



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 5.00                    | 70%                      | 3.50                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.92                    | 30%                      | 1.48                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.98</b>                             |

TOTAL NUMERICAL RATING:

4.98

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.98


FINAL NUMERICAL RATING

4.98

ADJECTIVAL RATING:

OUTSTANDING

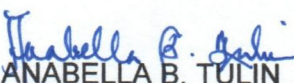
Prepared by:

  
**MARICAR B. POSAS**  
Name of Staff


Reviewed by:

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

Recommending Approval:

  
**ANABELLA B. TULIN**  
Dean/Director


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

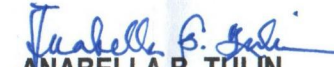
**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MARICAR B. POSAS, 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.

  
**MARICAR B. POSAS**  
Ratee

Approved:

  
**ANABELLA B. TULIN**  
Head of Unit

| MFO & PAPs  | Success Indicators  | Tasks Assigned   | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|   |   |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| MFO 1: Advanced Education Services  |   |  |        |                       |                |                |                |                |         |
| 1. Percentage of graduates who are employed in job related to their graduate programs within 6 months after graduation.<br><br>2. Percentage of graduates in mandated or priority programs.<br><br>3. Percentage of graduates who finished the academic program within the prescribed time frame.<br><br>4. Percentage of students who rate timeliness of education delivery/supervision as good or better. | No. of graduate faculty appointments prepared/monitored/renewed                   | Monitor expiry date of appt. of grad faculty and prepared renewal of their appointment | 15     | 20                    | 5              | 5              | 5              | 5              |         |
|   | 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      | 4                     | 5              | 5              | 5              | 5              |         |
|   | No. of graduate school co-curricular activities facilitated                       | Facilitate graduate students meetings and other activities                             | 1      | 1                     | 5              | 5              | 5              | 5              |         |
|   | No. of graduate school meetings facilitated                                       | Assist/facilitate graduate faculty, graduate school council meetings                   | 1      | 2                     | 5              | 5              | 5              | 5              |         |
|   | No. of Graduate Advisory (GAC) nominations and change in composition reviewed and | Review/endorse GAC nomination for Dean's action  | 45     | 64                    | 5              | 5              | 5              | 5              |         |

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



|  |  |  |     |     |   |   |   |   |  |
|--|--|--|-----|-----|---|---|---|---|--|
| 5. Percentage of students in priority programs awarded financial aid.        | endorsed to Dean   |  |     |     |   |   |   |   |  |
|  | No. of Plan of Course Work (PCW) reviewed and endorsed to Dean   | Review/endorse PCW for Dean's action   | 50  | 104 | 5 | 5 | 5 | 5 |  |
| 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 | 406 | 5 | 5 | 5 | 5 |  |
|  | 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  | 84  | 5 | 5 | 5 | 5 |  |
|  | No. of students changed their admission status from probationary to regular  | Monitor admission status of graduate students  | 5   | 28  | 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  | 30  | 5 | 5 | 5 | 5 |  |
|  | No. of students applied for readmission  | Require graduate students to apply for readmission after they filed Leave of Absence               | 8   | 28  | 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   | 18  | 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   | 28  | 5 | 5 | 5 | 5 |  |

|  |   |  |    |     |   |   |   |   |  |
|--|---|--|----|-----|---|---|---|---|--|
|  |   | and for OPCR                                     |    |     |   |   |   |   |  |
| Administrative Support Services                    | No. of Request received and acted on time | Act on clients requests                          | 10 | 50  | 5 | 5 | 5 | 5 |  |
|  | No. of Documents filed                    | File documents to their personal folders         | 50 | 680 | 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 |  |
| <b>Total over-all Rating</b>                       |   |  |    |     |   |   |   |   |  |

|  |              |                    |
|--|--------------|--------------------|
| <b>Average Rating (Total Over-all rating divided by 4)</b> | <b>90/18</b> | <b>5</b>           |
| <b>Additional Points:</b>                                  |              |                    |
| <b>Approved Additional points (with copy of approval)</b>  |              |                    |
| <b>FINAL RATING</b>  |              | <b>5</b>           |
| <b>ADJECTIVAL RATING</b>                                   |              | <b>OUTSTANDING</b> |

**Comments & Recommendations for Development Purpose:**

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

Evaluated and Rated by:

Anabella B. Tulin  
ANABELLA B. TULIN, PhD  
Dean, Graduate School

Date: 7/12/2023

Recommending Approval:

Anabella B. Tulin  
ANABELLA B. TULIN, Ph.D  
Dean, Graduate School

Date: 7/12/2023

Approved by:

Beatriz S. Belonias  
BEATRIZ S. BELONIAS, Ph.D  
Vice President for Instruction

Date: 7/13/2023



## PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| x | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| x | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4th             |                                 |

Name of Office: GRADUATE SCHOOL

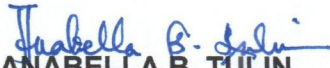
Head of Office: ANABELLA B. TULIN

Number of Personnel: MARICAR B. POSAS

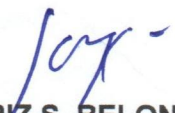
| Activity Monitoring | MECHANISM  |       |             |                       | Remarks                                  |
|---------------------|------------|-------|-------------|-----------------------|--|
|                     | Meeting    |       | Memo/Notice | Others (Pls. specify) |  |
|                     | 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: Jan-June 2023

 Name of Staff: MARICAR B. POSAS

 Position: ERA

**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   | 5     | 4 | 3 | 2 | 1 |



|  |       |   |   |   |   |
|--|-------|---|---|---|---|
| improvement of his work accomplishment   |       |   |   |   |   |
| 12. Willing to be trained and developed  | 5     | 4 | 3 | 2 | 1 |
| Total Score  | 59    |   |   |   |   |
| <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  | 59/12 |   |   |   |   |
| Average Score  | 4.92  |   |   |   |   |

Overall recommendation : OUTSTANDING

  
**ANABELLA B. TULIN**  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARICAR B. POSAS

Performance Rating: 4.92

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: January 2023 Target Date: June 2023

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

Result: Orderly filed and updated documents

Date: January 2023 Target Date: June 2023


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:

  
ANABELLA B. TULIN  
Unit Head

Conforme:

  
MARICAR B. POSAS  
Name of Ratee Faculty/Staff