



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%	1.48
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARK JOSHUA S. QUEVEDO
Name of Staff

Reviewed by:

ANABELLA B. TULIN
Dean, Graduate School

Recommending Approval:

ANABELLA B. TULIN
Dean, Graduate School

Approved:

BEATRIZ S. BELONIAS
Vice President

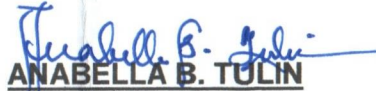
"Exhibit B"

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 accomplishment in accordance with the indicated measures for the period January to June, 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	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%	-12.9%	5	4	5	4.67	This decrease could be due to the pandemic	
	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	26	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	27	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	358	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	3	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	5	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, 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:

Assigned tasks are met inspite of hectic schedule

Evaluated and Rated by:


ANABELLA B. TULIN
 DEAN, Graduate School


Date: _____

Recommending Approval:


ANABELLA B. TULIN
 DEAN, Graduate School

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: _____

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

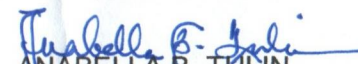
7	awarded scholarship/assistantship with monitored	progress of students with GS scholarship/assistantship	2022					
8	Monitor graduate students enrolled with thesis/Special problem/dissertation	Keep track on their Thesis/SP/ Dissertation progress. Facilitate manuscript formatting	January 2022	June 2022	June 2022			
9	No. of international graduate students assisted in the processing for admission and other concerns	Ensure that all document processed/ concerns are addressed	January 2022	June 2022	June 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	January 2022	June 2022	June 2022			
11	No. of departments offering graduate programs monitored	Ensure related documents are compliant with CHED and other accrediting institutions	January 2022	June 2022	June 2022			
12	Number of graduate school council/faculty meetings	Facilitated meetings	January 2022	June 2022	June 2022			
13	No. of BOR approved administrative policies implemented	Implementation of BOR approved policies	January 2022	June 2022	June 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	January 2022	June 2022	June 2022			
15	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	Records of GS documents/ Approval/ distribution etc	January 2022	June 2022	June 2022			
16	Served clients with courtesy and friendly service	Satisfied Clients	January 2022	June 2022	June 2022			
17	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	Compilation of GS accreditation documents	January 2022	June 2022	June 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

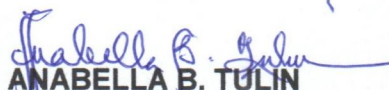
Head of Office: Anabella B. Tulin

Name of Personnel: Mark Joshua S. Quevedo

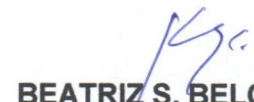
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring				One-on-one monitoring whenever necessary	
Coaching				One-on-One coaching as needed	

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARK JOSHUA S. QUEVEDO

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 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: January 2022 Target Date: June 2022

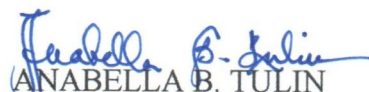
Next Step: Continue to assist and coordinate with concerned departments for the compliance of their offered graduate degree programs for CHED COPC

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