



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Carmela A. Yamada**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.61	30%	1.38
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CARMELA A. YAMADA
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO
Station Manager

Recommending Approval:

VICTOR B. ASIO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CARMELA A. YAMADA**, recording technician of **DYDC** commit 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 2020**.

Prepared by:

CARMELA A. YAMADA
Administrative Assistant 5

Approved:

CHRISTINA A. GABRILLO
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 4. EXTENSION SERVICES									
PAA11. Additional outputs	A 42. No. of extension-related awards (extrn. conducted by faculty or								
	DYDC development radio programs with VSU-PCC, NARC, PHILROOTCROPS, NCRC, & ATI-RTC8		2.00	6.00	5	5	5	5.00	Developmental radio programs such as those in the research centers of VSU: KAHIBAW KA, ABAKA KINI, MAGMALAMBU ON SA LAGUTMON, LUBI DABI & AGRI-ISTORYAHAY, etc.
UMFO 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									


DYDC-FM MFO1									
PAA1: Number of technical services rendered	RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL REACH	Handles PAMALIHUG SIBYA	900,000	995,000.00	5	5	4	4.67	ON RADIO SETS & FB LIVE DYDC WEBPAGES
	RECORDING AND ASSISTANCE TO HOSTS & DEVCOM STUDENTS	For all job requests	80	120.00	5	5	5	5.00	DAILY RECORDING FROM MONDAY TO FRIDAY
PAA2: Number of radio programs developed and aired	DEVCOM STUDENTS' RADIO PLUGS WITH THEIR TEACHER	Does editing and recording of DYDC radio plugs	200,000	363,232.00	5	5	5	5.00	RADIO PLUGS ON ORGANIC FARMING, HEALTH & WELLNESS, ENVIRONMENT,
	PAMALIHUG SIBYA AND GUEST	Handles the radio program	125	130.00	5	5	5	5.00	NUMBER OF PROGRAMS AIRED
	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Assists in the studio for the live coverages	2	5.00	5	5	4	4.67	NUMBER OF SPECIAL PROGRAM COVERAGES
PAA4: Number of clienteles/beneficiaries served	RADIO AUDIENCE LOCAL & GLOBAL	Does the computer log of all radio program audience's reach	400,000.00	997,991.00	5	5	5	5.00	LOCAL & GUESTS ABROAD THRU GOOGLE MEET
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	10,000	15,000.00	5	5	5	5.00	IP/TEXT MESSAGES & PHONE CALLS
PAA7: Number of public service announcements read on air	THRU PAMALIHUG SIBYA & ANNOUNCEMENTS	Handles the radio program	2,000.00	4,373.00	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)									

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Makes sure that there's no complaint filed	0.00	0.00	5	5	5	5.00	ZERO COMPLAINT
PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19								
	ASSISTANCE TO DYDC PROGRAM AFFILIATE-HOSTS	Serves as the console operator during livestreaming							
	CLEAN UP IN THE CR, KITCHEN AND SNACKS FOR GUESTS OF DYDC	Ensures a clean CR & Kitchen and provides snacks for DYDC guests	1.00	4.00	5	5	5	5.00	DARFO8, ATIRTC8, PHILRICE, UNIVERSITY OF MONTANA, USA, ETC.
Total Over-all rating		54.33							
Average Rating (total over-all rating divide by 4)		11							
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING		4.94							
ADJECTIVAL RATING		Outstanding							

Comments & Recommendations for Development Purpose:

Great job again. Keep it up.

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Department Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: CARMELA A. YAMADA

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	Do board work at the Master Control room and in the announcer's booth/operate any broadcast equipment of Radio Station DYDC FM, Mondays-Fridays/maintain the digital logbook	Dubbing, recording and mixing of radio programs/hosting of 1 radio program @ DYDC, <i>Pamalihug Sibya</i> /tabulated and posted all on air programs at the station.	January – June 2020	January – June 2020	January – June 2020	Very Impressive	Outstanding	
2	Provide technical support for DevCom students in their radio plugs, magazine, documentary and drama recording and mixing.	Audio-edited outputs of broadcasting students, DYDC and other requesting parties.	January – June 2020	January – June 2020	January – June 2020	Very Impressive	Outstanding	
3	Maintain recording facilities for regular use.	Well-maintained audio equipment.	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
4	Perform other tasks given by the station manager.	In-charge of petty cash/Clean-up of kitchen and female toilet.	January – June 2020	January – June 2020	January – June 2020	Very Impressive	Outstanding	

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

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

Prepared by:


DR. CHRISTINA A. GABRILLO
 Station Manager



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2020 to June 2020

Name of Staff: Carmela A. Yamada Position: Administrative Assistant V

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				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		22				
Average Score		4.4				

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Station Manager

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARMELA A. YAMADA

Performance Rating: Outstanding

Aim: To enhance more of my job performance, to support the administration, faculty, student, LGU, NGO in audio production and other administrative services

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January to June 2020

First Step: Attend a training seminar for administrative and technical services

Result: Improved customer service, work value, broadcast services.

Date: February 2020


Target Date: January to June 2020

Next Step: Conduct training for the students who need my services.


Outcome: The students will gain knowledge in audio processing and production.

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
Station Manager

Conforme:


CARMELA A. YAMADA
Name of Ratee Faculty/Staff