



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	4.91	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

"Exhibit B"

RECEIVED

23 DEC 2021

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 September to December, 2021.

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	32	32	5	4	5	4.67		
	PI 2. Total FTE Monitored	No. of Graduate Faculty FTE by departments computed and summarized for OPCR	190	190	5	5	5	5		
	PI 3. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	5%	4	5	4	5	4.67		
	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.	2	3	5	5	5	5		
	PI 5. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	24	5	5	5	5		
	PI 6. Number of graduate courses with syllabus/learning module	No. of OBTL Syllabus/instructional materials for graduate courses for online learning facilitated for evaluation and monitored	20	230	5	5	5	5		
	Additional Output	Number of graduate school publications updated and released	1	1	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	55	87	5	5	5	5		

	PI 2: Number of graduate students awarded with honors/distinction	No. of graduate students awarded with honors distinctions.	15	1 Highest GPA for graduate student (No honor program was conducted)	5	5	5	5	
	PI 3. Number of graduate students enrolled in research program monitored	Monitor graduate students enrolled with thesis/Special problem/dissertation	150	404	5	5	5	5	
	PI 4. Number of international graduate students monitored	No. of international graduate students assisted in the processing for admission and other concerns	2	2	5	5	5	5	
	PI 5 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	50	60	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	25	5	5	5	5	
	PI 2: Number of graduate school/university committees/board/council chaired and conducted	Number of graduate school council/faculty meetings	2	5	5	5	5	5	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	2	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	4	31	5	5	5	5	
		No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	200	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)	4	34	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		4.95
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

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

Evaluated and Rated by:

Recommending Approval:

Approved by:


ANABELLA B. TULIN

DEAN, Graduate School

Date: 13 DEC 2021


ANABELLA B. TULIN

DEAN, Graduate School

Date: 13 DEC 2021


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 13 DEC 2021

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Sept 2021- Dec 2021

Name of Staff: MARK JOSHUA S. QUEVEDO

Position: EPS 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 his work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his 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	4.91				
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
 Name of Head