



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:


ANICETA M. LUMACAD
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, **Aniceta M. Lumacad**, 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 - December, 2023**.

Aniceta M. Lumacad
ANICETA M. LUMACAD
 Ratee
 1/16/2024

Approved: *Anabella B. Tulin*
ANABELLA B. TULIN
 Head of Unit
 1/16/2024

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance Education Services	Graduate Degree Program Management Services No. of graduate degree program offered and monitored No. of graduate curricular Program documents prepared, monitored and facilitated for evaluation No. of graduate instructional materials for online learning facilitated for evaluation and monitored	• No. of Graduate Faculty appointments reviewed and countersigned for approval	15	46	5	5	5	5	
		• No. of graduate curricular Program documents prepared, monitored and facilitated for evaluation	3	4	5	5	5	5	
		• No. of OBE Syllabus/Instructional materials for graduate courses for online learning facilitated for evaluation and monitored	15	Face To Face	-	-	-	-	
		➤ No. of Submitted Curriculum & Instruction materials for graduate programs.	-	13	5	5	5	5	
	Graduate Student Management Services 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	85	150	5	5	5	5	
		• No. of graduate student requirements for graduation checked/reviewed for approval/signature by the Dean of the Graduate School	200	40	4	5	5	4.67	
		• No. of graduate students monitored and facilitated during enrollment	300	479	5	5	5	5.00	
		➤ No. of Graduate Doctoral Student facilitated for public Dissertation presentation.	-	1	5	5	5	5.00	
Support to Operations	Program & Institutional Accreditation Services	• No. of Graduate School related accreditation documents prepared and managed (ISO, AACUP, others)	300	30	4	5	5	4.67	
		• No. of accreditation related orientations/ trainings/ workshop, etc. attended as representative of the Graduate School	2	3	5	5	5	5.00	
	Administrative and Facilitative Services	• No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School ➤ Sending communications/information thru emails, IP's and phone calls	50	26	4	5	5	4.67	

[illegible]

Average Rating (Total Over-all rating divided by 4)	97.03/20	4.85
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend trainings that will enhance skills.

Evaluated & 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

1-Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: ANICETA M. LUMACAD

Position: ADMINISTRATIVE OFFICER 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		58				

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		4.83				

Overall recommendation : _____


ANABELLA B. TULIN
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Graduate School

Head of Office: Dr. Anabella B. Tulin

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	-	Graduate School Staff Meeting	Assist the graduate school secretary in drafting/finalization of communications and sending out thru emails and IPs	Phone calls to other Departments/offices that offer graduate degree program for information of related graduate schools activities	Acted as alternate document records controller (dDRC)
Coaching	-	Working as a team			

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

Conducted by:

Noted by:


ANABELLA B. TULIN
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To Sustain the outstanding rating
To become an effective Administrative Staff

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: December 31, 2023

First Step:
Attends training that will enhance skills as effective administrative staff

Result:
Attended trainings in relation to current responsibility as an Administrative Staff.

Date: January 1, 2024

Target Date: June 30, 2024

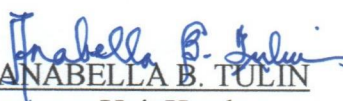
Next Step:
Attends related trainings/conferences that will enhance skills in relation to current responsibility

Outcome: Best practices in the workplace


Final Step/Recommendation:

To perform the best practices in the workplace

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


ANICETA M. LUMACAD
Name of Ratee