

Annex P**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	4.95	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING:

4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.79

FINAL NUMERICAL RATING

4.79

ADJECTIVAL RATING:

Outstanding


Prepared by:


ANICETA M. LUMACAD
Administrative Officer II

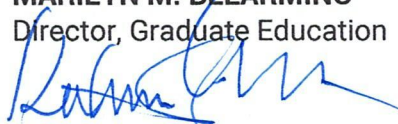
Reviewed by:


MARILYN M. BELARMINO
Director, Graduate Education

Recommending Approval:


MARILYN M. BELARMINO
Director, Graduate Education

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs**GRADUATE EDUCATION**Visayas State University PQWW+JQ Baybay City, Leyte
Email: gs@vsu.edu.ph
Website: www.vsu.edu.ph/gs
Phone: +63 53 565 0600 Local 1062

"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 targets in accordance with the indicated measures for the period July to December 2024 accomplishments.


ANICETA M. LUMACAD
 Ratee

Approved:


MARILYN M. BELARMINO
 Director, Graduate Education

5	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services										
GS MFO 1. Graduate Degree Program Management Services										
	PI 1. Number of graduate degree specialization	Monitoring of graduate courses by department	25	31	5	5	5	5		
	PI 3. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	5%	12%	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	34	5	5	5	5		
	PI 5. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	37	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	169	5	5	5	5		
GS MFO 2. Graduate Students Management Services										
	PI 3. Number of international graduate students monitored	No. of international graduate students assisted in the processing for admission and other concerns	5	11	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	50	100	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	25	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	12	5	5	4	4.67	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	2	3	5	5	4	4.67	
	PI 4: Number of documents/records managed	No. of drafted documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	10	52	4	5	5	4.7	
		No. of Graduate School documents followed-up/records monitored and managed (Administrative, Instruction, Production)	50	66	5	5	5	5	
	Additional Output:	Act as coordinator for GS In-House L&D activity for graduate faculty, staff and graduate students		4	5	5	5	5	
		Inventory of GS serviceable and unserviceable equipment		90	5	5	5	5	
		Facilitate the CHED Scholars Monitoring SGS-L under the K to 12 Transition Program		151	5	5	5	5	

			Facilitate/proctor of Hort195b (practicum)	4	5	5	5	5	
MFO 2. Efficient and 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									
	PI 1: Number of graduate degree program facilitated for evaluation by accrediting agency	Number of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	2	13	5	5	5	5	
Total Over-all Rating								89.01	

Average Rating (Total Over-all rating divided by 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:

To attend trainings/upskilling towards achieving high efficiency as Administrative officer

Evaluated and Rated by:


MARILYN M. BELARMINO
 Director, Graduate Education


Date: Jan. 15, 2025

Recommending Approval:


MARILYN M. BELARMINO
 Director, Graduate Education

Date: Jan. 15, 2025

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
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			
Monitoring					
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				

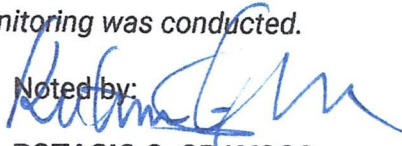
Coaching						
1. Answering queries from prospective students with regards to graduate programs, tuition fees, admission process, etc.	X					
2. Answering queries from reviewers and authors	X					

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

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
GS MFO 1. Graduate Degree Program Management Services	Graduate curricular program documents monitored and facilitated for evaluation.	AM Lumacad	November 2024	x	x	x	x	<i>Accomplished</i>
GS MFO 2. Graduate Students Management Services	International graduate students assisted in the processing for admission and other concerns	AM Lumacad	August 2024	x	x	x	x	<i>Accomplished</i>
MFO 1. Administrative and Facilitative Services	GS council/faculty meetings facilitated	AM Lumacad	August 2024 & Nov. 2024	x	x	x	x	<i>Accomplished</i>
	BOR approved administrative policies implemented	AM Lumacad	October 2024	x	x	x	x	<i>Accomplished</i>
	GS Activity Coordinator	AM Lumacad	November 2024	x	x	x	x	<i>Accomplished</i>
	Inventory of GS equipment	AM Lumacad	June 2024	x	x	x	x	<i>Accomplished</i>

Prepared by:


MARILYN M. BELARMINO
 Director, Graduate Education

PERFORMANCE MONITORING FORM


Name of Employee: ANICETA M. LUMACAD

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	Monitoring the graduate curricular program documents for evaluation	Facilitate the submission of proposal to revised graduate degree program	November 2024	November 2024	November 20, 2024	Very impressive	Outstanding	Outstanding
2	International Graduate Students	Facilitate during consultative meetings of foreign students and interview of foreign scholars	October 2024	October 2024	October 14, 2024	Very impressive	Outstanding	Outstanding
3	Facilitate Graduate Students Activity	Workshop on preparing manuscript for publication	November 2024	November 2024	November 14-15, 2024	Very impressive	Outstanding	Outstanding
4	Graduate Student activity	Assist the presentation of dissertation of 3 graduating doctoral students	December 2024	December 2024	December 16, 2024	Very impressive	Outstanding	Outstanding
5	Customer Satisfaction	Served clients with courtesy and friendly service	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
 Director, Graduate Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To sustain the outstanding skills
To become more effective administrative staff

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: September 2024

First Step:

Attends training that will enhance skills as effective administrative staff

Result:

Attending training in relation to current responsibility as an administrative staff

Date: October 2024

Target Date: November 2024

Next Step:


Attends related seminars/trainings that enhance skills in relation to current responsibility

Outcome: Best practices in the workplace


Final Step/Recommendation:

To perform the best practices in the workplace

Prepared by:


MARILYN M. BELARMINO
Director, Graduate Education

Conforme:


ANICETA M. LUMACAD
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2024

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		53				
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		4.42				

Overall recommendation

: To attend trainings / upskilling towards achieving high efficiency as Administrative officer


MARILYN M. BELARMINO
 Director, Graduate Education