



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MARK JOSHUA S. QUEVEDO

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	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MARK JOSHUA S. QUEVEDO
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARK JOSHUA S. QUEVEDO**, 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 July to December, 2022.

MARK JOSHUA S. QUEVEDO

Ratee

Approved:

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										
	PI 1. Number of graduate degree specialization	Monitoring of graduate courses by department	25	27	5	4	5	4.67		
	PI 2. Total FTE Monitored	No. of Graduate Faculty FTE by departments computed and summarized for OPCR	150	183	5	5	5	5		
	PI 3. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	2%	2.8%	5	4	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	27	5	5	5	5		
	PI 5. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	27	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	89	5	5	5	5		
	Additional Output	Number of graduate school publications updated and released	1	2	5	5	5	5		
		Number of orientation-workshop conducted and facilitated	1	1	5	5	5	5		
ODGS MFO 2. Graduate Student Management Services										

	PI 1: Number of graduate students awarded with scholarship/assistantship	No. of graduate students awarded with scholarship/assistantship monitored	20	20	5	5	5	5	
	PI 2. Number of graduate students enrolled in research program monitored	Monitor graduate students enrolled with thesis/Special problem/dissertation	250	380	5	5	5	5	
	PI 3. Number of international graduate students monitored	No. of international graduate students assisted in the processing for admission and other concerns	2	4	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	100	436	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	28	5	5	5	5	
	PI 2: Number of graduate school/university committees/board/council chaired and conducted	Number of graduate school council/faculty meetings	1	3	5	5	5	5	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	1	2	5	5	5	5	
	PI 4: Number of documents/records managed	No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	10	94	5	5	5	5	
		No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	634	5	5	5	5	
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	

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)	2	25	5	4	5	4.67	
Total Over-all Rating								94.01	

Average Rating (Total Over-all rating divided by 4)	94.01/19	4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Comments & Recommendations for Development Purpose:

Submit necessary documents on time and keep track on CORE application

Evaluated and Rated by:

Recommending Approval:


Approved by:


ANABELLA B. TULIN
 DEAN, Graduate School

Date: Dec. 27, 2022


ANABELLA B. TULIN
 DEAN, Graduate School

Date: Dec. 27, 2022


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: Jan. 3, 2023

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	July 2022	December 2022	December 2022			
2	No. of Increase in graduate students enrolled	List of Graduate students enrolled per semester	July 2022	December 2022	December 2022			
3	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	Graduate Programs are compliant with accrediting institution	July 2022	December 2022	December 2022			
4	Monitor graduate faculty pursuing advance study (PhD)		July 2022	December 2022	December 2022			
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	July 2022	December 2022	December 2022			
6	Number of graduate school publications updated and released	Updated publications and other materials	July 2022	December 2022	December 2022			

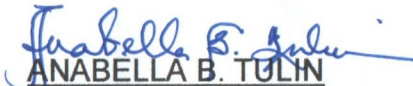
7	No. of graduate students awarded with scholarship/assistantship monitored	Monitored progress of students with GS scholarship/assistantship	July 2022	December 2022	December 2022			
8	Monitor graduate students enrolled with thesis/Special problem/dissertation	Keep track on their Thesis/SP/ Dissertation progress. Facilitate manuscript formatting	July 2022	December 2022	December 2022			
9	No. of international graduate students assisted in the processing for admission and other concerns	Ensure that all document processed/ concerns are addressed	July 2022	December 2022	December 2022			
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	July 2022	December 2022	December 2022			
11	No. of departments offering graduate programs monitored	Ensure related documents are compliant with CHED and other accrediting institutions	July 2022	December 2022	December 2022			
12	Number of graduate school council/faculty meetings	Facilitated meetings	July 2022	December 2022	December 2022			
13	No. of BOR approved administrative policies implemented	Implementation of BOR approved policies	July 2022	December 2022	December 2022			

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	July 2022	December 2022	December 2022			
15	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	Records of GS documents/ Approval/ distribution etc	July 2022	December 2022	December 2022			
16	Served clients with courtesy and friendly service	Satisfied Clients	July 2022	December 2022	December 2022			
17	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	Compilation of GS accreditation documents	July 2022	December 2022	December 2022			

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

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

Prepared by:


ANABELLA B. TULIN
Unit Head

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: ANABELLA B. TULIN

Number of Personnel: MARK JOSHUA S. QUEVEDO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					One- on- one monitoring whenever necessary
Coaching					One- on- one coaching as needed

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: MARK JOSHUA S. QUEVEDO Position: EDUCATION PROGRAM SPECIALIST 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		59/12 = 4.92				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		51/12 = 4.25				
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 : OUTSTANDING


ANABELLA B. TULIN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARK JOSHUA S. QUEVEDO

Performance Rating: 4.93

Aim: Need to maintain program compliance with all the graduate degree program offerings in every department

Proposed Interventions to Improve Performance:

Date: JULY 2022 Target Date: SEPT 2022

First Step: Act as coordinator with CHED for the Certificate of Program Compliance for graduate degree programs evaluation

Result: The COPC program evaluation by CHED is currently still on-going

Date: OCT 2022 Target Date: DEC 2022


Next Step: Continue to assist and coordinate with concerned departments for the compliance of their offered graduate degree programs for CHED COPC

Outcome: Coordination and communication was maintained all throughout the duration of the evaluation


Final Step/Recommendation:

Continuous coordination with CHED counterpart to ensure all graduate degree programs are in compliance

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


MARK JOSHUA S. QUEVEDO
Name of Ratee Faculty/Staff