



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	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98

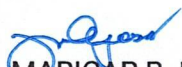
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.98


FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


MARICAR B. POSAS
Name of Staff

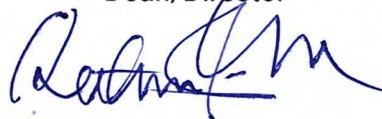
Reviewed by:


MARILYN M. BELARMINO
Department/Office Head

Recommending Approval:


MARILYN M. BELARMINO
Dean/Director

Approved:



ROTACIO S. GRAVOSO
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARICAR B. POSAS, of the 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.


MARICAR B. POSAS
 Ratee
July 16, 2024

Approved:


MARILYN M. BELARMINO
 Head of Unit
July 16, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1: Advanced Education Services	No. of graduate faculty appointments prepared/monitored/renewed	Monitor expiry date of appt. of grad faculty and prepared renewal of their appointment	15	27	5	5	5	5	
1. Percentage of graduates who are employed in job related to their graduate programs within 6 months after graduation. 2. Percentage of graduates in mandated or priority programs. 3. Percentage of graduates who finished the academic program within the prescribed time frame.	No. of Tentative Schedule of Graduate Courses offering prepared	Prepare tentative list of graduate courses offering for Second, SY 2023-2024 and Summer 23-24	1	2	5	5	5	5	
	No. of graduate school co-curricular activities facilitated	Facilitate graduate students meetings and other activities	1	3	5	5	5	5	
	No. of graduate school meetings facilitated	Assist/facilitate graduate faculty, graduate school council meetings	1	4	5	5	5	5	
	No. of Graduate Advisory (GAC) nominations and change in composition reviewed and endorsed to Dean	Review/endorse GAC nomination for Dean's action	45	95	5	5	5	5	

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

4. Percentage of students who rate timeliness of education delivery/supervision as good or better.	No. of Plan of Course Work (PCW) reviewed and endorsed to Dean	Review/endorse PCW for Dean's action	50	170	5	5	5	5	
	No. of students assessed for payment of school fees	Assess bills of graduate students	400	450	5	5	5	5	
5. Percentage of students in priority programs awarded financial aid.	No. of application for examination (Qualifying, comprehensive and final examinations evaluated and endorsed to Dean for action	Review application for examination (qualifying, comprehensive and final) for Dean's action	50	145	5	5	5	5	
6. Percentage of students awarded financial aid who completed their degrees.	No. of students changed their admission status from probationary to regular	Monitor admission status of graduate students	5	5	5	5	5	5	
	No. of students filed Leave of Absence	Advise graduate students to file Leave of Absence when they will not enroll the following semester	10	20	5	5	5	5	
	No. of students applied for readmission	Require graduate students to apply for readmission after they filed Leave of Absence	8	14	5	5	5	5	
	No. of students changed their degree programs/major/minor fields of specialization	Assist and advised grad students who wish to change their degree program/major and minor fields	5	3	5	5	5	5	
Percentage of programs accredited Level 1-4.	No. of Departments given data for AACUP accreditation/ RQAT and for OPCR	Provide data needed for AACUP accreditation /RQAT	5	6	5	5	5	5	

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average


		and for OPCR							
Administrative Support Services	No. of Request received and acted on time	Act on clients requests	10	47	5	5	5	5	
	No. of Documents filed	File documents to their personal folders	50	795	5	5	5	5	
Efficient and customer-friendly frontline services	Zero percent complaint served	Serve clients with courtesy and friendly service	0	0	5	5	5	5	
Total over-all Rating								80	

Average Rating (Total Over-all rating divided by 4)	80/16	5
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:


- Reliable
- Diligent

Evaluated and Rated by:


MARILYN M. BELARMINO, PhD
 Dean, Graduate School


Date: July 16, 2024

Recommending Approval:


MARILYN M. BELARMINO, Ph.D
 Dean, Graduate School

Date: July 16, 2024

Approved by:


ROTACIO S. GRAVOSO, Ph.D
 Vice President for Academic Affairs

Date: July 16, 24

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2 nd	
	3 rd	
	4th	

Name of Office: GRADUATE SCHOOL

Head of Office: MARILYN M. BELARMINO

Number of Personnel: MARICAR B. POSAS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					Individual supervision if needed
Coaching					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, CC Arradaza, 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
UMF0 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: MARK JOSHUA S. QUEVEDO

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	Ensure that all graduate courses offered by respective departments are of top quality	January 2023	June 2023	December 2023	Impressive	Outstanding	
2	No. of Increase in graduate students enrolled	List of Graduate students enrolled per semester	January 2023	June 2023	September 2023	Very impressive	Outstanding	
3	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	Graduate Programs are compliant with accrediting institution	January 2023	June 2023	December 2023	Impressive	Outstanding	
4	Monitor graduate faculty pursuing advance study (PhD)		January 2023	June 2023	December 2023	Impressive	Outstanding	
5	No. of OBE Syllabus/instructional materials for graduate courses for online learning facilitated for evaluation and monitored	Ensure that all graduate courses have OBE Syllabus	January 2023	June 2023	October 2023	Impressive	very satisfactory	
6	Number of graduate school publications updated and released	Updated publications and other materials	January 2023	June 2023	December 2023	Impressive	very satisfactory	

7	No. of graduate students awarded with scholarship/assistantship monitored	Monitored progress of students with GS scholarship/assistantship	January 2023	June 2023	September 2023	Impressive	Outstanding	
8	Monitor graduate students enrolled with thesis/Special problem/dissertation	Keep track on their Thesis/SP/ Dissertation progress. Facilitate manuscript formatting	January 2023	June 2023	December 2023	Impressive	Outstanding	
9	No. of international graduate students assisted in the processing for admission and other concerns	Ensure that all document processed/ concerns are addressed	January 2023	June 2023	December 2023	Impressive	Outstanding	
10	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	Completed enrollment for graduate students	January 2023	June 2023	September 2023	Impressive	Outstanding	
11	No. of departments offering graduate programs monitored	Ensure related documents are compliant with CHED and other accrediting institutions	January 2023	June 2023	December 2023	Impressive	very satisfactory	
12	Number of graduate school council/faculty meetings	Facilitated meetings	January 2023	June 2023	December 2023	Impressive	very satisfactory	
13	No. of BOR approved administrative policies implemented	Implementation of approved BOR policies	January 2023	June 2023	December 2023	Impressive	Outstanding	

14	No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	Distribution of documents/little to respective individuals/departments	January 2023	June 2023	December 2023	Very Impressive	very satisfactory	
15	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	Records of GS documents/ Approval/ distribution etc	January 2023	June 2023	December 2023	Impressive	Outstanding	
16	Served clients with courtesy and friendly service	Satisfied Clients	January 2023	June 2023	December 2023	Very Impressive	Outstanding	
17	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	Compilation of GS accreditation documents	January 2023	June 2023	December 2023	Impressive	very satisfactory	

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

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

Prepared by:


ANABELLA B. TOLIN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARICAR B. POSAS

Performance Rating: 4.98

Aim: Provide effective and efficient service to clients

Proposed Interventions to Improve Performance: Come to work on time; minimize absences; render overtime if needed and respect superiors and clients

Date: Jan 2024 Target Date: March 2024

First Step: Constantly update documents/records and files to facilitate retrieval

Result: Orderly filed and updated documents

Date: April 2024 Target Date: June 2024


Next Step: Facilitate compliance and submission of needed records/ documents to concerned offices/departments/agencies

Outcome: Effective and efficient service to various clients

Final Step/Recommendation:

- Can always be counted on to work overtime when necessary without complaint.

Prepared by:


MARILYN M. BELARMINO
Unit Head

Conforme:


MARICAR B. POSAS
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024

Name of Staff: MARICAR B. POSAS 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
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					50/12
Average Score					4.92

Overall recommendation : OUTSTANDING


MARILYN M. BELARMINO
 Printed Name and Signature
 Head of Office