



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CLAUDETTE MELI HOFF E. GARDUCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Claudette Meli Hoff E. Garduce
CLAUDETTE MELI HOFF E. GARDUCE
Name of Staff

Reviewed by:

Anabella B. Tulin
ANABELLA B. TULIN
Department/Office Head

Recommending Approval:

Anabella B. Tulin
ANABELLA B. TULIN
Dean/Director

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CLAUDETTE MELI HOFF E. GARDUCE**, 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 December, 2023.

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CLAUDETTE MELI HOFF E. GARDUCE

Approved:

Anabella B. Tulin
ANABELLA B. TULIN

Head of Unit

Ratee

1/16/2024

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										
ODGS MFO 1. Graduate Degree Program Management Services										
	Number of graduate school publications released/published	Produced & published online the GradNewsLine Vol. 11, No. 2 (July-December 2023 issue)	1	1	5	5	5	5		
		Produced & published online the Science and Humanities Journal Vol. 18 (December 2023 issue)	5	6	5	5	5	5		
		Facilitate and manage papers to be included in Science and Humanities 2022 issue	20	25	5	5	5	5		
	Number of news articles prepared and submitted	Write and submit news articles related to OGS activities, programs, graduate staff and students for GradNewsLine Vol. 11, No. 2 (July-December 2023 issue)	12	6	5	5	5	5		
	Number of articles gathered and facilitated for the Science & Humanities Journal 2022	Coordinate with the S&H Journal Editor-in-Chief and members editorial board, and gather possible articles for inclusion in the 2023 issue and submit to the identified reviewers for review	5	6	5	5	5	5		
	Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for	Conceptualized, layout and produced certificates, tarpaulins, programs, and other IEC material	10	10	5	5	5	5		

	GS purposes	Conceptualized and produced OGS promotional video	1	3	4	5	4	4.3	
	Additional Output	Number of orientation – workshop conducted/facilitated	5	5	5	4	5	4.6	
ODGS MFO 2. Graduate Student Management Services									
	Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	Respond to queries and provide necessary/requested information and documents to students, faculty and other clients	50	40	4	5	5	4.6	
	Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser. 2019	Review and edit the format and style of graduate manuscripts	30	20	5	5	5	5	
UMFO 5. Support to Operations (STO)									
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	4	4	5	4.3	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 11)	52.8/11	4.80
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Regularly attend technical trainings and workshops related to career development

Evaluated and Rated by:

Anabella B. Tulin
ANABELLA B. TULIN
 DEAN, Graduate School

Date: 1/16/24

Recommending Approval:

Anabella B. Tulin
ANABELLA B. TULIN
 DEAN, Graduate School

Date: 1/16/24

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: 01/21/24

PERFORMANCE MONITORING FORM

Name of Employee: Claudette Meli Hoff E. Garduce


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	Write and submit news articles related to ODGS activities, programs, graduate staff and students for GradNewsLine	News articles for GradNewsLine	July 2023	December 2023	November 2023			
2	Coordinate with S & H Journal Editor-in-Chief and members of the editorial board. Gather possible articles for inclusion in the 2022 issue and submit to identified reviewers for review	Possible articles submitted to identified reviewers	July 2023	December 2023	November 2023			
3	Produce and publish Gradnewsline	Produced and published online GradNewsLine	July 2023	December 2023	December 2023			
5	Respond to queries and provide necessary/requested information and documents to students, faculty and other clients	Provided requested information and documents to students, faculty and other clients	July 2023	December 2023	December 2023			

6	Manage the Graduate School FB Page	Answer queries in the Graduate School FB Page	July 2023	December 2023	December 2023			
7	Review and edit the format and style of graduate manuscripts	Reviewed and edited the format and style of graduate manuscripts	July 2023	December 2023	December 2023			

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

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

Prepared by:


Anabella B. Fulin
Unit Head

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

Name of Personnel: Claudette Meli Hoff E. Garduce


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Graduate School Publications (GradNewsLine & Science and Humanities Journal)	/		Facilitate authors and reviewers of the publication process	Pay a visit, compose and send emails to authors and reviewers of Science and Humanities Journal	Completed and keep publications updated
2. VSU Graduate School Facebook Page	/	/	Answer queries and questions with regards to Graduate School admission and enrollment process	Respond to queries and questions in Facebook messenger sent by graduate school students and aspiring graduate students	Respond to questions and keep students posted about Graduate School events, memo, etc.

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: July-December 2023

Name of Staff: CLAUDETTE MELI HOFF E. GARDUCE Position: EDUCATION RESEARCH ASSISTANT

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	58				
Average Score	4.83				

Overall recommendation : OUTSTANDING


ANABELLA B. TULIN

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLAUDETTE MELI HOFF E. GARDUCE

Performance Rating: 4.83

Aim: To gather, facilitate and manage more articles for possible publications for Science and Humanities Journal

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: September 2023

First Step: Promote SHJ online through creating a post calling for submissions for articles for possible publication in SHJ

Result: More articles for Science and Humanities Journal Publication

Date: October 2023

Target Date: December 2023


Next Step: Timely coordination and communication with authors and reviewers to hasten publication

Outcome: More articles will be published on SHJ Publication


Final Step/Recommendation:

Timely coordination and communication with authors and reviewers

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


CLAUDETTE MELI HOFF E. GARDUCE
Name of Ratee Faculty/Staff