COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARICAR B. POSAS**

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	4.58	30%	1.37
TOTAL NUMERICAL RATING			**4.83**

TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any: NONE
TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING   4.83

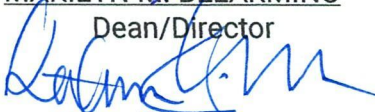ADJECTIVAL RATING: OUTSTANDING

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

GRADUATE EDUCATION
Visayas State University PQWW+JQ Baybay City, Leyte
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FM-HRM-27
V01 03-04-2024
No. GG-001

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, __MARICAR B. POSAS__ , of the __Graduate Education__ commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period __July__ to __December__ , 2024.

__MARICAR B. POSAS__
Ratee
Date: January 6, 2025

Approved:

__MARILYN M. BELARMINO__
Head of Unit
Date: January 6, 2025

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
MFO 1: Advanced Education Services									
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.

4. Percentage of students who rate timeliness of education | No. of graduate faculty appointments prepared/monitored/renewed | Monitor expiry date of appt. of grad faculty and prepared renewal of their appointment | 10 | 19 | 5 | 5 | 5 | 5.00 | |
	No. Tentative and final list of candidates for graduation prepared and submitted	Prepare tentative/final list of candidates for graduation for AC/BOR approval	1	2	5	5	5	5.00	
	No. of graduate school co-curricular activities facilitated	Facilitate graduate students' meetings and other activities	1	1	5	4	5	4.66	
	No. of graduate school meetings facilitated	Assist/facilitate graduate faculty , graduate school council meetings	1	1	5	4	5	4.66	
	No. of Graduate Advisory (GAC) nominations and	Review/endorse GAC nomination	45	81	5	5	5	5.00	

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

delivery/supervision as good or better.	change in composition reviewed and endorsed to Dean	for Dean's action						
5. Percentage of students in priority programs awarded financial aid.	No. of Plan of Course Work (PCW) reviewed and endorsed to Dean	Review/endorse PCW for Dean's action	50	103	5	5	5	5.00	
6. Percentage of students awarded financial aid who completed their degrees.	No. of students assessed for payment of school fees	Assess bills of graduate students	400	535	5	5	5	5.00	
	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	118	5	5	5	5.00	
	No. of students changed their admission status from probationary to regular	Monitor admission status of graduate students	5	10	5	5	5	5.00	
	No. of students filed Leave of Absence	Advise graduate students to file Leave of Absence when they will not enroll the following semester	10	15	5	5	5	5.00	
	No. of students applied for readmission	Require graduate students to apply for readmission after they filed Leave of Absence	8	9	5	5	5	5.00	
	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	7	5	5	5	5.00	
Percentage of programs accredited Level 1-4.	No. of Departments given data for AACCUP accreditation/ RQAT and for	Provide data needed for AACCUP accreditation /RQAT	2						

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

	OPCR	and for OPCR							
Administrative Support Services	No. of Request received and acted on time	Act on clients requests	10	15	5	5	5	5.00	
	No. of Documents filed	File documents to their personal folders	50	610	5	5	5	5.00	
Efficient and customer-friendly frontline services	Zero percent complaint served	Serve clients with courtesy and friendly service	0	0	5	5	5	5.00	
Total over-all Rating								4.95	

			Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 4)	74.32/15	4.95	Participating in training and workshops
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.95	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by:

MARILYN M. BELARMINO, Ph.D
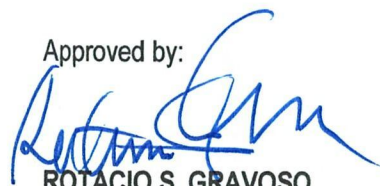Director, Graduate Education

Date: _1- 13-25_

Recommending Approval:

MARILYN M. BELARMINO, Ph.D
Director, Graduate Education

Date: _1 - 13- 25_

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: _____

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: GRADUATE EDUCATION

Director of Office: MARILYN M. BELARMINO

Number of Personnel: 1-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
				1st Week	2nd Week	3rd Week	4th 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	July-December2024	x	x	x	x	Accomplished
PI2: Percentage increase in number of graduate students enrolled	Monitors the enrollment of on campus students	MM Belarmino, MJ Quevdo, AM Lumacad MBPosas,DJ Dalin-as	July-December2024	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	July-December2024	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	July-December2024	x	x	x	x	Accomplished
PI5. Number of graduate courses with OBE	Coordinates/facilitates the review of graduate courses	MM Belarmino, CC Arradaza, MJ Quevedo, AM	July-December2024	x	x	x	x	Accomplished

syllabus/learning module	with OBE syllabus/learning module	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	July-December2024	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	July-December2024	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	July-December2024	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	July-December2024	x	x	x	x	Accomplished
GS MFO 2. Graduate Student Management Services								
PI1: Number of graduate students awarded with scholarship/assistant	Monitors the graduate students awarded with scholarship/assista	MM Belarmino, MJ Quevedo and MB Posas	July-December2024	x	x	x	x	Accomplished

ship	ntship							
PI2: Number of graduate students enrolled in research program monitored	Monitors the graduate students enrolled in research program	MM Belarmino and MB Posas	July-December2024	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	July-December2024	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	July-December2024	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	July-December2024	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	July-December2024	x	x	x	x	Accomplished
PI3: Number of administrative	Serves as chair/member of	MM Belarmino, CCArradaza, MJ	July-December2	x	x	x	x	Accomplished

policies approved by Approving body	working committees in various events in the university	Quevedo and AM Lumacad	024					
PI 4: Number of documents/records managed	To prepare/review/process reports/documents required by the university	MM Belarmino, CCArradaza, MJ Quevedo, MB Posas, and DJ Dalin-as	July-December2024	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	July-December2024	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, MBPosas and concerned departments	July-December2024	x	x	x	x	Accomplished

Prepared by:

_MARILYN M. BELARMINO__
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: _____ MARICAR B. POSAS

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	Monitored expiry date of appt. of grad faculty and prepared renewal of their appointment	Updated List of Graduate Faculty	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
2	Prepared tentative/final list of candidates for graduation for AC/BOR approval	Tentative List of Candidates submitted to Registrar and Office of the University Secretary	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
3	Facilitated graduate students meetings and other activities		July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
4	Assisted/facilitated graduate faculty , graduate school council meetings		July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
5	Reviewed/endorsed GAC nomination for Dean's action	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
6	Reviewed/endorsed PCW for Dean's action	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
7	Assessed bills of graduate students	Submitted to Cash Division	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
8	Reviewed application for examination (qualifying,	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding

	comprehensive and final) for Dean' action							
9	Monitored admission status of graduate students	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
10	Advised graduate students to file Leave of Absence when they will not enroll the following semester	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
11	Required graduate students to apply for readmission after they filed Leave of Absence	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
12	Assisted and advised grad students who wish to change their degree program/major and minor fields	Approved forms	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
13	Provided data needed for AACCUP accreditation /RQAT and for OPCR		July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
14	Acted on clients requests	Approved Communications	July2024	Dec 2024	Dec 2024	very impressive	Outstanding	Outstanding
15	Filed documents to their personal folders	Approved forms	July2024	Dec 2024	Dec 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
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARICAR B. POSAS
Performance Rating: 4.83

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: July 2024 Target Date: September2024

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

Result: Orderly filed and updated documents

Date: October 2024 Target Date: December 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

VISAYAS STATE UNIVERSITY | GRADUATE EDUCATION

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July-December 2024</u>
Name of Staff: <u>MARICAR B. POSAS</u> Position: <u>EDUCATION RESEARCH ASSISTANT</u>

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

		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					

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					

Overall recommendation : Recommended to attend in-house training/ seminar to boost efficiency.

MARILYN M. BELARMINO
Director, Graduate Education