

AGENCY  
PERFORMANCE EVALUATION FORM  
For the rating period July to Dec. 2003

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9/24/03  
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YEE: Wilfredo T. Dacera  
ON: ECET I

OFFICE/DIVISION: LSU-RETDO

UNIT: Radio Station DYAC

PERFORMANCE

| Work/Activity  | Unit of Measure/Indicator                        | TARGETS AND ACCOMPLISHMENTS |        |                      |                      |               |        | RATINGS    |    |   |      |      |          |    |   |      |      |
|--|--|-----------------------------|--------|----------------------|----------------------|---------------|--------|------------|----|---|------|------|----------|----|---|------|------|
|  |  | QUANTITY                    |        | QUALITY              |                      | TIME          |        | SUPERVISOR |    |   |      |      | EMPLOYEE |    |   |      |      |
|  |  | Target                      | Accomp | Target               | Accomp               | Target        | Accomp | QN         | QL | T | APS  | EPS  | QN       | QL | T | APS  | EPS  |
| Incharge of the sign on/off of the transmitter and             | no. of times per studio, formed per day.         | 2                           | 2      | No va lid complaint. | No va lid complaint. | Daily         | Daily  | 6          | 10 | 6 | 7.33 | 2.19 | 6        | 10 | 6 | 7.33 | 2.19 |
| Maintain and repairs broadcast equipment.                      | no. of broadcast equipment maintained per day.   | 3                           | 5      | No va lid complaint. | No va lid complaint. | Daily         | Daily  | 10         | 10 | 6 | 8.66 | 2.16 | 10       | 10 | 6 | 8.66 | 2.16 |
| Maintains transmitter in good condition.                       | no. of broadcast transmitter maintained per day. | 1                           | 1      | No va lid complaint. | No va lid complaint. | Daily         | Daily  | 6          | 10 | 6 | 7.33 | 1.8  | 6        | 10 | 6 | 7.33 | 1.8  |
| Monitors operating logs during broadcast hours.                | monitored meter readings.                        | 1                           | 1      | No va lid complaint. | No va lid complaint. | Daily         | Daily  | 10         | 10 | 6 | 8.66 | 0.86 | 10       | 10 | 6 | 8.66 | 0.86 |
| Provide technical support during special coverages and events. | no. of special coverages and events.             | 2                           | 2      | No va lid complaint. | No va lid complaint. | As scheduled. |        | 10         | 10 | 6 | 8.66 | 0.86 | 10       | 10 | 6 | 8.66 | 0.86 |

Total Equivalent Point Score  
Multiply by Percentage Weight Allocation (70%)  
Weighted Average Score (WAS)

7.89 7.61 7.89  
7.70 7.70  
5.52 5.32 5.52

DO NOT AGREE ON THE ABOVE TARGETS:

Y. RAMIREZ  
WILFREDO T. DACERA  
Rate Date 3/17/2004

Legend:

QN - Quantity  
QL - Quality  
T - Timeliness  
APS - Average Point Score  
EPS - Equivalent Point Score

PERC Action:



**PART II: CRITICAL FACTORS**

|   | CRITICAL FACTORS  | RATINGS    |          | SUMMARY OF RATINGS                        |                      |                                     |                      |        |                         |
|---|---|------------|----------|---|----------------------|-------------------------------------|----------------------|--------|-------------------------|
|   |   | Supervisor | Employer | RATER                                     | Weighted Ave. Scores |                                     | Overall Point Scores | Weight | Overall Weighted Scores |
|   |   |            |          |   | Part I (70%)         | Part II (30%)                       |                      |        |                         |
| 1. COURTESY   | Polite, kind and thoughtful behaviors toward the public/clientele in manner of speech & actions   | 10         | 10       |   |                      |                                     |                      |        |                         |
| 2. HUMAN RELATIONS                                  | Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work station.   | 10         | 10       | Supervisor Rater                          | 5.27<br>(5.52)       | 2.64                                | (8.16)<br>7.46       | 52.5%  | (4.78)<br>4.17          |
| 3. PUNCTUALITY AND ATTENDANCE                       | Observed behavior of coming to office on time or to be present at work to complete assigned responsibilities  | 8          | 8        | Self Rater                                | 5.52<br>(5.27)       | 2.64                                | (6.16)<br>7.46       | 22.5%  | (1.83)<br>1.36          |
| 4. INITIATIVE                                       | Starts action, projects and performs assigned tasks without being told and under minimal supervision  | 8          | 8        | Subordinate Rater (s)                     | -                    | -                                   | -                    | -      | -                       |
| 5. LEADERSHIP (for supervisors only)                | The manner of guiding, influencing, motivating and developing confidence of subordinate work as a team and accomplish tasks, leading the organizational unit to achieve its goals and objectives enthusiastically | -          | -        | Peer Rater (s)                            | 7.00                 | 3.00                                | 10.00                | 12.5%  | 1.25                    |
|   |   |            |          | Client Rater (s)                          | 7.00                 | 3.00                                | 10.00                | 12.5%  | 1.25                    |
| 6. JUDGMENT/ DECISION MAKING (for supervisors only) | Ability to develop alternative solutions to problems, to evaluate fact or courses of actions, and reach sound decision and readiness to take action or commit oneself   | -          | -        | Total Overall Score                       |                      |                                     |                      |        | (8.61)<br>8.46          |
| 7. STRESS TOLERANCE                                 | Stability of performance under pressure or opposition   | 8          | 8        | Add: Rating on intervening task (if any)  |                      |                                     |                      |        | -                       |
| 8. OTHERS (Specify)                                 |   | -          | -        | FINAL NUMERICAL PERFORMANCE RATING        |                      |                                     |                      |        | (8.61)<br>8.46          |
|   | Total Point Scores  | 44         | 44       | EQUIVALENT ADJECTIVAL RATING              |                      |                                     |                      |        | Very Satisfactory       |
|   | Divide by # Entries   | 5          | 5        | WE DISCUSS AND AGREE TO THE ABOVE RATINGS |                      |                                     |                      |        |                         |
|   | Average Point Scores  | 8.8        | 8.8      | L.V. RAMIREZ                              |                      |                                     |                      |        |                         |
|   | Multiply by Part II Weight (30%)  | .30        | .30      | W.T. DACERA                               |                      |                                     |                      |        |                         |
|   | Weight Average Scores   | 2.64       | 2.64     | W.T. ALESNA                               |                      |                                     |                      |        | 3/19/2004               |
| COMMENTS AND RECOMMENDATIONS:                       |   |            |          | RATER                                     | Ratee                | Confirmed by Next Higher Supervisor | Date                 |        |                         |
|   |   |            |          | PERC Action:                              |                      |                                     |                      |        |                         |

AGENCY  
PERFORMANCE EVALUATION FORM  
For the rating period January to June 2003

EMPLOYEE: Wilfredo T. Decera

OFFICE/DIVISION REDCO-OVPRE

POSITION: ECET I

UNIT: Radio Station DYAC

PERFORMANCE

| S/N | Work/Activity  | Unit of Measure/Indicator                        | TARGETS AND ACCOMPLISHMENTS |        |                      |                      |               |               | RATINGS    |    |   |      |      |          |    |   |      |      |
|-----|--|--|-----------------------------|--------|----------------------|----------------------|---------------|---------------|------------|----|---|------|------|----------|----|---|------|------|
|     |  |  | QUANTITY                    |        | QUALITY              |                      | TIME          |               | SUPERVISOR |    |   |      |      | EMPLOYEE |    |   |      |      |
|     |  |  | Target                      | Accomp | Target               | Accomp               | Target        | Accomp        | QN         | QL | T | APS  | EPS  | QN       | QL | T | APS  | EPS  |
| 1   | Incharge of the sign on/off of the transmitter and studio.     | no. of time performed per day.                   | 2                           | 2      | No verbal complaint. | No verbal complaint. | Daily         | Daily         | 6          | 10 | 6 | 7.33 | 2.19 | 6        | 10 | 6 | 7.33 | 2.19 |
| 2   | Maintains and repairs broadcast equipment.                     | no. of broadcast equipment maintained per day.   | 3                           | 4      | No verbal complaint. | No verbal complaint. | Daily         | Daily         | 8          | 10 | 6 | 8.00 | 2.00 | 8        | 10 | 6 | 8.00 | 2.00 |
| 3   | Maintains transmitter in good condition.                       | no. of broadcast transmitter maintained per day. | 1                           | 1      | No verbal complaint. | No verbal complaint. | Daily         | Daily         | 6          | 10 | 6 | 7.33 | 1.83 | 6        | 10 | 6 | 7.33 | 1.83 |
| 4   | Monitors operating logs during broadcast hours.                | monitored meter reading.                         | 1                           | 1      | No verbal complaint. | No verbal complaint. | Daily         | Daily         | 6          | 10 | 6 | 7.33 | .73  | 6        | 10 | 6 | 7.33 | .73  |
| 5   | Provide technical support during special coverages and events. |  | 2                           | 2      | No verbal complaint. | No verbal complaint. | As scheduled. | As scheduled. | 6          | 10 | 6 | 7.33 | .73  | 6        | 10 | 6 | 7.33 | .73  |

Total Equivalent Point Score  
Multiply by Percentage Weight Allocation (70's)  
Weighted Average Score (WAS)

7.48  
7.48  
5.23

EMPLOYEE AND AGREE ON THE ABOVE TARGETS:

WILFREDO T. DECERA

WILFREDO T. DECERA

Ratee

Date 1/31/2003

Legend:

QN - Quantity  
QL - Quality  
T - Timeliness  
APS - Average Point Score  
EPS - Equivalent Point Score

PERC Action:



**PART II: CRITICAL FACTORS**

|  | CRITICAL FACTORS  | RATINGS    |          | SUMMARY OF RATINGS                        |                      |                                     |                      |                         |
|--|---|------------|----------|---|----------------------|-------------------------------------|----------------------|-------------------------|
|  |   | Supervisor | Employer | RATER                                     | Weighted Ave. Scores |                                     | Overall Point Scores | Overall Weighted Scores |
|  |   |            |          |   | Part I (70%)         | Part II (30%)                       |                      |                         |
| 1. COURTESY  | Polite, kind and thoughtful behaviors toward the public/clientele in manner of speech & actions   | 8          | 8        | Supervisor Rater                          | 5.83                 | 8.25                                | 7.54                 | 3.54                    |
| 2. HUMAN RELATIONS                                   | Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work station.   | 8          | 8        | Self Rater                                | 5.83                 | 8.4                                 | 7.63                 | 1.71                    |
| 3. PUNCTUALITY AND ATTENDANCE                        | Observed behavior of coming to office on time or to be present at work to complete assigned responsibilities  | 8          | 8        | Subordinate Rater (s)                     | -                    | -                                   | -                    | -                       |
| 4. INITIATIVE  | Starts action, projects and performs assigned tasks without being told and under minimal supervision  | 6          | 8        | Peer Rater (s)                            | 7.00                 | 3.00                                | 10.00                | 1.25                    |
| 5. LEADERSHIP (for supervisors only)                 | The manner of guiding, influencing, motivating and developing confidence of subordinate work as a team and accomplish tasks, leading the organizational unit to achieve its goals and objectives enthusiastically | -          | -        | Client Rater (s)                          | 6.53                 | 2.75                                | 9.22                 | 1.16                    |
| 6. JUDGEMENT/ DECISION MAKING (for supervisors only) | Ability to develop alternative solutions to problems, to evaluate fact or courses of actions, and reach sound decision and readiness to take action or commit oneself   | -          | -        | Total Overall Score                       |                      |                                     |                      | 8.06                    |
| 7. STRESS TOLERANCE                                  | Stability of performance under pressure or opposition   | 8          | 8        | Add: Rating on intervening task (if any)  |                      |                                     |                      | -                       |
| 8. OTHERS (Specify)                                  |   | -          | -        | FINAL NUMERICAL PERFORMANCE RATING        |                      |                                     |                      | 8.06                    |
|  | Total Point Scores  | 30         | 40       | EQUIVALENT ADJECTIVAL RATING              |                      |                                     |                      | Very Satisfactory       |
|  | Divide by # Entries   | 5          | 5        | WE DISCUSS AND AGREE TO THE ABOVE RATINGS |                      |                                     |                      |                         |
|  | Average Point Scores  | 7.6        | 8.00     |   |                      |                                     |                      |                         |
|  | Multiply by Part II Weight (30%)  | 2.30       | 2.40     |   |                      |                                     |                      |                         |
|  | Weight Average Scores   | 2.38       | 2.4      |   |                      |                                     |                      |                         |
| COMMENTS AND RECOMMENDATIONS:                        |   |            |          | RATER                                     | Ratee                | Confirmed by Next Higher Supervisor | Date                 |                         |
|  |   |            |          | PERC Action:                              |                      |                                     |                      |                         |

