



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

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

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, 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 Decemeber, 2023.

MARICAR B. POSAS

Ratee

Approved:

ANABELLA B. TULIN

Head of Unit

1/16/2024

1/16/2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1: Advanced Education Services	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	
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	Tentative Schedule of Graduate Courses offering prepared	Prepare tentative list of graduate courses offering for first, SY 2023-2024	5 days b4 enrollment	5 days b4 enrollment	5	5	5	5	
	Summary of enrollment by Degree programs and major fields prepared	Prepare summary of enrollment by degree programs and major fields	3 weeks after enrollment	1 weeks after enrollment	5	5	5	5	
	Tentative and final list of candidates for graduation prepared and submitted	Prepare tentative/final list of candidates for graduation for AC/BOR approval	1 weeks b4 deadline	1month before deadline	5	5	5	5	
	No. of graduate school co-curricular activities facilitated	Facilitate graduate students' meetings and other activities	1	2	5	5	5	5	
	No. of graduate school meetings facilitated	Assist/facilitate graduate faculty , graduate school council meetings	1	4	5	5	5	5	

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

who rate timeliness of education delivery/supervision as good or better.	No. of Graduate Advisory (GAC) nominations and change in composition reviewed and endorsed to Dean	Review/endorse GAC nomination for Dean's action	24	44	5	5	5	5	
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	110	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	477	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	95	5	5	5	5	
	No. of students changed their admission status from probationary to regular	Monitor admission status of graduate students	5	16	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	35	5	5	5	5	
	No. of students applied for readmission	Require graduate students to apply for readmission after they filed Leave of Absence	8	32	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	9	5	5	5	5	

Percentage of programs accredited Level 1-4.	No. of Departments given data for AACCCUP accreditation/ RQAT and for OPCR	Provide data needed for AACCCUP accreditation /RQAT and for OPCR	5	7	5	5	5	5	
Administrative Support Services	No. of Request received and acted on time	Act on clients requests	10	15	5	5	5	5	
	No. of Documents filed	File documents to their personal folders	50	991	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	
Total over-all Rating								90	

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

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, Ph.D
Dean, Graduate School

Date: 1/16/2024

Recommending Approval:

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

Date: 1/16/2024

Approved by:

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

Date: 1/22/2024

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	July2023	July 2023	July 2023	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	Nov2023	Nov2023	Nov2023	very impressive	Outstanding	Outstanding
3	Facilitated graduate students meetings and other activities					very impressive	Outstanding	Outstanding
4	Assisted/facilitated graduate faculty , graduate school council meetings					very impressive	Outstanding	Outstanding
5	Reviewed/endorsed GAC nomination for Dean's action	Approved forms	August 2023	Dec2023	Dec 2023	very impressive	Outstanding	Outstanding
6	Reviewed/endorsed PCW for Dean's action	Approved forms	August 2023	Dec2023	Dec 2023	very impressive	Outstanding	Outstanding
7	Assessed bills of graduate students	Submitted to Cash Division	Dec 2023	Dec 2023	Dec 2023	very impressive	Outstanding	Outstanding
8	Reviewed application for examination (qualifying,	Approved forms	August 2023	Dec 2023	Dec 2023	very impressive	Outstanding	Outstanding

	comprehensive and final) for Dean's action							
9	Monitored admission status of graduate students	Approved forms	August2023	August2023	August2023	very impressive	Outstanding	Outstanding
10	Advised graduate students to file Leave of Absence when they will not enroll the following semester	Approved forms	August2023	August2023	August2023	very impressive	Outstanding	Outstanding
11	Required graduate students to apply for readmission after they filed Leave of Absence	Approved forms	July2023	July2023	July2023	very impressive	Outstanding	Outstanding
12	Assisted and advised grad students who wish to change their degree program/major and minor fields	Approved forms	July2023	July2023	July2023	very impressive	Outstanding	Outstanding
13	Provided data needed for AACCUP accreditation /RQAT and for OPCR					very impressive	Outstanding	Outstanding
14	Acted on clients requests	Approved Communications	July2023	Dec2023	Dec 2023	very impressive	Outstanding	Outstanding
15	Filed documents to their personal folders	Approved forms	July2023	Dec2023	Dec 2023	very impressive	Outstanding	Outstanding

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

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

Prepared by:


ANABELLA B. TULIN
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DEC 2023

 Name of Staff: MARICAR B. POSAS

 Position: ERA

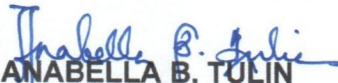
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. 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	4.92				
Average Score	4.92				

Overall recommendation : OUTSTANDING


ANABELLA B. TOLIN
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Graduate School

Head of Office: Anabella B. Tulin

Name 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

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: July 2023 Target Date: September 2023

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

Result: Orderly filed and updated documents

Date: October 2023 Target Date: December 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