



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Mikaela M. Gongora**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83 ^{4.88} 4.61	30%	1.44 ^{1.46} 1.38
TOTAL NUMERICAL RATING			4.94 ^{4.88}

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.94 ^{4.88}

4.94 ^{4.88}

4.94 ^{4.88}

OUTSTANDING

Prepared by:

MIKAELA M. GONGORA
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO
Head, DDC

Noted:

CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:

VICTOR B. ASIO
Dean


Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MIKAELA M. GONGORA, BROADCAST PRODUCTION SUPERVISOR** 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 **JULY 1, 2023 TO DECEMBER 23, 2023**.

Prepared by:


MIKAELA M. GONGORA
BPS
01/08/24

Approved:


CHRISTINA A. GABRILLO
Head, DDC
01/08/24

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									
OVPA MFO 3. Higher Education Management Services									
PAA11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	A 26. Other outputs	Involves in flexible learning management through DYDC educational programs co- led by the different research centers and departments of VSU	20	80	5	5	5	5.00	
		Finalizes the content of the programs before airing	20	80	5	5	5	5.00	

		Conducts a training/workshop with the affiliate research centers and departments of DYDC on how to produce a development program	1	1	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES									
PAA1. Additional outputs	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	DYDC development radio programs with various research centers of VSU and other gov't offices	Produces development programs with various research centers and departments of VSU	5	10	5	5	5	5.00	
		Establishes partnership with various research centers and departments of VSU as well as other gov't offices	5	10	5	5	5	5.00	
		Prepares a MOA for DYDC and Radyo Pilipinas Sogod joint development program and legalize the partnership between the abovementioned parties	1	1	5	5	5	5.00	

UMFO 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MFO1									
PAA2: Number of radio programs developed and aired									
	DEVELOPMENT PROGRAMS (<i>Pun-i Imong Kahibalo, TechTalk, etc.</i>)	Revives, produces and launches development programs anchored on health, and agriculture, among others; Host/Anchor	5	12	5	5	5	5.00	
	KALAMBUAN NEWS	Host/Anchor; Produces minimum of 2 news per day	200	480	5	5	5	5.00	
	PLUGS, SPOTS	Produces at least 5 plugs semiannually	5	26	5	5	5	5.00	
	JINGLE/RADIO DRAMA	Produces at least 1 jingle/radio drama semiannually	1	2	5	5	5	5.00	
	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Anchor/Host	2	4	5	5	5	5.00	
PAA3: Number of guests invited and interviewed on air	GUESTS INVITED AT DYDC	Interviews guests live at DYDC	20	60	5	5	5	5.00	


PAA4: Number of clienteles/beneficiaries reached	RADIO AUDIENCE LOCAL & GLOBAL	Facilitates, finalizes and supervises the programs of DYDC tailored to its target audience	200,000	882,119	5	5	5	5.00	
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	2,500	5,731	5	5	5	5.00	
PAA6: Number of public service announcements read on air	PSAs AIRED THRU KALAMBUAN NEWS AND OTHER PROGRAMS	Reads public service announcements	100	2,717	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint	A 46. Customer friendly	Ensures no complaint	0						
PI 3: Additional Outputs	A 48. Other outputs								
	GUIDELINES FOR THE MANAGEMENT ACTIVITIES OF DYDC	Formulates a new set of guidelines approved by OVPAF	1	1	5	5	5	5.00	
	IMPROVED DYDC PROGRAMS	Conducts formative assessments of DYDC development programs	3	6	5	5	5	5.00	
	IMPROVED DYDC BROADCAST CAPABILITY	Prepares a proposal to enhance DYDC broadcast capability and submit to the planning office of VSU for funding	1	1	5	5	5	5.00	
	UPDATED DYDC WEBPAGE AND FACEBOOK PAGE	Updates the contents of DYDC Webpage and Facebook page	10	20	5	5	5	5.00	

Total Over-all rating	95.00
Average Rating (total over-all rating divide by 4)	19.00
Additional Points	
Approved Additional points with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	Outstanding


Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!


Evaluated & Rated by:


CHRISTINA A. GABRILLO
 Department Head
 Date: 01/08/24


Noted:


CHRISTINA A. GABRILLO
 Department Head
 Date: 01/08/24

Recommending Approval:


VICTOR B. ASIO
 Dean
 Date: 01/10/24

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 01/11/24

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

PERFORMANCE MONITORING FORM

Name of Employee: **MIKAELA M. GONGORA**

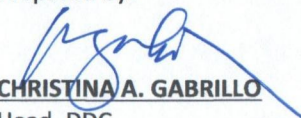
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Involve in flexible learning management of VSU	Educational programs co-led by the different research centers and departments of VSU	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	
2	Improve DYDC development programs	Training/workshop with the affiliate research centers and departments of DYDC on how to produce a development program; Formative assessments of DYDC development programs	July 2023	September 2023	September 2023	Very Impressive	Outstanding	
5	Produce development programs	Development programs anchored on agriculture, health, etc.	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	
6	Establish partnership with concerned offices/agencies to boost DYDC's reach	Partnership with various research centers and departments of VSU as well as other gov't agencies	July – Dec. 2023	July – Dec. 2023	September 2023	Very Impressive	Outstanding	
9	Produce development news	Minimum of two development news per day	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	
10	Produce radio plugs	Minimum of five radio plugs semiannually	July – Dec. 2023	July – Dec. 2023	October 2023	Very Impressive	Outstanding	

11	Produce jingle/radio drama	Minimum of one jingle/radio drama semiannually	July – Dec. 2023	July – Dec. 2023	October 2023	Very Impressive	Outstanding	
12	Interview guests live at DYDC	Minimum of twenty (20) guests semiannually	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	
13	Facilitate, finalize and supervise the programs of DYDC tailored to its target audience	Tailored fit programs to the needs of its target audience	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	
16	Formulate a new set of guidelines approved by OVPAF	New guidelines for the full and access of DYDC services provided to its clients	July – Dec. 2023	July – Dec. 2023	November 2023	Very Impressive	Outstanding	
18	Enhance DYDC broadcast capability	Proposal to enhance DYDC broadcast capability	July – Dec. 2023	July – Dec. 2023	October 2023	Very Impressive	Outstanding	
19	Manage DYDC Webpage and Facebook page	Updated contents on DYDC Webpage and Facebook page	July – Dec. 2023	July – Dec. 2023	July – Dec. 2023	Very Impressive	Outstanding	

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

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

Prepared by:


CHRISTINA A. GABRILLO
 Head, DDC



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2023 to December 2023

Name of Staff: Mikaela M. Gongora Position: Broadcast Production Supervisor


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		22				
Average Score		4.4				
Total Average Score		4.615				

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIKAELA M. GONGORA

Performance Rating: Outstanding

Aim: To improve audience interaction, produce more relevant radio programs, cover major events in VSU, and enhance DYDC broadcast capability and overall management

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: July to December 2023

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

Result: Improved DYDC programming, customer service, and other broadcast services

Date: September 2023


Target Date: July to December 2023

Next Step: Expand expertise in broadcasting through continuous learning and knowledge acquisition

Outcome:

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
Head, DDC

Conforme:


MIKAELA M. GONGORA
Name of Ratee Faculty/Staff