

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.78	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: — 4.74

Add: Additional Approved Points, if any: —

TOTAL NUMERICAL RATING: — 4.74

FINAL NUMERICAL RATING — 4.74

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARK JOSHUA S. QUEVEDO

Name of Staff

Reviewed by:

MARILYN M. BELARMINO

Department/Office Head

Recommending Approval:

MARILYN M. BELARMINO

Director

Approved:

ROTACIO S. GRAVOSO

Vice President




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 Targets in accordance with the indicated measures for the period July to December 2024.


MARK JOSHUA S. QUEVEDO
Ratee

Approved:


MARILYN M. BELARMINO
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	31	5	5	5	5		
	PI 3. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	2%	12.1%	5	5	5	5		
	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	34	5	4	4	4.33		
	PI 5. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	37	4	4	5	4.33		
	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	169	4	4	5	4.33		
	Additional Output	Number of graduate school publications updated and released	1	2	5	5	4	4.67		

	PI 1: Number of graduate students awarded with scholarship/assistantship	No. of graduate students awarded with scholarship/assistantship monitored	20	20	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	11	4	5	5	4.67	
	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	100	5	5	5	5	
UMFO 5. Support to Operations (STO)									
ODGS 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	1	2	4	4	5	4.33	
	PI 3: Number of administrative policies approved by BOR implemented	No. of BOR approved administrative policies implemented	1	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	10	81	5	5	5	5	
		No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	152	5	4	5	4.67	
ODGS 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	13	5	5	5	5	
Total Over-all Rating								81.33	

Average Rating (Total Over-all rating divided by 17)	4.78	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.78	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Must attend relevant trainings and workshops regarding micro credentials, digitization, leadership and supervisory trainings.

Evaluated and Rated by:


MARILYN M. BELARMINO

Director, Graduate Education

Date: 1-13-25

Recommending Approval:


MARILYN M. BELARMINO

Director, Graduate Education

Date: 1-13-25

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Graduate School

Head of Office: Marilyn M. Belarmino

Name of Personnel: Mark Joshua S. Quevedo

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Student admission, enrollment, continuing graduate student program related requirements, graduating graduate students requirements	/		GS Memo on deadline schedules in the compliance of student requirements	Posting on the GS website regarding student requirement; provision of GS forms; citizen's charter	90% compliance
2. Implementation of graduate program related policies	/	/		Graduate student orientation program; Graduate Student Handbook; GS code	95% compliance
3. Implementation of approved graduate curricular programs/proposed graduate curricular programs	/	/		Info bulletin; individual graduate program brochures	100% implemented
4. Preparation of required documents needed for program/office accreditation	/	/	OP Memo on program AACCUP accreditation/office ISO/notice of meetings	QAC communication	100% compliance
5. Compliance/submission of required documents to concerned offices/agencies (CHED-BAR/BED requirements)	/	/		OVPPRGAS communication	100% compliance
6. Graduate School publications	/	/		Posting on the GS website regarding GS publication	Complete issues of grad news; Science & Humanities

					Journal on process
7. Graduate School Council/committee/faculty meetings		/	Notice of meetings	Email/Phone Call	100% Compliance
Coaching					
Provision of templates showing each students deficiencies	/	/		Check list of student files/records	
Giving of samples in the compliance of required documents	/	/			
Actual demo by experts on specific task requiring technical skills	/			Individual approach	

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

Conducted by:



MARILYN M. BELARMINO
Immediate Supervisor

Noted by:



ROTACIO S. GRAVOSO
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
GS MFO 1. Graduate Degree Program Management Services								
PI1: Number of graduate degree specializations offered and monitored	Coordinates the delivery of on campus graduate degree program	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as and RMascariñas	JULY-December 2024	x	x	x	x	Accomplished
PI2: Percentage increase in number of graduate students enrolled	Monitors the enrollment of on campus students	MM Belarmino, MJ Quevedo, AM Lumacad MBPosas,DJ Dalin-as and RMascariñas	JULY-December 2024	x	x	x	x	Accomplished
PI3. Number of graduate curricular program for evaluation by different entities facilitated and monitored	Monitors and facilitates the graduate curricular program for evaluation by different entities	MM Belarmino, CC Arradaza, AM Lumacad and MJ Quevedo	JULY-December 2024	x	x	x	x	Accomplished
PI4. Number of graduate faculty pursuing advanced study and conducting research monitored.	Monitors the graduate faculty pursuing advanced study evaluation by different entities	MM Belarmino, CC Arradaza, MJ Quevedo, AM Lumacad and MB Posas	JULY-December 2024	x	x	x	x	Accomplished
PI5. Number of graduate courses with OBE syllabus/learning module	Coordinates/facilitates the review of graduate courses with OBE syllabus/learning module	MM Belarmino, CC Arradaza, MJ Quevedo, AM Lumacad and MB Posas	JULY-December 2024	x	x	x	x	Accomplished

PI6: Percentage employment rate of graduate student graduates	Monitors the employment rate of graduate student graduates	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as	JULY-December 2024	x	x	x	x	Accomplished
PI7: Percentage increase in number of students who graduated within prescribed period	Monitors the number of students enrolled in on campus courses	MM Belarmino, MJ Quevedo, AM Lumacad, MB Posas, DJ Dalin-as	JULY-December 2024	x	x	x	x	Accomplished
Additional outputs:								
Number of graduate school publications updated and released	Coordinates/facilitates the review, reproduction and distribution of graduate school publications updated and released	MM Belarmino, MJ Quevedo, CMH Garduce and VA Almeroda	JULY-December 2024	x	x	x	x	Accomplished
Number of orientation-workshop conducted and facilitated	Serves as chair/member of working committees in various events in the university	MM Belarmino, CC Arradaza, MJ Quevedo, AM Lumacad, CMH Garduce and RMascariñas	JULY-December 2024	x	x	x	x	Accomplished
GS MFO 2. Graduate Student Management Services								
PI1: Number of graduate students awarded with scholarship/assistantship	Monitors the graduate students awarded with scholarship/assistantship	MM Belarmino, MJ Quevedo and MB Posas	JULY-December 2024	x	x	x	x	Accomplished
PI2: Number of graduate students enrolled in research program monitored	Monitors the graduate students enrolled in research program	MM Belarmino and MB Posas	JULY-December 2024	x	x	x	x	Accomplished
PI3: Number of international graduate students monitored	Monitors the international graduate students	MM Belarmino, MJ Quevedo, AM Lumacad and MB	JULY-December 2024	x	x	x	x	Accomplished

		Posas						
PI4: Number of graduate students monitored	Monitors the enrollment of on campus students	MM Belarmino, MJ Quevedo, CMH Garduce, AM Lumacad and MB Posas	JULY-December 2024	x	x	x	x	Accomplished
UMF0 5: Support to Operations (STO)								
GS MFO 1. Administrative and Facilitative Services								
PI1: Number of colleges and academic departments offering graduate programs monitored & coordinated	Coordinates the offering of on campus courses	MM Belarmino, MJ Quevedo, MB Posas, AM Lumacad, and DJ Dalin-as	JULY-December 2024	x	x	x	x	Accomplished
PI2: Number of graduate school/university committees/boards/council chaired & coordinated	Serves as chair/member of working committees in various events in the university	MM Belarmino, MJ Quevedo, AM Lumacad	JULY-December 2024	x	x	x	x	Accomplished
PI3: Number of administrative policies approved by Approving body	Serves as chair/member of working committees in various events in the university	MM Belarmino, CC Arradaza, MJ Quevedo and AM Lumacad	JULY-December 2024	x	x	x	x	Accomplished
PI 4: Number of documents/records managed	To prepare/review/process reports/documents required by the university	MM Belarmino, CC Arradaza, MJ Quevedo, MB Posas, RMascariñas and DJ Dalin-as	JULY-December 2024	x	x	x	x	Accomplished
GS MFO 2. Efficient Customer-Friendly Assistance								
PI1: Efficient and customer-friendly frontline service	To provide efficient and customer-friendly frontline service	All GE staff	JULY-December 2024	x	x	x	x	Accomplished

GS MFO 7. Program & Institutional Accreditation Services								
PI3: Number of graduate degree program facilitated for evaluation by accrediting agency	Monitor and facilitate graduate degree program for evaluation by accrediting agency	MM Belarmino, CCarradaza,MJ Quevedo, AM Lumacad, MBPosas and concerned departments	JULY-December 2024	x	x	x	x	Accomplished

Prepared by:


MARILYN M. BELARMINO
 Director Graduate Education

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	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
2	No. of Increase in graduate students enrolled	List of Graduate students enrolled per semester	July 2024	December 2024	September 2024	Very impressive	Outstanding	Outstanding
3	No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	Graduate Programs are compliant with accrediting institution	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
4	Monitor graduate faculty pursuing advance study (PhD)		July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
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	July 2024	December 2024	December 2024	Impressive	very satisfactory	very satisfactory
6	Number of graduate school publications updated and released	Updated publications and other materials	July 2024	December 2024	December 2024	Impressive	very satisfactory	very satisfactory

7	No. of graduate students awarded with scholarship/assistantship monitored	Monitored progress of students with GS scholarship/assistantship	July 2024	December 2024	October 2024	Impressive	Outstanding	Outstanding
8	Monitor graduate students enrolled with thesis/Special problem/dissertation	Keep track on their Thesis/SP/ Dissertation progress. Facilitate manuscript formatting	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
9	No. of international graduate students assisted in the processing for admission and other concerns	Ensure that all document processed/ concerns are addressed	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
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	July 2024	December 2024	September 2024	Impressive	Outstanding	Outstanding
11	No. of departments offering graduate programs monitored	Ensure related documents are compliant with CHED and other accrediting institutions	July 2024	December 2024	December 2024	Impressive	very satisfactory	very satisfactory
12	Number of graduate school council/faculty meetings	Facilitated meetings	July 2024	December 2024	December 2024	Impressive	very satisfactory	very satisfactory
13	No. of BOR approved administrative policies implemented	Implementation of BOR approved policies	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding

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	July 2024	December 2024	December 2024	Very Impressive	very satisfactory	very satisfactory
15	No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	Records of GS documents/ Approval/ distribution etc	July 2024	December 2024	December 2024	Impressive	Outstanding	Outstanding
16	Served clients with courtesy and friendly service	Satisfied Clients	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Outstanding
17	No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	Compilation of GS accreditation documents	July 2024	December 2024	December 2024	Impressive	very satisfactory	very satisfactory

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

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

Prepared by:


MARILYN M. BELARMINO
Unit Head

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: July 2024 Target Date: December 2024

First Step: Act as coordinator with CHED for the Certificate of Program Compliance for graduate degree programs evaluation and other graduate program related concerns

Result: Several Graduate Degree programs were awarded with COPC, others are still on-going evaluation

Date: July 2024 Target Date: December 2024


Next Step: Continue to assist and coordinate with concerned departments for the compliance of their offered graduate degree programs for CHED COPC and attend several trainings/conferences related to graduate degree program development

Outcome: Coordination and communication were 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 and to perform best practices in the workplace

Prepared by:


MARILYN M. BELARMINO
Unit Head

Conforme:


MARK JOSHUA S. QUEVEDO
Name of Ratee Faculty/Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2024

Name of Staff: MARK JOSHUA S. QUEVEDO Position: EDUCATION PROGRAM SPECIALIST 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					
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 : OUTSTANDING


MARILYN M. BELARMINO
 Director, Graduate Education