GRADUATE SCHOOL
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VISAYAS STATE UNIVERSITY

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

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARK JOSHUA S. QUEVDO**, 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 <u>July</u> to <u>December,</u> 2023.

MARK JOSHUA S. QUEVEDO
Ratee
1/16/2024

Approved:

ANABELLA B. TULIN
Head of Unit
1/16/2024

5	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 1.		**Advanced Education Services**								UMFO 1.
ODGS MFO 1.	**Graduate Degree Program Management Services**									
	PI 1. Number of graduate degree specialization		Monitoring of graduate courses by department	25	28	5	4	5	4.67	
	PI 2. Total FTE Monitored		No. of Graduate Faculty FTE by departments computed and summarized for OPCR	150	189	5	5	5	5	
	PI 3. Percentage Increase in number of graduate students enrolled		No. of Increase in graduate students enrolled	2%	17.9%	5	5	5	5	
	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	28	5	5	5	5	
	PI 5. Number of graduate faculty pursuing advanced study		Monitor graduate faculty pursuing advance study (PhD)	10	35	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	4	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	428	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	5	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	150	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	3	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	80	5	5	5	5	
	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	150	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	

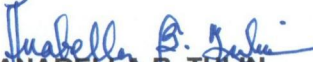| MFO 7. Program and Institutional Accreditation Services									
	PI 1: Number of graduate degree program facilitated for evaluation by accrediting agency	No. of Graduate School related accreditation documents monitored and managed (ISO, AACCUP)	2	28	5	4	5	4.67	
Total Over-all Rating								89.34	

Average Rating (Total Over-all rating divided by 4)	89.34/18	4.95	
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purpose:
Must attend relevant trainings and workshops

Evaluated and Rated by:

ANABELLA B. TULIN
DEAN, Graduate School
Date: 1/16/24

Recommending Approval:

ANABELLA B. TULIN
DEAN, Graduate School
Date: 1/16/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/22/24

Exhibit I

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	January 2023	June 2023	December 2023	Impressive	Outstanding	
2	No. of Increase in graduate students enrolled	List of Graduate students enrolled per semester	January 2023	June 2023	September 2023	Very impressive	Outstanding	
3	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	Graduate Programs are compliant with accrediting institution	January 2023	June 2023	December 2023	Impressive	Outstanding	
4	Monitor graduate faculty pursuing advance study (PhD)		January 2023	June 2023	December 2023	Impressive	Outstanding	
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	January 2023	June 2023	October 2023	Impressive	very satisfactory	
6	Number of graduate school publications updated and released	Updated publications and other materials	January 2023	June 2023	December 2023	Impressive	very satisfactory	

7	No. of graduate students awarded with scholarship/assistantship monitored	Monitored progress of students with GS scholarship/assistantship	January 2023	June 2023	September 2023	Impressive	Outstanding	
8	Monitor graduate students enrolled with thesis/Special problem/dissertation	Keep track on their Thesis/SP/ Dissertation progress. Facilitate manuscript formatting	January 2023	June 2023	December 2023	Impressive	Outstanding	
9	No. of international graduate students assisted in the processing for admission and other concerns	Ensure that all document processed/ concerns are addressed	January 2023	June 2023	December 2023	Impressive	Outstanding	
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	January 2023	June 2023	September 2023	Impressive	Outstanding	
11	No. of departments offering graduate programs monitored	Ensure related documents are compliant with CHED and other accrediting institutions	January 2023	June 2023	December 2023	Impressive	very satisfactory	
12	Number of graduate school council/faculty meetings	Facilitated meetings	January 2023	June 2023	December 2023	Impressive	very satisfactory	
13	No. of BOR approved administrative policies implemented	Implementation of BOR approved policies	January 2023	June 2023	December 2023	Impressive	Outstanding	

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/dep artments	January 2023	June 2023	December 2023	Very Impressive	very satisfactory	
15	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	Records of GS documents/ Approval/ distribution etc	January 2023	June 2023	December 2023	Impressive	Outstanding	
16	Served clients with courtesy and friendly service	Satisfied Clients	January 2023	June 2023	December 2023	Very Impressive	Outstanding	
17	No. of Graduate School related accreditation documents monitored and managed (ISO, AACCUP)	Compilation of GS accreditation documents	January 2023	June 2023	December 2023	Impressive	very satisfactory	

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

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

Prepared by:

ANABELLA B. TULIN
Unit Head

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023
Name of Staff: <u>MARK JOSHUA S. QUEVEDO</u>   Position: <u>EDUCATION PROGRAM SPECIALIST II</u>

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				

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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	59				
Average Score					

Overall recommendation : *OUTSTANDING*

ANABELLA B. TULIN
Printed Name and Signature
Head of Office

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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARK JOSHUA S. QUEVEDO
Performance Rating: _4.92_

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

Proposed Interventions to Improve Performance:

Date: <u>July 2023</u>   Target Date: <u>December 2023</u>

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

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Result: <u>Several Graduate Degree programs were awarded with COPC, others are still on-going evaluation</u>

Date: <u>July 2023</u>   Target Date: <u>December 2023</u>

Next Step: <u>Continue to assist and coordinate with concerned departments for the compliance of their offered graduate degree programs for CHED COPC and attend several trainings/conferences related to graduate degree program development.</u>

Outcome: <u>Coordination and communication was maintained all throughout the duration of the evaluation</u>

Final Step/Recommendation:

<u>Continuous coordination with CHED counterpart to ensure all graduate degree programs are in compliance and to perform best practices in the workplace</u>

Prepared by:

ANABELLA B. TULIN
Unit Head

Conforme:

MARK JOSHUA S. QUEVEDO
Name of Ratee Faculty/Staff