



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

**Annex P**

Name of Administrative Staff: CLAUDETTE MELI HOFF E. GARDUCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.15
<b>TOTAL NUMERICAL RATING</b>			<b>4.33</b>

TOTAL NUMERICAL RATING: 4.33

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.33

FINAL NUMERICAL RATING 4.33

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

  
**CLAUDETTE MELI HOFF E. GARDUCE**  
Name of Staff


Reviewed by:

  
**ANABELLA B. TULIN**  
DEAN, GRADUATE SCHOOL

Recommending Approval:

  
**ANABELLA B. TULIN**  
DEAN, GRADUATE SCHOOL

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 March to June, 2022.

  
**CLAUDETTE MELI HOFF E. GARDUCE**  
 Ratee

Approved:   
**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	Produce & published online the GradNewsLine Vol. 9, No. 2 (July-December 2021 issue)	2	2	4	5	5	5		
		Facilitate and manage papers to be included in Science and Humanities 2022 issue	5	5	5	5	5	4		
		Produced and distributed call for papers leaflets for Science and Humanities Journal articles	35	35	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. 9, No. 2 (July-December 2021 issue)	12	14	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 2022 issue and submit to the identified reviewers for review	10	10	4	5	5	5		
	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	10	10	4	5	5	4		



	GS purposes	Conceptualize and produce OGS promotional video	1	1	4	5	5	4	
	Additional Output	Number of orientation – workshop conducted/facilitated	7	7	4	5	5	4	
<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	50	5	5	4	5	
	Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser. 2019	Review and edit the format and style of graduate manuscripts	50	50	5	5	5	4	
<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>Average Rating (Total Over-all rating divided by 4)</b>	<b>50/11</b>	<b>4.54</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:**

*should be more attentive to office tasks*

Evaluated and Rated by:

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

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

Recommending Approval:

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

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

Approved by: *BSB*

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

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

# 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	April 2022	May 2022	May 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	April 2022	April 2022	April 2022			
3	Produce and publish Gradnewsline	Produced and published online GradNewsLine	April 2022	May 2022	May 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	April 2022	April 2022	April 2022			

6	Manage the Graduate School FB Page	Answer queries in the Graduate School FB Page	April 2022	April 2022	April 2022			
7	Review and edit the format and style of graduate manuscripts	Reviewed and edited the format and style of graduate manuscripts	April 2022	May 2022	May 2022			

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

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

Prepared by:

  
ANABELLA B. TULIN  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: March-June 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		3.83				
<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 : \_\_\_\_\_

  
**ANABELLA B. TULIN**  
 Printed Name and Signature  
 Head of Office



**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						
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	MJ Quevedo	JAN-JUNE					
PI 2. Total FTE Monitored								
	No. of Graduate Faculty FTE by departments computed and summarized for OPCR	MJ Quevedo	JAN-JUNE					
PI 3. Percentage Increase in number of graduate students enrolled								
	No. of Increase in graduate students enrolled	MJ Quevedo	JAN-JUNE					
PI 4. Number of graduate curricular program for evaluation by different entities facilitated and monitored MJ Quevedo								
	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	AB Tulin, CC Arradaza and MJ Quevedo	JAN-JUNE					



PI 5. Number of graduate faculty pursuing advanced study									
PI 6. Number of graduate courses with syllabus/learning module	Monitor graduate faculty pursuing advance study (PhD)	JAN-JUNE	MJ Quevedo						
		JAN-JUNE							
PI 1: Number of graduate students awarded with scholarship/assistantship									
Additional Output	No. of OBE Syllabus/instr materials for graduate courses for online learning facilitated for evaluation and monitored	JAN-JUNE	MJ Quevedo						
		JAN-JUNE							
Number of graduate school publications updated and released	Number of orientation-workshop conducted and facilitated	JAN-JUNE	MJ Quevedo						
		JAN-JUNE							
ODGS MFO 2. Graduate Student Management Services									
PI 1: Number of graduate students awarded with scholarship/assistantship		JAN-JUNE							
No. of graduate students awarded with scholarship/assistantship monitored	MJ Quevedo	JAN-JUNE							
		JAN-JUNE							
PI 2. Number of graduate students enrolled in research program monitored									
PI 2. Number of graduate students enrolled in research program monitored	No. of graduate students awarded with scholarship/assistantship monitored	JAN-JUNE							
		JAN-JUNE							

	Monitor graduate students enrolled with thesis/Special problem/dissertation	MJ Quevedo	JAN-JUNE					
PI 3. Number of international graduate students monitored								
	No. of international graduate students assisted in the processing for admission and other concerns	MJ Quevedo	JAN-JUNE					
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	MJ Quevedo	JAN-JUNE					
<b>UMFO 5. Support to Operations (STO)</b>								
<b>ODGS MFO 1. Administrative and Facilitative Services</b>								
PI 1: Number of colleges and academic departments offering graduate programs monitored and coordinated								
	No. of departments offering graduate programs monitored	MJ Quevedo	JAN-JUNE					
PI 2: Number of graduate school/university committees/board/council chaired and conducted								



	Number of graduate school council/faculty meetings	MJ Quevedo	JAN-JUNE					
PI 3: Number of administrative policies approved by BOR implemented								
	No. of BOR approved administrative policies implemented	MJ Quevedo	JAN-JUNE					
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	MJ Quevedo	JAN-JUNE					
	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	MJ Quevedo	JAN-JUNE					
<b>ODGS MFO 2. Efficient Customer-Friendly Assistance</b>								
<b>PI 1:</b> Efficient and customer-friendly frontline service								
	Served clients with courtesy and friendly service	All ODGS staff	JAN-JUNE					
<b>MFO 7. Program and Institutional Accreditation Services</b>								
<b>PI 1:</b> Number of graduate degree program facilitated for evaluation by accrediting agency								

	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	MJ Quevedo	JAN-JUNE					
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Prepared by:

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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLAUDETTE MELI HOFF E. GARDUCE

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

Aim: To be more familiar with the overall functions, tasks and operations of the Graduate School to be a better and efficient Education Research Assistant

Proposed Interventions to Improve Performance:

Date: March 2022      Target Date: June 2022

First Step: Familiarize concerned personnel and engage more in the activities related to ODGS

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Result: Better and efficient ERA

Date: March 2022      Target Date: June 2022

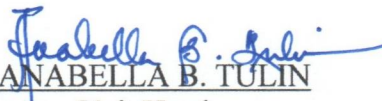
Next Step: Continue to coordinate and engage more in the activities in the ODGS

Outcome: More knowledge will be gained. Hence, efficient and effective outputs will be produced


Final Step/Recommendation:

Continue to coordinate and engage more in the activities in the ODGS

Prepared by:

  
ANABELLA B. TULIN  
Unit Head

Conforme:

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