updates the GE program's social media presence	X				
4. Updates and manages social media accounts (LinkedIn, Instagram, Facebook) of PMC FSCC	X				
5. Creates and submits content for GradNewsLine, reporting on events/activities and achievements of Graduate Education community	X				
6. Designs and lay out of GNL and SHJ publication	X				
7. Documentation of events/programs/activities of the Graduate Education	X				

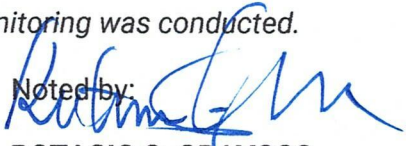
<b>Coaching</b>  1. Answering queries from prospective students with regards to graduate programs, tuition fees, admission process, etc.  2. Answering queries from reviewers and authors	X  X				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**MARILYN M. BELARMINO**  
Immediate Supervisor

Noted by:

  
**ROTACIO S. GRAVOSO**  
Next Higher Supervisor



### TRACKING TOOL FOR MONITORING TARGETS

TASK		ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO Description	Success/Performance Indicator (PI)	Unit/Persons Responsible						
Support to Operations								
ODGS MFO 1. Graduate Degree Program Management Services								
	Number of graduate school publications released/published	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
	Number of news articles prepared and submitted	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
	Number of articles gathered and facilitated for the Science & Humanities Journal 2022	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
	Number of certificates, tarpaulins, programs, and other IEC materials produced for GS purposes	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
	Additional Output	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
ODGS MFO 2. Graduate Student Management Services								
	Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished
	Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser.	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished

	2019							
MFO 2. Efficient Customer-Friendly Assistance								
	PI 1: Efficient and customer-friendly frontline service	C. GARDUCE	July-December 2024	X	X	X	X	Accomplished

Prepared by:

  
MARILYN M. BELARMINO  
 Unit Head

### PERFORMANCE MONITORING FORM

Name of Employee: Claudette Meli Hoff E. Garduce

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Prepare and submit news articles reporting on GS activities, programs, and the achievements of graduate staff and students for inclusion in GradNewsLine	Produces written news articles about Graduate School (GS) activities, programs, and the accomplishments of its staff and students for publication in GradNewsLine.	July 2024	December 2024	November 2024	Very Impressive	Outstanding	Outstanding
2	Manage the process of identifying and selecting appropriate reviewers for submitted articles	Oversees the reviewer selection process for submitted articles, ensuring appropriate expertise and timely review.	July 2024	December 2024	November 2024	Very Impressive	Outstanding	Outstanding



3	Manage communication with reviewers, authors, the S&H Journal Editor-in-Chief, and members of the editorial board throughout the review and publication process	Facilitates communication between authors, reviewers, and the <i>S&amp;H Journal</i> editorial team (Editor-in-Chief and board members) throughout the publication lifecycle.	July 2024	December 2024	November 2024	Very Impressive	Outstanding	Outstanding
4	Design the layout, oversee the publication, and manage the production of Gradnewsline.	Manages the design, publication, and production of <i>Gradnewsline</i> .	July 2024	December 2024	November 2024	Very Impressive	Outstanding	Outstanding
5	Design the layout for both online and print versions of the SH Journal, oversee the online publishing process, and manage the printing of the print edition.	Manages the layout, online publication, and print production of the <i>SH Journal</i> .	July 2024	December 2024	November 2024	Very Impressive	Outstanding	Outstanding
5	Respond to queries and provide necessary/requested information and documents to students, faculty and other clients	Provided requested information and documents to students, faculty and other clients	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Outstanding

6	Manage the Graduate School's Facebook page and other PMCFSCC social media accounts, such as Facebook, Instagram, and LinkedIn	Responds to inquiries and performs tasks related to social media posting and content distribution.	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Outstanding
7	Review and edit the format and style of graduate manuscripts	Ensures graduate manuscripts adhere to required formatting and style guidelines.	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Outstanding

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
Marilyn M. Belarmino  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLAUDETTE MELI HOFF E. GARDUCE

Performance Rating: 4.75

Aim: To secure indexing in DOAJ or similar reputable open-access databases

Proposed Interventions to Improve Performance:

Date: January 2025      Target Date: March 2025

First Step: Research and read DOAJ or similar reputable open-access journal indexing guidelines

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Result: SH Journal meets DOAJ or similar reputable open-access databases criteria

Date: April 2025      Target Date: June 2025

Next Step: Assist in updating website features to provide accuracy and relevant information

Outcome: Content within website tabs will reflect the most relevant and current resources


Final Step/Recommendation:

Apply SH Journal to DOAJ or similar reputable open-access databases

Prepared by:

  
MARILYN M. BELARMINO  
Unit Head

Conforme:

  
CLAUDETTE MELI HOFF E. GARDUCE  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July-December 2024

Name of Staff: CLAUDETTE MELI HOFF E. GARDUCE Position: EDUCATION RESEARCH ASSISTANT

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : To attend IT related trainings (for) related to her function as Education Research Assistant

  
**MARILYN M. BELARMINO**  
 Director, Graduate Education