

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CARMELA A. YAMADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.984	70%	3.4888
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.9888

TOTAL NUMERICAL RATING: 4.9888


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.9888

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:



 CARMELA A. YAMADA
 Name of Staff


 CHRISTINA A. GABRILLO
 STATION MANAGER

Recommending Approval:



 BEATRIZ S. BELONIAS
 Dean/Director

Approved:


 REMBERTO A. PATINDOL
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARMELA A. YAMADA, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.


CARMELA A. YAMADA
 Ratee

Approved: 
CHRISTINA A. GABRILLO
 Head of Unit

NO.	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
OVPIMFO 8: Development Broadcasting and Communication Services									
DYDC-FM MFO1	PI1: Number of technical services rendered	ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM TO DYDC AS LABORATORY FOR INSTRUCTION	30	30	4	5	5	4.67	HANDS-ON EXPERIENCE AT THE ANNOUNCER'S BOOTH
		PROVIDED DUBBING, RECORDING, MIXING, AND EDITING SERVICES NOT ONLY TO VSU CLIENTS BUT ALSO TO CLIENTS OUTSIDE OF THE UNIVERSITY	40	50	5	5	5	5.00	AS SERVICE PROVIDER WITHIN AND OUTSIDE OF THE UNIVERSITY
	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	10	5	5	5	5	5.00	IN BETWEEN HOURLY & DAILY RADIO PROGRAMS
		EDITED AND AIRED DEVELOPMENT RADIO PLUGS ON ENVIRONMENT, HEALTH, AGRICULTURE, CLIMATE CHANGE, ANTI-PLAGIARISM, WOMEN'S RIGHTS, NO TO FAKE NEWS, ETC.	10	16	5	5	5	5.00	DEVELOPMENT PLUGS/SPOTS

		PRODUCED AND BROADCAST LIVE PAMALIHUG SIBYA	10	50	5	5	5	5.00	P.S.A
		GATHERED, WROTE SCRIPTS, RECORDED KALAMBUAN NEWS	15	112	5	5	5	5.00	DAILY NEWS PROGRAM AT 12NN AND A REPLAY AT 3PM
	PI3: Number of best practices/new initiatives	SERVED AS PROGRAM HOST ASIDE FROM HER TECHNICAL RESPONSIBILITIES	90	114	5	5	5	5.00	PAMALIHUG SIBYA AT 12NN-1PM
		MONITORED FB LIVE VIEWERS AND REACH REGULARLY	600,000	946,602	5	5	5	5.00	DONE DAILY/MONTHLY WITH THE SUMMARY
		FOLLOWED UP ADMINISTRATIVE MATTERS AS ASSIGNED BY THE STATION MANAGER	5	8	5	5	5	5.00	CAN DELIVER ON TIME URGENT TASKS
		CLEANED REGULARLY THE KITCHEN, CR FOR GIRLS	114	119 days	5	5	5	5.00	DONE DAILY
	PI4: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	5	10	5	5	5	5.00	FOR THEIR RADIO PROGRAMS Pamalihug Sibya
	PI5: Number of clientele/beneficiaries served	SHOWN IN A NUMBER OF ENGAGEMENTS IN DYDC-FM FB PAGE	10,000	24,469	5	5	5	5.00	CLIENTS/BENEFICIARIES Pamalihug Sibya
	PI6: Number of queries served on	REPLIED TO QUERIES OR COMMENTS BY PHONE OR FACEBOOK	30	60	5	5	5	5.00	QUERIES Pamalihug Sibya

	PI7: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS/LIVESTREAMING	500	1,283	5	5	5	5.00	TEXT MESSAGES, callers, queries Pamalihug sibya
	PI8: Number of voice callers received	RECEIVED VOICE CALLS	10	18	5	5	5	5.00	VOICE CALLS Pamalihug Sibya
	PI9: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	500	977	5	5	5	5.00	IP MESSAGES Pamalihug Sibya
	PI10: Number of songs in the playlist/requested songs played	LOOKED FOR SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	200	384	5	5	5	5.00	REQUESTED SONGS Pamalihug Sibya, Pinchitted Afternoon Delights
	PI11: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	400	566	5	5	5	5.00	PSAs Pamalihug Sibya
	PI12: Number of studio visitors had their greetings on air	RECEIVED STUDIO VISITORS AND GUESTS FROM SUCS, OTHER ORGANIZATIONS	20	30	5	5	5	5.00	NAVAL STATE U, PACE, ABS-CBN, ETC.
	PI13: Number of student-interns supervised	ORIENT STUDENTS ON THE POLICIES OF DYDC-FM	10	15	5	5	5	5.00	FOR ON AND OFF CAMPUS

UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
OVPIMFO 2: Efficeint Customer-Friendly Assistance									
DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating			104.67		<div style="border: 1px solid black; padding: 10px; text-align: center;"> Comments & Recommendations for Development Purpose <i>Great performance. Keep it up!</i> </div>				
Average Rating (Total Over-all rating divided by 4)			21						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.984						
ADJECTIVE RATING			Outstanding						

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Dept/Unit Head

Date: _____

Recommending Approval


BEATRIZ S. BELONIAS

Dean/Director

Date: _____

Approved by:


REMBERTO A. PATINDOL

Vice President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018 to June 30, 2018Name of Staff: CARMELA A. YAMADAPosition: ADMINISTRATIVE ASSISTANT 5

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 fails 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 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		60				
Average Score		5.0				

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. 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	5.0					

Overall recommendation : _____


 CHRISTINA A. GABRILLO, PhD
 Name of Head

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 2018-June 2018	January-June 2018	January-June 2018	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 2018-June 2018	January-June 2018	January-June 2018	Very Impressive	Outstanding	
3	Maintain recording facilities for regular use.	Well-maintained audio equipment.	January 2018-June 2018	January-June 2018	January-June 2018	Impressive	Outstanding	
4	Perform other tasks given by the station manager.	In-charge of petty cash/Clean-up of kitchen and female toilet.	January 2018-June 2018	January-June 2018	January-June 2018	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

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 2018

Target Date: January to June 2018

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

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

Date: April 2018

Target Date: January to June 2018

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