



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ANICETA M. LUMACAD**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **Outstanding**

Prepared by:


ANICETA M. LUMACAD
Name of Staff


Reviewed by:


MARILYN M. BELARMINO
Department/Office Head

Recommending Approval:


MARILYN M. BELARMINO
Dean, Graduate School

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs



"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 to June, 2024 .

Aniceta M. Lumacad
ANICETA M. LUMACAD

Ratee

July 16, 2024

Approved:

Marilyn M. Belarmino
MARILYN M. BELARMINO

Head of Unit

July 16, 2024

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										
	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%	-5.7%	4	5	5	4.67		
	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	39	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	40	5	5	5	5		
ODGS 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	5	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	31	5	5	5	5	
	PI 2: Number of graduate school/university committees/board/council chaired and conducted	Number of graduate school council/faculty meetings facilitated	1	2	5	5	4	4.67	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	2	1 (deferred)	4	5	5	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	60	5	5	5	5	
		No. of Graduate School documents followed-up/records monitored and managed (Administrative, Instruction, Production)	50	72	5	5	5	5	
		No. of meetings assisted by the Graduate School Secretary	-	4	5	5	5	5	
ADDITIONAL OUTPUTS:									
	Preparation for the upcoming ISO Re-certification Audit	Overtime cleaning the rooms -Office/rest/dining/conference	-	8	5	5	5	5	
	Act as an Activity Coordinator for VSU Grand Centennial Founding Anniversary	No. of activity design drafted//prepared and facilitated.	-	1	5	5	5	5	
		No. of Professorial Lecture Series of Foreign Partner/s for the month of March, 2024 (via zoom).	-	4	5	5	5	5	

	Act as representative of Graduate School Dean	No. of University committee meetings attended.	-	1	5	5	5	5	
	Facilitate the submission of the proposal to revised graduate degree program	No. of proposal to revised graduate degree program	-	25	5	5	5	5	
	Facilitate the submission of revised course checklists of the graduate program	No. of revised course checklists/curriculum guide based on the proposals submitted	-	33	5	5	5	5	
	Facilitate the updating of graduate faculty profile	No. of departments submitted the updated graduate profile (Name/Position/Highest Degree Attained/ Specialization/Research Interest)	-	21	5	5	5	5	
	Assisted Graduate student in public presentation of dissertation	No. of presentation of Dissertation of Graduating Doctoral Student	-	1	5	5	5	5	
	Act as alternate deputy document and records controller	No. of clients attended/serve by receiving documents	-	86	5	5	5	5	
	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	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP); MSLAM/MEd	2	2	5	5	5	5	
Total Over-all Rating								119.01	

Average Rating (Total Over-all rating divided by 21)	119.01/21	4.96
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend training that will enhance skills.

Evaluated and Rated by:


MARILYN M. BELARMINO
 Dean, Graduate School

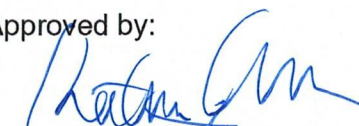
Date: July 16, 2024

Recommending Approval:


MARILYN M. BELARMINO
 Dean, Graduate School

Date: July 16, 2024

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Date: July 16, 24

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: MARILYN M. BELARMINO

Number of Personnel: ANICETA M. LUMACAD


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Graduate school staff meeting	Assist the graduate school secretary in drafting/finalization of communications and sending out thru emails and IPS	Phone calls to other depts/ offices that offer graduate degree programs form information of related graduate school activities	Acted as alternate dDRC
Coaching		Work as a team			Individual supervision if needed

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								
PI1: Number of graduate degree specializations offered and monitored	Coordinates the delivery of on campus graduate degree program	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as and VA Almeroda	January-June 2024	x	x	x	x	Accomplished
PI2: Percentage increase in number of graduate students enrolled	Monitors the enrollment of on campus students	MM Belarmino, MJ Quevedo, AM Lumacad MBPosas,DJ Dalin-as and VA Almeroda	January-June 2024	x	x	x	x	Accomplished
PI3. Number of graduate curricular program for evaluation by different entities facilitated and monitored	Monitors and facilitates the graduate curricular program for evaluation by different entities	MM Belarmino, CC Arradaza, AM Lumacad and MJ Quevedo	January-June 2024	x	x	x	x	Accomplished
PI4. Number of graduate faculty pursuing advanced study and conducting research monitored.	Monitors the graduate faculty pursuing advanced study evaluation by different entities	MM Belarmino, CC Arradaza, MJ Quevedo, AM Lumacad and MB Posas	January-June 2024	x	x	x	x	Accomplished
PI5. Number of graduate courses	Coordinates/facilitates the review of	MM Belarmino, CC Arradaza, MJ	January-June 2024	x	x	x	x	Accomplished

with OBE syllabus/learning module	graduate courses with OBE syllabus/learning module	Quevedo, AM Lumacad and MB Posas						
PI6: Percentage employment rate of graduate student graduates	Monitors the employment rate of graduate student graduates	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as	January-June 2024	x	x	x	x	Accomplished
PI7: Percentage increase in number of students who graduated within prescribed period	Monitors the number of students enrolled in on campus courses	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as	January-June 2024	x	x	x	x	Accomplished
Additional outputs:								
Number of graduate school publications updated and released	Coordinates/facilitates the review, reproduction and distribution of graduate school publications updated and released	MM Belarmino, MJ Quevedo, CMH Garduce and VA Almeroda	January-June 2024	x	x	x	x	Accomplished
Number of orientation-workshop conducted and facilitated	Serves as chair/member of working committees in various events in the university	MM Belarmino, CCArradaza, MJ Quevedo, AM Lumacad, CMH Garduce and VA Almeroda	January-June 2024	x	x	x	x	Accomplished
GS MFO 2. Graduate Student Management Services								
PI1: Number of graduate students awarded with	Monitors the graduate students awarded with	MM Belarmino, MJ Quevedo and MB Posas	January-June 2024	x	x	x	x	Accomplished

scholarship/assistant ship	scholarship/assistantship							
PI2: Number of graduate students enrolled in research program monitored	Monitors the graduate students enrolled in research program	MM Belarmino and MB Posas	January-June 2024	x	x	x	x	Accomplished
PI3: Number of international graduate students monitored	Monitors the international graduate students	MM Belarmino, MJ Quevedo, AM Lumacad and MB Posas	January-June 2024	x	x	x	x	Accomplished
PI4: Number of graduate students monitored	Monitors the enrollment of on campus students	MM Belarmino, MJ Quevedo, CMH Garduce, AM Lumacad and MB Posas	January-June 2024	x	x	x	x	Accomplished
UMFO 5: Support to Operations (STO)								
GS MFO 1. Administrative and Facilitative Services								
PI1: Number of colleges and academic departments offering graduate programs monitored & coordinated	Coordinates the offering of on campus courses	MM Belarmino, MJ Quevedo, MB Posas, AM Lumacad, and DJ Dalin-as	January-June 2024	x	x	x	x	Accomplished
PI2: Number of graduate school/university committees/boards/ council chaired & coordinated	Serves as chair/member of working committees in various events in the university	MM Belarmino, MJQuevedo, AM Lumacad	January-June 2024	x	x	x	x	Accomplished
PI3: Number of	Serves as	MM Belarmino,	January-	x	x	x	x	Accomplished

administrative policies approved by Approving body	chair/member of working committees in various events in the university	CCArradaza, MJ Quevedo and AM Lumacad	June 2024					
PI 4: Number of documents/records managed	To prepare/review/process reports/documents required by the university	MM Belarmino, CCArradaza, MJ Quevedo, MB Posas, VA Almeroda and DJ Dalin-as	January-June 2024	x	x	x	x	Accomplished
GS MFO 2. Efficient Customer-Friendly Assistance								
PI1: Efficient and customer-friendly frontline service	To provide efficient and customer-friendly frontline service	All GS staff	January-June 2024	x	x	x	x	Accomplished
GS MFO 7. Program & Institutional Accreditation Services								
PI3: Number of graduate degree program facilitated for evaluation by accrediting agency	Monitor and facilitate graduate degree program for evaluation by accrediting agency	MM Belarmino, CCArradaza, MJ Quevedo, AM Lumacad, MB Posas and concerned departments	January-June 2024	x	x	x	x	Accomplished

Prepared by:


MARILYN M. BELARMINO
 Unit Head

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 of graduate courses by department	Facilitate the submission of proposal to revised graduate degree program	February 2024	June 2024	May 2024	Very Impressive	Outstanding	Outstanding
2	Monitoring the graduate curricular program documents for evaluation.	Facilitate the revised course checklists/ curriculum guide based on the proposals submitted.	June 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
3	Monitor graduate faculty pursuing advance study (PhD)	Gather related data thru phone calls/IP to respective faculty as required by CHED	April 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
4	International Graduate students	Facilitate during consultative meetings of foreign students and Interview of foreign Scholars	January 2024	June 2024	May 2024	Very Impressive	Outstanding	Outstanding
5	Facilitate Local Graduate students	Attends to clients/Graduate students	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding

6	Monitors the departments offering graduate programs	Facilitate the submission of graduate faculty profile (Name/Position/Highest Degree Attained/ Specialization/Research Interest) for updating in VSU GS website.	February 2024	March 2024	March 2024	Very Impressive	Outstanding	Outstanding
7	Facilitate the Graduate School proposals	Drafted / follow-up proposals	February 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
8	Prepare Graduate School Communications	Draft/prepare and monitor communications (Request, Memo, Notice of meetings, etc.) duly signed by the Dean of Graduate School	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
9	Grand Centennial Founding Anniversary Activity	Prepare and coordinate activity design for Professorial Lecture Series of Foreign partner/s for March, 2024 (via Zoom), hosted by Graduate School	February 2024	March 2024	March 2024	Very Impressive	Outstanding	Outstanding
10	Representative of University committee meetings	Attend the university committee meetings	March 2024	March 2024	March 2024	Very Impressive	Outstanding	Outstanding
11	Graduate Student activity	Assist the presentation of Dissertation of Graduating Doctoral Student	May 2024	May 2024	May 2024	Very Impressive	Outstanding	Outstanding
12	Customer Satisfaction	Served clients with courtesy and friendly service	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding

13	Graduate School related accreditation documents monitored and managed (ISO, AACUP); MSLAM/MEd	Assist and provide data needed for AACUP, as requested by the QAC Director	April 2024	May 2024	April 2024	Very Impressive	Outstanding	Outstanding
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* 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: ANICETA M. LUMACAD

Performance Rating: 4.92

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

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: March 2024

First Step:

Attends training that will enhance skills as effective administrative staff

Result:

Attending training in relation to current responsibility as an administrative officer

Date: April 2024 Target Date: June 2024

Next Step:


Attends related trainings/conference that will 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
Unit Head

Conforme:


ANICETA M. LUMACAD
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 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		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		58 ÷ 12				
Average Score		4.83				
Overall recommendation: Outstanding						


MARILYN M. BELARMINO
 Immediate Supervisor