



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Kathleen Mae B. Valencia**

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	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.90


FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


KATHLEEN MAE B. VALENCIA
Name of Staff


Reviewed by:


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

Recommending Approval:


SUZETTE B. LINA
Dean

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **KATHLEEN MAE B. VALENCIA**, production staff of **DYDC** commit to deliver and agreed to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period **JANUARY 1, 2024 TO JUNE 30, 2024**.

Prepared by:

KATHLEEN MAE B. VALENCIA

BPPA 2

July 12, 2024

Approved:

CHRISTINA A. GABRILLO

Station Manager, DYDC-FM

July 12, 2024


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPAAs MFO 3. Higher Education Management Services									
PAA11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	A 26. Other outputs	Assists in the livestreaming of radio programs	20.00	13	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES									
PAA11. Additional outputs	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								

	DYDC development radio programs with CON (College of Nursing) and various research centers in VSU	Assists in the livestreaming of radio programs	150.00	79	5	5	5	5.00	Developmental radio programs such as those in the research centers of VSU and colleges
UMFO 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MFO1									
PAA2: Number of radio programs developed and aired									
	SUKARANAY	Host/presenter / produce quality programs	100	52	5	5	5	5.00	Number of programs aired, Trending Hits, Sukaranay, Kalambuan News, Pun-i imong kahibalo, Vshowtime
	TRENDING HITS	Host/presenter / produce quality programs	110	52	4	5	5	4.67	
	PRODUCE NEWS FOR KALAMBUAN NEWS	Minimum of 5 news per day/Anchor	500	240	4	5	5	4.67	

	PRODUCE PLUGS, SPOTS	2 plugs per month	24	12	5	5	5	5.00	Plugs and radio spots for Sukaranay, VShowtime and various developmental programs.
	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Anchors live coverages of special events	4	7	5	5	5	5.00	
PAA3: Number of guests invited and interviewed on air	GUESTS LIVE AT DYDC	Interviews guests live at DYDC	30	20	5	5	5	5.00	Experts from VSU for TechTalk
PAA4: Number of clienteles/beneficiaries reached	RADIO AUDIENCE LOCAL & GLOBAL	Makes the programs attractive and interesting to radio audience	200,000.00	1,061,527	5	5	5	5.00	IP/TEXT MESSAGES & PHONE CALLS
PAA5: Number of text & IP messages, calls, and greetings made by listeners/viewers	THRU IP MESSAGING SYSTEM OF VSU, COMMENTS IN FB, AND PHONE CALLS RECEIVED	Reads on air comments from radio audience	3,000	2,872	5	5	5	5.00	Bisdak ni Bai, , FAV VISPOP, Trending Hits, Sukaranay, Vshowtime
PAA6: Number of songs in the playlist/requested	THRU THE MUSIC PROGRAMS	Thru Trending Hits	5,000.00	2,880	5	5	5	5.00	
PAA7	THRU SUKARANAY		1,000.00	572	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Ensures no complaint	0.00		5	5	5	5.00	ZERO COMPLAINT
PI 3: Additional Outputs	A 48. Other outputs,								


	UPDATE WEBSITE AND MANAGE FACEBOOK PAGE	posted contents both for facebook and website	20.00	12	5	5	5	5.00	
	DYDC MINUTES OF MEETING	DYDC staff meeting minutes	3.00	5	5	5	5	5.00	Meeting Regular
Total Over-all rating		74.34	Comments & Recommendations for Development Purpose: CONGRATULATIONS AND KEEP IT UP!						
Average Rating (total over-all rating divide by 4)		15.00							
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING		4.95							
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by:


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM


Date: July 12, 2024

Recommending Approval:


SUZETTE B. LINA
Dean

Date: July 11, 2024

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: July 30, 2024

1-Quality 2- Efficiency 3 -Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DYDC-FM


Head of Office: Ms. Mikaela M. Gongora

Number of Personnel: 4 REGULAR STAFF, 1 CASUAL, 1 JO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Done weekly		Production, technical & support staff			So far, they followed instructions and corrections to improve on their job performance and outputs.
Coaching					

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

Conducted by:


CHRISTINA A. GABRILLO
 Immediate Supervisor

Noted by:


ULDERICO B. ALVIOLA
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				JAN TO FEB	MAR TO APRIL	MAY TO JUNE	
MFO 5. Support to Operations	Participate in all activities conducted by the station and the university	Ms. Mikaela M. Gongora Ms. Kathleen Mae B. Valencia Mr. Arnel P. Gucela Mr. Louis P. Prado Mr. Eddie M. Israel	Jan-June 2024	70%	80%	80%	Participated actively in all activities

Prepared by:


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

PERFORMANCE MONITORING FORM

Name of Employee: **KATHLEEN MAE B. VALENCIA**

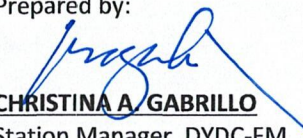
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Write communications and produce radio plugs for DYDC	Draft communications and produce radio plugs/jingle	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	
2	Record and write the minutes every staff meeting	Minutes of each staff meeting	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	
3	Write/produce/record <i>Kalambuan News</i>	Up-to-date and accurate reportage of local and national news	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	
4	Edit news, scripts, and actualities from BPPAs, interns, DevCom Students	Edited news/scripts ready for production and airing	Jan. 2024	June 2024	June 2024	Impressive	Outstanding	
5	Conduct outside broadcasts of major events in VSU	Conduct OBs of VSU Anniversary, Honors Convocation, etc.	Jan. 2024	June 2024	June 2024	Impressive	Outstanding	
6	Produce episodes for 2 development radio programs	Produce live guesting Program	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	
7	Handle 'Trending Hits' music program	Daily handling of music program to entertain and educate listeners	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	

8	Manage VSU DYDC 104.7 FM Facebook Page	Updated content of DYDC-FB including livestreaming of radio programs	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


CHRISTINA A. GABRILLO
 Station Manager, DYDC-FM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **KATHLEEN MAE B. VALENCIA**

Performance Rating: Outstanding

Aim: To improve audience interaction, produce more relevant Radio Programs and cover major events in VSU.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: January to June 2024

First Step: Improve radio programming, produce more regular episodes, and engage with more experts to partner with programs

Result:

Date: March 2024


Target Date: January to June 2024

Next Step: Will gain more knowledge in Broadcasting and Increase Audience Interaction

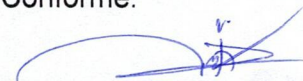
Outcome:

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

Conforme:


KATHLEEN MAE B. VALENCIA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2024 to June 2024

Name of Staff: Kathleen Mae B. Valencia Position: BPPA 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

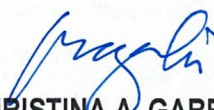
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		58 / 12 = 4.83				





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 : _____


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

