



**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  
Department/Office Head

Recommending Approval:

ANABELLA B. TULIN  
Dean/Director

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 accomplishments in accordance with the indicated measures for the period January to June, 2023.

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	27	28	5	4	5	4.67		
	PI 2. Percentage Increase in number of graduate students enrolled	No. of Increase in graduate students enrolled	5%	-6.88%	5	5	5	5		
	PI 3. 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	20	5	4	5	4.67		
	PI 4. Number of graduate faculty pursuing advanced study	Monitor graduate faculty pursuing advance study (PhD)	10	26	5	5	5	5		
	PI 5. 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	40	5	5	5	5		
	PI6: Percentage employment rate of graduate student graduates	No. of graduate student graduates who are employed in SUCs, and other industry	75%	80%	5	5	5	5		
	PI7: Percentage increase in number of students who graduated within prescribed period	No. of graduate students who graduated on time based on their admission letter	80%	80%	5	5	5	5		
	Additional Output	Number of graduate school publications updated and released	1	2	5	5	5	5		



		Number of orientation-workshop conducted and facilitated	1		5	5	5	5	
<b>ODGS MFO 2. Graduate Student Management Services</b>									
	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	5	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	100	5	5	5	5	
<b>UMFO 2. Support to Operations (STO)</b>									
<b>ODGS MFO 1. Administrative and Facilitative Services</b>									
	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	5	5	5	5	
	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	139	5	5	5	5	
		No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production)	120	130	5	5	5	5	

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
ODGS MFO 7. Program & 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	4	5	4.67
Total Over-all Rating								

Average Rating (Total Over-all rating divided by 4)	99.01/20	4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

*Must attend more trainings and workshops related to the position to further broaden knowledge and experience*

Evaluated and Rated by:

*Anabella B. Tulin*  
ANABELLA B. TULIN

DEAN, Graduate School

Date: 7/12/2023

Recommending Approval:

*Anabella B. Tulin*  
ANABELLA B. TULIN

DEAN, Graduate School

Date: 7/12/2023

Approved by:

*Beatriz S. Belonias*

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/13/2023



## PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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			
<b>Monitoring</b>					
1. Student admission, enrollment, continuing graduate student program related requirements, graduating graduate students requirements	/		OGS 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/subject for the lifting of CHED memo on the offering of new graduate curricular programs
4. Preparation of required documents needed for program/office accreditation	/	/	OP Memo on program AACUP accreditation/office ISO/notice of meetings	QAC communication	100% compliance
5. Compliance/submission of required documents to concerned offices/agencies (CHED-BAR/BED requirements)	/	/		CHED/OVPPRGEA communication/ Internet Protocol	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	Internet Protocol	
<b>Coaching</b>					
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:

  
ANABELLA B. TULIN  
Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

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.**

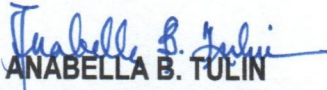
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		51				
Average Score		4.92				

Overall recommendation : OUTSTANDING

  
**ANABELLA B. TULIN**  
 Printed Name and Signature  
 Head of Office



## 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 2023 Target Date: June 2023

First Step: Act as coordinator with CHED for the Certificate of Program Compliance for graduate degree programs evaluation

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Result: The COPC program evaluation by CHED is currently still on-going

Date: January 2023 Target Date: June 2023

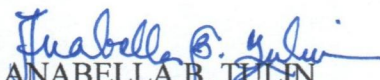
Next Step: Continue to assist and coordinate with concerned departments for the compliance of their offered graduate degree programs for CHED COPC

Outcome: Coordination and communication was maintained all throughout the duration of the evaluation

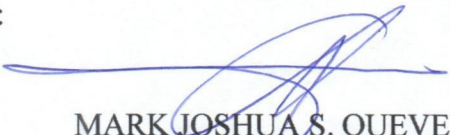
Final Step/Recommendation:

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