



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Arnel P. Gucela**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.93                    | 70%                      | 3.45                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.58                    | 30%                      | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.82</b>                             |

TOTAL NUMERICAL RATING: 4.82


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.82

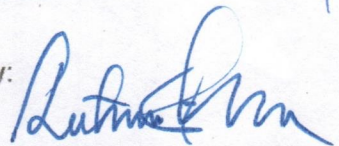
FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**ARNEL P. GUCELA**  
Name of Staff


Reviewed by:

  
**ROTACIO S. GRAVOSO**  
Station Manager


Noted:

  
**EDITHA G. CAGASAN**  
OIC Head, DDC

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean

Approved:

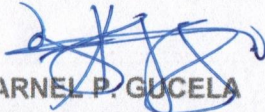
  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



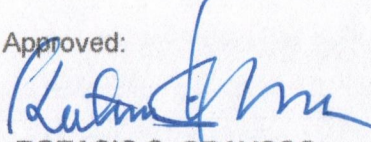
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNEL P. GUCELA**, technical staff of **DYDC** commit to deliver and agreed to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2022**.

Prepared by:

  
**ARNEL P. GUCELA**  
Administrative Aide 6

Approved:

  
**ROTACIO S. GRAVOSO**  
Station Manager

| MFO & PAPs   | Success Indicators  | Tasks Assigned                                | Target  | Actual Accomplish<br>ments | Rating         |                |                |                | Remarks                               |
|--|---|---|---------|----------------------------|----------------|----------------|----------------|----------------|---------------------------------------|
|  |   |   |         |                            | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                       |
| UMFO 5. SUPPORT TO OPERATIONS                                |   |   |         |                            |                |                |                |                |                                       |
| OVPAAs 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 | Shares the livestreaming link to VSU webpages | 400,000 | 961,500                    | 5              | 5              | 5              | 5.00           | ON RADIO SETS & FB LIVE DYDC WEBPAGES |
|  | SIGNING ON/OFF OF THE TRANSMITTER                                     | Does the sign on/off of the transmitter       | 170     | 230.00                     | 5              | 5              | 5              | 5.00           | DAILY SIGN/OFF FROM MONDAY-FRIDAY     |
|  | DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT               | Does the maintenance check and repair         | 20      | 20.00                      | 5              | 5              | 4              | 4.67           | REGULAR MAINTENANCE SCHEDULES         |



|   |  |   |             |         |   |   |   |      |   |
|---|--|---|-------------|---------|---|---|---|------|---|
|   | DYDC PRODUCTION STAFF, AFFILIATES                                      | Plays the sign on/off spiels and daily mass recorded                | 400,000     | 961,500 | 5 | 5 | 5 | 5.00 | AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b> |  |   |             |         |   |   |   |      |   |
| <b>PI 2.</b> Zero percent complaint from clients served     | <b>A 46.</b> Customerly friendly frontline services                    | Treats customers well   | 0.00        | 0.00    | 5 | 5 | 5 | 5.00 | ZERO COMPLAINT                            |
| <b>PI 3:</b> Additional Outputs                             | <b>A 48.</b> Other outputs implementing the new normal due to covid 19 |   |             |         |   |   |   |      |   |
|   | DDC & DYDC Broadcast equipment and airconditioners                     | Does the maintenance check and repair                               |             | 5.00    | 5 | 5 | 4 | 4.67 |   |
|   | DYDC Computer equipment including the softwares used                   | Maintains the computer equipment and downloads software for updates |             | 5.00    | 5 | 5 | 5 | 5.00 |   |
| Total Over-all rating                                       |  |   | 34.33       |         |   |   |   |      |   |
| Average Rating (total over-all rating divide by 4)          |  |   | 7.00        |         |   |   |   |      |   |
| Additional Points   |  |   |             |         |   |   |   |      |   |
| Approved Additional points with copy of approval)           |  |   |             |         |   |   |   |      |   |
| FINAL RATING  |  |   | 4.90        |         |   |   |   |      |   |
| ADJECTIVAL RATING   |  |   | Outstanding |         |   |   |   |      |   |

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

Evaluated & Rated by:

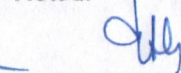


**ROTACIO S. GRAVOSO**

Station Manager

Date: \_\_\_\_\_

Noted:

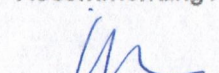


**EDITHA G. CAGASAN**

Department Head

Date: \_\_\_\_\_

Recommending Approval:

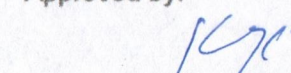


**VICTOR B. ASIO**

Dean

Date: \_\_\_\_\_

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: \_\_\_\_\_



## PERFORMANCE MONITORING FORM

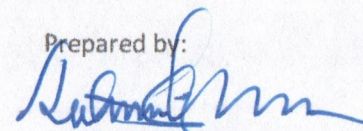
Name of Employee: ARNEL P. GUCELA

| 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        | Maintain computer software and hardware at DYDC                          | Updating of software and cleaning of computer units           | Jan – June 2022 | Jan – June 2022             | Jan – June 2022          | Very Impressive    | Outstanding                     |                         |
| 2        | Monitor online audio livestreaming                                       | Livestreaming of programs as possible                         | Jan – June 2022 | Jan – June 2022             | Jan – June 2022          | Impressive         | Outstanding                     |                         |
| 3        | Provide technical support for DevCom students and during office meetings | Smooth conduct of meetings and assistance to students         | Jan – June 2022 | Jan – June 2022             | Jan – June 2022          | Impressive         | Outstanding                     |                         |
| 4        | Clean assigned room and mini library                                     | Regularly cleaned rooms                                       | Jan – June 2022 | Jan – June 2022             | Jan – June 2022          | Impressive         | Outstanding                     |                         |
| 5        | Set-up broadcast equipment for audio livestreaming                       | For live coverage of special and big events of the university | Jan – June 2022 | Jan – June 2022             | Jan – June 2022          | Impressive         | Outstanding                     |                         |

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

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

Prepared by:


ROTACIO S. GRAVOSO

Station Manager





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2022 to June 2022

Name of Staff: Arnel P. Gucela Position: Administrative Aide VI

**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   |   | 55 / 12 = 4.58 |   |   |   |   |

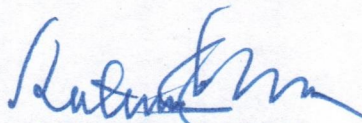
**Vision:**  
**Mission:**

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.



| 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  |   | 20    |   |   |   |  |
| Average Score  |   | 4.0   |   |   |   |  |

Overall recommendation : \_\_\_\_\_

  
**ROTACIO S. GRAVOSO**  
 Station Manager



### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNEL P. GUCELA

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: January to June 2022

First Step: To Attend Computer Related/I.T. Training

Result: Improved customer service and work values.

Date: March 2022

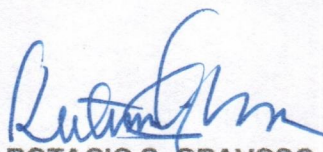
Target Date: January to June 2022

Next Step: Increase Computer Hardware and Software Troubleshooting/I.T. Knowledge

Outcome: Better Technical Service

Final Step/Recommendation:

Prepared by:

  
ROTACIO S. GRAVOSO  
Station Manager

Conforme:

  
ARNEL P. GUCELA  
Name of Ratee Faculty/Staff