



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

**Annex P**

Name of Administrative Staff: CLAUDETTE MELI HOFF E. GARDUCE

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR   | 4.67                    | 70%                      | 3.27                                    |
| 2. Supervisor/Head's<br>assessment of his<br>contribution towards<br>attainment of office<br>accomplishments | 4.83                    | 30%                      | 1.45                                    |
| <b>TOTAL NUMERICAL RATING</b>  |                         |                          | <b>4.72</b>                             |

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CLAUDETTE MELI HOFF E. GARDUCE  
Name of Staff

Reviewed by:

ANABELLA B. TULIN  
Department/Office Head

Recommending Approval:

ANABELLA B. TULIN  
Dean/Director

Approved:

Beatriz S. Belonias  
Vice President

**“Exhibit B”**

**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 July to December, 2022.

*Claudia*  
**CLAUDETTE MELI HOFF E. GARDUCE**  
Ratee

Approved:

*Anabella B. Tulin*  
**ANABELLA B. TULIN**  
Head of Unit

| 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 |   |   |                |         |                       |         |            |            |         |         |
|   | Number of graduate school publications released/published   | Produced & published online the GradNewsLine Vol. 10, No. 2 (July-December 2022 issue)  | 1              | 1       | 5                     | 5       | 5          | 5          |         |         |
|   |   | Produced & published online the Science and Humanities Journal 2022 issue   | 5              | 6       | 5                     | 5       | 4          | 4.6        |         |         |
|   |   | Facilitate and manage papers to be included in Science and Humanities 2022 issue  | 20             | 25      | 5                     | 5       | 5          | 5          |         |         |
|   | Number of news articles prepared and submitted  | Write and submit news articles related to OGS activities, programs, graduate staff and students for GradNewsLine Vol. 10, No. 2 (July-December 2022 issue)                                  | 12             | 6       | 4                     | 5       | 5          | 4.6        |         |         |
|   | 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 2023 issue and submit to the identified reviewers for review | 5              | 6       | 5                     | 5       | 5          | 5          |         |         |
|   | Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for | Conceptualized, layout and produced certificates, tarpaulins, programs, and other IEC material  | 10             | 10      | 5                     | 5       | 5          | 5          |         |         |



|   |   |   |                 |                 |   |   |   |      |  |
|---|---|---|-----------------|-----------------|---|---|---|------|--|
|   | GS purposes   | Conceptualized and produced OGS promotional video   | 1               | 3               | 4 | 5 | 4 | 4.3  |  |
|   | Additional Output   | Number of orientation – workshop conducted/facilitated  | 5               | 5               | 5 | 4 | 5 | 4.6  |  |
| <b>ODGS MFO 2. Graduate Student Management Services</b> |   |   |                 |                 |   |   |   |      |  |
|   | 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 | 50              | 40              | 4 | 5 | 5 | 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  | 30              | 20              | 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 | 4 | 4 | 5 | 4.3  |  |
| <b>Total Over-all Rating</b>                            |   |   |                 |                 |   |   |   | 51.4 |  |

|   |                |             |
|---|----------------|-------------|
| <b>Average Rating (Total Over-all rating divided by 11)</b> | <b>51.4/11</b> | <b>4.67</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:**

Constant follow-up articles for timely publication and on-time accomplishment.

Evaluated and Rated by:

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

Date: January 4, 2023

Recommending Approval:

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

Date: January 4, 2023

Approved by:

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

Date: Jan. 3, 2023

# **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        | Write and submit news articles related to ODGS activities, programs, graduate staff and students for GradNewsLine  | News articles for GradNewsLine  | July 2022     | December 2022               | December 2022            |                    |                                 |                         |
| 2        | Coordinate with S & H Journal Editor-in-Chief and members of the editorial board. Gather possible articles for inclusion in the 2022 issue and submit to identified reviewers for review | Possible articles submitted to identified reviewers                                 | July 2022     | December 2022               | December 2022            |                    |                                 |                         |
| 3        | Produce and publish Gradnewsline   | Produced and published online GradNewsLine  | July 2022     | December 2022               | December 2022            |                    |                                 |                         |
| 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 2022     | December 2022               | December 2022            |                    |                                 |                         |
|          | Manage the Graduate School   | Answer  | July 2022     | December                    | December                 |                    |                                 |                         |

|   |  |  |           |               |               |  |  |  |
|---|--|--|-----------|---------------|---------------|--|--|--|
| 6 | FB Page  | queries in the Graduate School FB Page                           |           | 2022          | 2022          |  |  |  |
| 7 | Review and edit the format and style of graduate manuscripts | Reviewed and edited the format and style of graduate manuscripts | July 2022 | December 2022 | December 2022 |  |  |  |

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

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

Prepared by:

  
Anabella B. Tulin  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: GRADUATE SCHOOL

Head of Office: ANABELLA B. TULIN

Number of Personnel: Claudette Meli Hoff E. Garduce


| Activity Monitoring | MECHANISM  |       |             |                       | Remarks                                    |
|---------------------|------------|-------|-------------|-----------------------|--|
|                     | Meeting    |       | Memo/Notice | Others (Pls. specify) |  |
|                     | One-on-One | Group |             |                       |  |
| Monitoring          |            |       |             |                       | One- on- one monitoring whenever necessary |
| Coaching            |            |       |             |                       | One- on- one coaching as needed            |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
ANABELLA B. TULIN  
Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

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  | 50/12 = 4.83 |   |   |   |   |
| <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  |              |   |   |   |   |
| Average Score  |              |   |   |   |   |

Overall recommendation

: outstanding

  
ANABELLA B. TULIN

Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLAUDETTE MELI HOFF E. GARDUCE

Performance Rating: \_\_\_\_\_

Aim: To gather, facilitate and manage more articles for possible publications for Science and Humanities Journal

Proposed Interventions to Improve Performance:

Date: July 2022      Target Date: September 2022

First Step: Create and distribute call for submission leaflets in the campus, promote SHJ Publication, and consistently communicate with authors

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Result: More articles for Science and Humanities Journal Publication

Date: October 2022      Target Date: December 2022

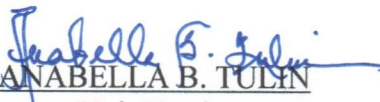
Next Step: Continue to coordinate and communicate with authors and reviewers to hasten publication

Outcome: More articles will be published on SHJ Publication


Final Step/Recommendation:

Continue to coordinate and communicate with authors and reviewers

Prepared by:

  
ANABELLA B. TULIN  
Unit Head

Conforme:

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