



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.92 | 70% | 3.44 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.89 |

TOTAL NUMERICAL RATING: 4.89


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

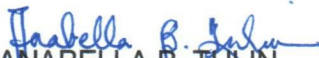
Prepared by:


ANICETA M. LUMACAD
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, **Aniceta M. Lumacad**, 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 1, 2023 to June 30, 2023**.


ANICETA M. LUMACAD
Ratee

Approved: 
ANABELLA B. TULIN
Head of Unit

| MFO & PAPS | Success Indicators | Tasks Assigned | Targets | Actual Accomplishment | Rating | | | | Remarks |
|-----------------------------------|---|--|---------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Advance Education Services | Graduate Degree Program Management Services No. of graduate degree program offered and monitored No. of graduate curricular Program documents prepared, monitored and facilitated for evaluation No. of graduate instructional materials for online learning facilitated for evaluation and monitored | • No of Graduate Faculty appointments reviewed and countersigned for approval | 15 | - | - | - | - | - | |
| | | • No. of graduate curricular Program documents prepared, monitored and facilitated for evaluation | 3 | - | - | - | - | - | |
| | | ➤ No. of documents received from other departments/colleges With graduate programs (Grade sheets, Class observations, etc.) for signature by the Dean of Graduate School | - | 200 | 5 | 5 | 5 | 5 | |
| | | • No. of OBE Syllabus/instructional materials for graduate courses for online learning facilitated for evaluation and monitored | 15 | 69 | 5 | 5 | 5 | 5 | |
| | | ➤ Checking the list of curricular programs with file (hard/soft) copy submitted at the office | - | 19 | 5 | 5 | 5 | 5 | |
| | Graduate Student Management Services 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 | 85 | 45 | 4 | 5 | 5 | 4.67 | |
| | | • No of graduate student requirements for graduation checked/reviewed for approval/signature by the Dean of the Graduate School | 200 | - | - | - | - | - | |
| | | • No of graduate students monitored and facilitated during enrollment | 300 | - | - | - | - | - | |
| Support to Operations | Program & Institutional Accreditation Services | • No. of Graduate School related accreditation documents prepared and managed (ISO, AACUP, others) | 300 | - | - | - | - | - | |
| | | • No. of accreditation related orientations/ trainings/ workshop, etc. attended as representative of the Graduate School | 2 | 2 | 5 | 5 | 5 | 5 | |
| | Administrative and Facilitative Services | • No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School | 50 | 48 | 4 | 5 | 5 | 4.67 | |
| | | • No. Graduate School related meetings, orientation facilitated, prepared notices, materials for presentation; attendance sheets, attendance recording, minutes of the meetings, On- boarding program etc. | 25 | 11 | 4 | 5 | 5 | 4.67 | |

[illegible]

| | | |
|---|----------|-------------|
| Average Rating (Total Over-all rating divided by 4) | 93.35/19 | 4.91 |
| Additional Points: | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.91 |
| ADJECTIVAL RATING | | Outstanding |

Comments & Recommendations for Development Purpose:

To attend trainings that will enhance skills.

Evaluated & Rated by:


ANABELLA B. TULIN
Dean, graduate School

Date: July 10, 2023

Recommending Approval:


ANABELLA B. TULIN
Dean, Graduate School

Date: July 10, 2023

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: July 12, 2023

1-Quality

2- Efficiency

3- Timeliness

4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----|---------------------------------|
| X | 1st | Q U A R T E R |
| X | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: Graduate School

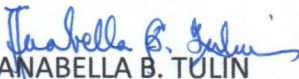
Head of Office: Dr. Anabella B. Tulin

Name of Personnel: Aniceta M. Lumacad


| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|--|--|---|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | Graduate School Staff Meeting: Jan. 5, 2023 Jan. 10, 2023 Jan. 12, 2023 Jan. 18, 2023 Feb. 22, 2023 | Assist the Graduate school Secretary in drafting/finalization of communications and sending out thru emails and IP's | Phone calls to other departments/offices relevant to the Graduate school activities | Acted as alternate document records controller (dDRC) |
| Coaching | | Working as a team | | | |

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: Jan- June 2023

Name of Staff: ANICETA M. LUMACAD

Position: ADMINISTRATIVE OFFICER II

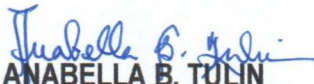
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 58 | | | | |

| 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 | | | | | | |
| Average Score | | 4.83 | | | | |

Overall recommendation : _____


ANABELLA B. TULIN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

-
- Search trainings that will enhance skills as an administrative staff.

Result:

-
- Trainings on "Working Towards Personal Effectiveness" organized by Personnel Officer Association of the Philippines, Inc. (POAP) will be on August 22-25, 2023 at Eurotel, Boracay.
-

Date: July 1, 2023

Target Date: December 31, 2023

Next Step:


-
1. Attends trainings/conferences related to my work.
-

Outcome: Awareness on the best practices.


Final Step/Recommendation:

1. Maintain the best practices in the office.
2. To attend trainings that will enhance skills.

Prepared by:


ANABELLA B. TULIN
Dean, Graduate School

Conforme:


ANICETA M. LUMACAD
Ratee