



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: CLAUDETTE MELI HOFF E. GARDUCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

*Claudette Meli Hoff E. Garduce*  
CLAUDETTE MELI HOFF E. GARDUCE  
Name of Staff

Reviewed by:

*Anabella B. Tulin*  
ANABELLA B. TULIN  
Department/Office Head

Recommending Approval:

*Anabella B. Tulin*  
ANABELLA B. TULIN  
Dean/Director

Approved:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President

**"Exhibit B"**

**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, 2023.

*C. Garduce*  
**CLAUDETTE MELI HOFF E. GARDUCE**  
Ratee

Approved: *Anabella B. Tulin*  
**ANABELLA B. TULIN**  
Head of Unit

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										
	Number of graduate school publications released/published	Produce & published online the special issue of GradNewsLine Vol. 17	1	1	5	5	5	5		
		Facilitated the review process and publication process of the papers submitted to SHJ	6	6	5	5	5	5		
		Managed phone and email queries from the authors, reviewers and the interested authors	40	40	5	5	5	5		
	Number of news articles prepared and submitted	Write and submit news articles related to OGS activities, programs, graduate staff and students for GradNewsLine Vol. 11, No. 1 (January-June 2023 issue)	6	6	5	5	4	4		
		Lay out and design articles to be published for online and printed publication of GradNewsLine	6	6	4	5	5	5		
	Number of articles gathered and facilitated for the Science & Humanities Journal 2022	Gathered articles for possible inclusion in the 2023 issue publication and submit the papers/articles for review to the identified reviewers	6	6	5	5	5	5		
	Number of certificates (Certificate of	Conceptualize, layout and produce certificates,	5	10	4	5	5	5		



	Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for GS purposes	tarpaulins, programs, and other IEC material							
	Additional Output	Number of orientation – workshop facilitated	3	3	5	5	5	5	
	Number of responded queries (from email and Facebook page) 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	40	40	5	5	5	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	10	10	5	5	5	5	
		Review and edit the format and style of publishable article for possible publication for SHJ	10	10	5	5	5	5	
<b>ODGS MFO 2. Graduate Student Management Services</b>									
	<b>PI 1:</b> Efficient and customer-friendly frontline service	Served clients with courtesy and friendly service	Zero Complaints	Zero Complaints	5	5	5	5	
	<b>PI 4.</b> Number of graduate students monitored	Monitor clients and students by answering their queries through Facebook page and emails	10	10	4	5	5	5	
<b>Total Over-all Rating</b>					<b>63.75</b>				

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>63.75/13</b>	<b>4.90</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**

*Learn new set of skills - Attend workshops and trainings relevant to the position*

Evaluated and Rated by:

Anabella B. Tulin  
**ANABELLA B. TULIN**

DEAN, Graduate School

Date:

7/12/2023

Recommending Approval:

Anabella B. Tulin  
**ANABELLA B. TULIN**

DEAN, Graduate School

Date:

7/12/2023

Approved by:

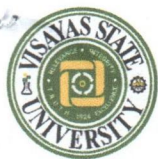
Beatriz S. Belonias  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

7/13/2023





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

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.**

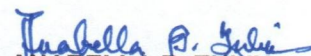
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		58/12 = 4.83				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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 : \_\_\_\_\_

  
ANABELLA B. TULIN

Printed Name and Signature  
Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Graduate School

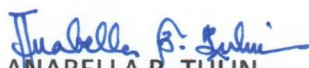
Head of Office: Dr. Anabella B. Tulin

Name of Personnel: Claudette Meli Hoff E. Garduce


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Graduate School Publications (GradNewsLi ne & Science and Humanities Journal)	/		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 publications updated
2. VSU Graduate School Facebook Page	/	/	Answer queries and questions with regards to Graduate School admission and enrollment process	Respond to queries and questions in Facebook messenger sent by graduate school students and aspiring graduate students	Respond to questions and keep students posted about Graduate School events, memo, etc.

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

Conducted by:

  
ANABELLA B. TULIN  
Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLAUDETTE MELI HOFF E. GARDUCE

Performance Rating: \_\_\_\_\_

Aim: Facilitate more articles to be reviewed and included for possible publication in SHJ

Proposed Interventions to Improve Performance:

Date: June 2023

Target Date: December 2023

First Step: Find out an efficient and quicker way to facilitate papers to be included in the publication

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Result: More articles to be included in the SHJ

Date: June 2023

Target Date: December 2023

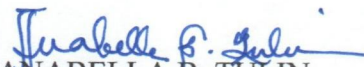
Next Step: Continuous follow up on reviewers and authors

Outcome: More articles to be included in the SHJ on SHJ


Final Step/Recommendation:

Continuous follow up on reviewers and authors on SHJ

Prepared by:

  
ANABELLA B. TULIN  
Unit Head

Conforme:

  
CLAUDETTE MELI HOFF E. GARDUCE  
Name of Ratee Faculty/Staff