



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	4.98	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: OUTSTANDING

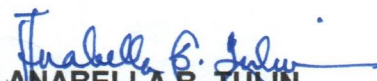
Prepared by:


MARICAR B. POSAS
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, MARICAR B. POSAS, of the Office of Dean 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 January to June, 2022.


MARICAR B. POSAS
Ratee

Approved: 
ANABELLA B. TULIN
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1: Advanced Education Services									
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 who rate timeliness of education delivery/supervision as	No. of graduate faculty appointments prepared/monitored/renewed	Monitor expiry date of appt. of grad faculty and prepared renewal of their appointment	15	19	5	5	5	5.00	
	No. Tentative and final list of candidates for graduation prepared and submitted	Prepare tentative/final list of candidates for graduation for AC/BOR approval	1	6	5	5	5	5.00	
	No. of graduate school co-curricular activities facilitated	Facilitate graduate students meetings and other activities	1	2	5	5	5	5.00	
	No. of graduate school meetings facilitated	Assist/facilitate graduate faculty, graduate school council meetings	1	2	5	5	5	5.00	
	No. of Graduate Advisory (GAC) nominations and change in composition	Review/endorse GAC nomination for Dean's action	45	62	5	5	5	5.00	

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

good or better.	reviewed and endorsed to Dean								
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	125	5	5	5	5.00	
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	424	5	4	5	4.67	
	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	5.00	
	No. of students changed their admission status from probationary to regular	Monitor admission status of graduate students	5	12	5	5	5	5.00	
	No. of students filed Leave of Absence	Advise graduate students to file Leave of Absence when they will not enroll the following semester	10	15	5	5	5	5.00	
	No. of students applied for readmission	Require graduate students to apply for readmission after they filed Leave of Absence	8	11	5	5	5	5.00	
	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	6	5	5	5	5.00	
Percentage of programs accredited Level 1-4.	No. of Departments given data for AACUP accreditation/ RQAT and for OPCR	Provide data needed for AACUP accreditation /RQAT	5	10	5	5	5	5.00	

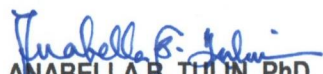
		and for OPCR							
Administrative Support Services	No. of Request received and acted on time	Act on clients requests	10	30	5	5	5	5.00	
	No. of Documents filed	File documents to their personal folders	50	50	5	5	5	5.00	
Efficient and customer-friendly frontline services	Zero percent complaint served	Serve clients with courtesy and friendly service	0	0	5	5	5	5.00	
Total over-all Rating									

Average Rating (Total Over-all rating divided by 4)	79.66/16	4.98
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:


Accomplished a lot of tasks in spite of COVID 19 pandemic.

Evaluated and Rated by:


ANABELLA B. TULIN, PhD
 Dean, Graduate School

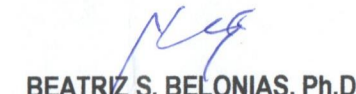
Date: _____

Recommending Approval:


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

Date: _____

Approved by:


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

Date: _____

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	January 2022	June 2022	June 2022			
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	January 2022	May 2022	May 2022			
3	Facilitated graduate students meetings and other activities		January 2022	June 2022	June 2022			
4	Assisted/facilitated graduate faculty , graduate school council meetings		January 2022	June 2022	June 2022			
5	Reviewed/endorsed GAC nomination for Dean's action	Approved forms	January 2022	June 2022	June 2022			
6	Reviewed/endorsed PCW for Dean's action	Approved forms	January 2022	June 2022	June 2022			
7	Assessed bills of graduate students	Submitted to Cash Division	January 2022	June 2022	June 2022			

8	Reviewed application for examination (qualifying, comprehensive and final) for Dean's action	Approved forms	January 2022	June 2022	June 2022			
9	Monitored admission status of graduate students	Approved forms	January 2022	June 2022	June 2022			
10	Advised graduate students to file Leave of Absence when they will not enroll the following semester	Approved forms	January 2022	June 2022	June 2022			
11	Required graduate students to apply for readmission after they filed Leave of Absence	Approved forms	January 2022	June 2022	June 2022			
12	Assisted and advised grad students who wish to change their degree program/major and minor fields	Approved forms	January 2022	June 2022	June 2022			
13	Provided data needed for AACUP accreditation /RQAT and for OPCR		January 2022	May 2022	May 2022			
14	Acted on clients requests	Approved Communications	January 2022	June 2022	June 2022			
15	Filed documents to their personal folders	Approved forms	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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MARICAR B. POSAS 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		4.92				
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						

Overall recommendation : _____


ANABELLA B. TULIN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARICAR B. POSAS

Performance Rating: _____

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: January 2022 Target Date: February 2022

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

Result: Orderly filed and updated documents

Date: March 2022 Target Date: June 2022

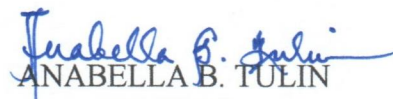
Next Step: Facilitate compliance and submission of needed records/ documents to concerned offices/departments/agencies

Outcome: Effective and efficient service to various clients


Final Step/Recommendation:

Constant updating of documents/records/files to facilitate compliance/submission to concerned offices/departments/agencies and for prompt and effective and efficient service to clients.

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


MARICAR B. POSAS
Name of Ratee Faculty/Staff