



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.61	30%	1.38
TOTAL NUMERICAL RATING			4.82

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:

CARMELA A. YAMADA
Name of Staff

Reviewed by:

ROTACIO S. GRAVOSO
Station Manager

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)

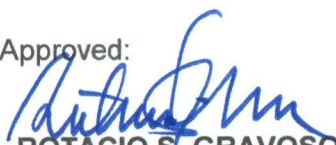
I, **CARMELA A. YAMADA**, recording technician of **DYDC** commit to deliver and agreed to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2021**.

Prepared by:



CARMELA A. YAMADA
Administrative Assistant 5

Approved:



ROTACIO S. GRAVOSO
Station Manager

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 student & faculty) *								
	DYDC development radio programs with VSU-PCC, NARC, PHILROOTCROPS, NCRC, & ATI-RTC8,	Attended the guests hosts and assisted their recordings of intro,extro, teasers, plugs and background music	15	15	4	5	5	4.67	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									
OVPAA 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	On the air monitoring/encoding /posting the on line results of DYDC e - logbook	900,000	1,124,438	5	5	4	4.67	ON RADIO SETS & FB LIVE DYDC WEBPAGES
	RECORDING AND ASSISTANCE TO HOSTS & DEVCOM STUDENTS	For all job requests- does editing the story boarding and news	80	127	5	5	5	5.00	DAILY RECORDING FROM MONDAY TO FRIDAY
PAA2: Number of radio programs developed and aired	PRODUCTION ASSISTANCE, DEVCOM STUDENTS' RADIO PLUGS, AND DEVELOPMENT PROGRAMS	Does editing and recording of DYDC radio plugs/ submit the edited recorded programs to Arnel Gucela for the internet radio daily	300	464	5	5	5	5.00	RADIO PLUGS ON ORGANIC FARMING, HEALTH & WELLNESS, ENVIRONMENT, ETC.
PAA4: Number of clienteles/beneficiaries served	RADIO AUDIENCE LOCAL & GLOBAL	Does the computer log of all radio program audience's reach	500,000	940,123	5	5	5	5.00	LOCAL & GUESTS ABROAD THRU GOOGLE MEET, FB LISTENERS
PAA5: Number of text & IP messages, calls, and greetings made by listeners/viewers	THRU IP MESSAGING SYSTEM OF VSU, AND PHONE CALLS/TEXT RECEIVED AND QUERIES	Monitors on air from on line comments/radio audience	5,000	8,043	5	5	4	4.67	IP/TEXT MESSAGES & PHONE CALLS/QUERIES/POSTED E-LOGBOOK
	FACEBOOK LIVE REACH	Monitoring on line at facebook	1,000,000	1,124,438	5	5	5	5.00	FROM ONLINE MONITORING

	ENGAGEMENTS/COMMENTARIES/REACTIONS/SHARES/LIVE SHOWS	Monitoring on line at facebook	100,000	136,071	5	5	5	5.00	FROM ONLINE MONITORING
PAA7: Number of public service announcements read on air, number of songs on air, number of plug on air	THRU DEVELOPMENT PROGRAMS/MUSIC PROGRAMS	Monitors on air from on line comments/radio audience/ encoding/posting E-logbook of the announcer's booth	20,000	22,434	5	5	5	5.00	BASED ON THE PRINTED SCREEN HISTORY OF THE COMPUTER IN THE ANNOUNCER'S BOOTH DAILY
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-HOST	Serves as the console operator during the Nostalgia program	20	24	5	5	5	5.00	

	CLEAN UP IN THE CR, KITCHEN AND SNACKS FOR GUESTS OF DYDC	Ensures a clean CR & Kitchen and provides snacks for DYDC guests	100	120	5	5	5	5.00	
Total Over-all rating			59.00						
Average Rating (total over-all rating divide by 4)			12.00						
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING			4.92						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

Evaluated & Rated by:

ROTACIO S. GRAVOSO

Station Manager

Date: _____

Noted:

CHRISTINA A. GABRILLO

Department Head

Date: _____

Recommending Approval:

VICTOR B. ASIO

Dean

Date: 20 July 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/28/21

PERFORMANCE MONITORING FORM

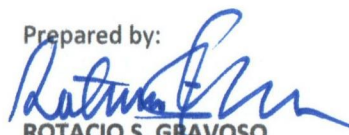
Name of Employee: CARMELA A. YAMADA

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 2021	January – June 2021	January – June 2021	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 2021	January – June 2021	January – June 2021	Very Impressive	Outstanding	
3	Maintain recording facilities for regular use.	Well-maintained audio equipment.	January – June 2021	January – June 2021	January – June 2021	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 2021	January – June 2021	January – June 2021	Very 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 2021 to June 2021

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				

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				

Overall recommendation : _____

ROTACIO S. GRAVOSO

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 2021

Target Date: January to June 2021

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

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

Date: February 2021

Target Date: January to June 2021

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:


ROTACIO S. GRAVOSO
Station Manager

Conforme:


CARMELA A. YAMADA
Name of Ratee Faculty/Staff