

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: BUEN JOSEF C. ANDRADE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.0	30%	1.500
TOTAL NUMERICAL RATING			4.874

TOTAL NUMERICAL RATING: 4.874

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.874

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
BUEN JOSEF C. ANDRADE  
Name of Staff

Reviewed by:

  
CHRISTINA A. GABRILLO  
STATION MANAGER

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, BUEN JOSEF ANDRADE, of the DYDC-FM 104.7 MHz, commit to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2016.

**BUEN JOSEF C. ANDRADE**  
Ratee

Approved:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATIONS										
OVPIMFO 8: Development Broadcasting and Communication Services										
DYDC-FM MFO1	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	CRAGABRILLO, BUEN ANDRADE, CLAUDINE GICA, RUEL BUGNOS, & CARMELA YAMADA, FLORDELAINE ALAO	100	441	5	5	4	4.67	EPISODES/ EDITIONS OF PROGRAMS PRODUCED
		PRODUCED AND BROADCAST LIVE CAMPUS TALK, LEGAL MATTERS, AFTERNOON DELIGHTS	BUEN ANDRADE, ATTY. RYSAN GUINOCOR AND OTHER GUESTS	50	150	5	5	4	4.67	MOSTLY LIVE PROGRAM WITH INVITED GUESTS
		EDITED SCRIPTS AND PRODUCED KALAMBUAN NEWS	BUEN ANDRADE	60	150	5	5	5	5.00	CEBUANO SCRIPTS EDITED AND WRITTEN



NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		OUTSIDE BROADCAST, LIVE COVERAGES OF IMPORTANT EVENTS IN THE UNIVERSITY	ALL PRODUCTION, TECHNICAL AND SUPPORT STAFF	10	29	5	5	4	4.67	COVERED MAJOR EVENTS OF VSU
	PI3: Number of best practices/new initiatives	REGULAR UPDATING OF CONTENT AND MAINTENANCE OF THE DYDC-FM WEBSITE	BUEN ANDRADE, CLAUDINE GICA & RUEL BUGNOS, FLORELAINE ALAO	4	30	5	5	5	5.00	Daily organic content on DYDC FM Official Facebook Pages. Updating of coverpage, quotes, updates, announcements, etc.
		PRODUCED MINUTES OF WEEKLY STAFF MEETING OF DYDC-FM WITH PHOTOS	BUEN ANDRADE	3	11	5	5	5	5.00	Weekly and on-time submission of minutes of staff meetings
		PREPARED THE AACCUP DOCUMENTS FOR DDC'S LEVEL 3 PHASE 1 APPLICATION	BUEN ANDRADE		300	5	5	5	5.00	OVERTIME AND NO SLEEP
		DRAFTED COMMUNICATIONS FOR VSU ADMINISTRATION AS REQUESTED BY THE STATION MANAGER	BUEN ANDRADE	2	6	5	5	5	5.00	Drafted letters for Campus Talk Guesting, Sponsorships, Request for change back of ECET positions of technical staff, etc.



NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI4: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	ALL PRODUCTION STAFF	60	310	5	5	4	4.67	VSU-ACRO Head, VSU SHS Principal, CE Dean, USSC President, Cherrie Atilano, VSU-OXFAM Project OIC, VSU Webteam and Amaranth EIC, VSU Librarian, VSU President, USSO Guidance Counsior, 30 Japanese students of Hiroshima U, 50 DevCOM Students from NWSSU, 10 AACCUP Accreditors, VSU Medical Officer III, VSU Attorney IV
	PI6: Number of queries served on time	REPLIED TO QUERIES BY PHONE OR FACEBOOK	ALL PRODUCTION STAFF	100	810	5	5	4	4.67	DURING REGULAR PROGRAMS
	PI7: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS	ALL PRODUCTION STAFF	250	1,695	5	5	4	4.67	AS RECORDED IN THE COMPUTER
	PI8: Number of voice callers received	RECEIVED VOICE CALLS	ALL PRODUCTION STAFF	80	167	5	5	4	4.67	AS RECORDED IN THE COMPUTER
	PI9: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	ALL PRODUCTION STAFF	200	1,194	5	5	4	4.67	AS RECORDED IN THE COMPUTER
	PI20: Number of songs in the playlist/requested songs played	LOOKED FOR SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	ALL PRODUCTION STAFF	500	6,862	5	5	4	4.67	AS RECORDED IN THE COMPUTER

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI21: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	ALL PRODUCTION STAFF	1,500	300	5	5	5	5.00	AS RECORDED IN THE COMPUTER
	PI22: Number of studio visitors who had their greetings on air	RECEIVED STUDIO VISITORS AND GUESTS	ALL PRODUCTION STAFF	2,000	13,032	5	5	5	5.00	AS RECORDED IN THE - 0. COMPUTER

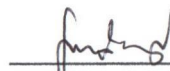
#### UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)

#### OVPIMFO 2: Efficient Customer-Friendly Assistance

DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	NO COMPLAINTS RECEIVED
Total Over-all Rating						82.000				
Average Rating						4.82				
Adjectival Rating						Outstanding				

\*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, RTBugnos, FTAlao, LPPrado, APGucela, FCAlberio, & EMIsrael.


Received by:


  
**PRPEO**  
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL**  
PMT Chairperson  
Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_

  
**EDGARDO E. TULIN**  
President  
Date: \_\_\_\_\_



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2016

Name of Staff: BUEN JOSEF C. ANDRADE

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 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