



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	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING:

4.74

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.74

FINAL NUMERICAL RATING

4.74

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

CLAUDETTE MELI HOFF E. GARDUCE
Name of Staff

Reviewed by:

MARILYN M. BELARMINO
Department/Office Head

Recommending Approval:

MARILYN M. BELARMINO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President



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 January to June, 2024.

CLAUDETTE MELI HOFF E. GARDUCE

Approved:

MARILYN M. BELARMINO

Ratee

Head of Unit

July 16, 2024

July 16, 2024

MF0 & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODGS MF0 1. Graduate Degree Program Management Services	Number of graduate school publications released/published	Published online the Science and Humanities Journal Vol. 19	1	1	5	5	5	5	
	Number of news articles prepared and submitted	Write and submit news articles related to GS activities, programs, graduate staff and students for GradNewsLine Vol. 12, No. 2 (January to June 2024 issue)	4	4	5	5	5	5	
		Published online the GradNewsLine	1	1	4	5	4	5	
	Number of articles gathered for the Science & Humanities Journal 2024	Coordinate with the S&H Journal Editor-in-Chief, and associate editors and gather possible articles for inclusion in the 2024 issue	6	7	5	5	5	5	
	Number of articles submitted to reviewers of S & H Journal (2024 issue)	Respond to emails and calls with regards to reviews/revisions of the papers facilitated for possible publication	14	14	5	5	5	5	
	Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for GS purposes	Conceptualize, layout and produce certificates, tarpaulins, programs, and other IEC material	5	5	4	5	4	5	


	Additional Output	Number of orientation – workshop conducted/facilitated	3	3	5	4	5	4	
		Managed the GS social media presence	4	4	5	5	5	5	
		Generated and handled various social media accounts for the Graduate School's project involvements	2	4	4	5	4	5	
ODGS MFO 2. Graduate Student Management Services	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	4	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	20	20	5	5	5	4	
UMFO 5. Support to Operations (STO) MFO 2. Efficient 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	
Total Over-all Rating					53	59	56	58	

Average Rating (Total Over-all rating divided by 4)	56.5/12	4.70
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Regularly attend technical trainings and workshop related to career development

Evaluated and Rated by:


MARILYN M. BELARMINO

DEAN, Graduate School

Date: July 16, 2024

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average


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: Claudette Meli Hoff E. Garduce

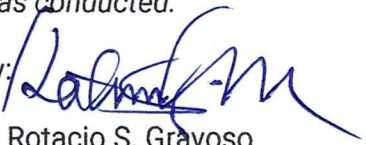
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. S&H Journal Review Process	/		Facilitate authors and reviewers of the publication process	Pay a visit, compose and send emails to authors and reviewers of Science and Humanities Journal	Completed and keep publication updated
2. GradNewsline Publication	/		Gather articles for the GNL publication	Document events and write draft for publication of news events	Completed and keep publication updated
3. Graduate School social media accounts	/		Post events, answer queries and questions with regards to Graduate School admission, enrollment process, follow-ups, etc.	Write articles of events, information, memos, etc. for social media posting	Keep graduate students, and the graduate school community informed about Graduate School events and information

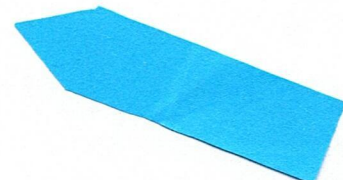
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

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
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,MBPosas and concerned departments	January-June 2024	x	x	x	x	Accomplished

Prepared by:


MARILYN M. BELARMINO
 Unit Head

PERFORMANCE MONITORING FORMName 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 GS activities, programs, graduate staff and students for GradNewsLine	Timely submission of informative and engaging news article	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
2	Coordinate with S & H Journal Editor-in-Chief and members of the editorial board to identify potential articles for inclusion in the 2024 issue. Secure submissions, manage the review process and oversee the submission of article to designated reviewers.	A complete set of high-quality article for the 2024 issue of the S & H Journal, reviewed & approved by designated reviewers	January 2024	June 2024	May 2024	Very Impressive	Outstanding	Outstanding
3	Produce and publish Gradnewsline	An informative & engaging edition of Gradnewsline	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
4	Respond to queries and provide necessary/requested information and documents to students, faculty and other clients	Efficient and courteous resolution of all queries, ensuring students,	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding

		faculty and clients have the information they need						
5	Manage the Graduate School FB Page and other social media platforms	Creates engaging content for the GS social media accounts to attract engagements and promotes graduate programs	May 2024	June 2024	June 2024	Very Impressive	Outstanding	Outstanding
6	Review and edit the format and style of graduate manuscripts	Polished and formatted graduate manuscripts that adheres to style guidelines	January 2024	June 2024	June 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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Claudette Meli Hoff E. Garduce
Performance Rating: 4.74

Aim: To gather and facilitate more articles for possible publications for Science and Humanities Journal

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: March 2024

First Step: Expand reviewer pool by contacting department/office heads for recommendations

Result: Increased reviewer pool, improved expertise matching and streamlined workflow

Date: April 2024 Target Date: June 2024

Next Step: A streamlined review process with faster turnaround times

Outcome: Attract higher quality submissions from authors seeking quicker publication

Final Step/Recommendation:

Prompt communication about review requests and deadlines

Prepared by:


Marilyn M. Belarmino

Conforme:


Claudette Meli Hoff E. Garduce



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

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						
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				
Average Score		4.83				
Overall recommendation: OUTSTANDING						


MARILYN M. BELARMINO
 Immediate Supervisor