

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	4.9001	70%	3.43007
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.0	30%	1.500
TOTAL NUMERICAL RATING			4.9007

TOTAL NUMERICAL RATING: 4.9007
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.9007

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



BUEN JOSEF C. ANDRADE
Name of Staff

Reviewed by:



CHRISTINA A. GABRILLO
STATION MANAGER

Recommending Approval:

 for 

REMBERTO A. PATINDOL
Chairman, PMT

OK
11 Dec 2017

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BUEN JOSEF ANDRADE, 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, 2017 to June 30, 2017.

Approved:


BUEN JOSEF C. ANDRADE
Ratee


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	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	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	CRAGABRILLO, BUEN ANDRADE, PERLYN FERNANDEZ, ANFRA CAJANO, & CARMELA YAMADA	10	24	5	5	4	4.67	IN BETWEEN HOURLY & DAILY RADIO PROGRAMS
		PRODUCED AND BROADCAST LIVE 'CAMPUS TALK, LEGAL MATTERS, AFTERNOON DELIGHTS'	BUEN ANDRADE, ATTY. RYSAN GUINOCOR AND OTHER GUESTS	154	148	5	5	4	4.67	EVERY WEDNESDAY AT 9AM AND DAILY PROGRAM AT 1-3PM
		GATHERED, WROTE SCRIPTS, RECORDED KALAMBUAN NEWS	BUEN ANDRADE, PERLYN FERNANDEZ, ANFRA CAJANO, INTERNS, MAJORS, CARMELA YAMADA	132	234	5	5	5	5.00	DAILY NEWS PROGRAM AT 12NN AND A REPLAY AT 3PM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		EDITED SCRIPTS AND ACTUALITIES & PRODUCED KALAMBUAN NEWS	BUEN ANDRADE	200	234	5	5	4	4.67	WRITING, EDITING NEWS ARTICLES, AIRING
		OUTSIDE BROADCAST, LIVE COVERAGE OF IMPORTANT EVENTS IN THE UNIVERSITY	ALL PRODUCTION, TECHNICAL AND SUPPORT STAFF	3	5	5	5	4	4.67	VSU GRADUATION, ANNIVERSARY, CONVOCATION, ETC.
		UPDATED REGULARLY THE CONTENT AND MAINTENANCE OF THE DYDC-FM WEBSITE	BUEN ANDRADE, PERLYN FERNANDEZ, ANFRA CAJANO	130	419	5	5	5	5.00	REGULAR UPDATING OF CONTENT AND MAINTENANCE ON DYDC FACEBOOK
	PI3: Number of best practices/new initiatives	PRODUCED MINUTES OF WEEKLY STAFF MEETING OF DYDC-FM WITH PHOTOS	BUEN ANDRADE	17	17	5	5	5	5.00	MINUTES OF WEEKLY STAFF MEETING
		HOSTED THE SPOKEN POETRY WITH HAROLD MERCURIO SPONSORED BY NCAA	BUEN ANDRADE	1	1	5	5	5	5.00	RECORDED IN FB LIVE/RECORDED AUDIO MATERIALS
		DRAFTED COMMUNICATIONS FOR VSU ADMINISTRATION AND WELCOMED FOREIGN VISITORS AS REQUESTED BY THE STATION MANAGER	BUEN ANDRADE	2	8	5	5	5	5.00	LETTER REQUESTS/POWERPOINT SLIDES

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		CONDUCTED TEAM BUILDING ACTIVITY FOR DYDC WITH AFFILIATE HOSTS AND UCC	CRAGABRILLO/DYDC-FM TECHNICAL, PRODUCTION, AFFILIATE STAFF, UCC	1	1	5	5	5	5.00	DONE IN CUATRO ISLAS IN INOPACAN LAST MAY 2017
	PI4: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	ALL PRODUCTION STAFF	20	50	5	5	4	4.67	18 DEV'T RADIO PROG. GUEST, 20 JAPANESE, 1 SPOKEN WORD POETRY, 1 BRGY. OFFICIAL, 10 STUDENTS
	PI5: Number of clientele/beneficiaries	KEPT A LISTING OF SOA ON RICE FARMER-	CRAGABRILLO, PRODUCTION STAFF	150	150	5	5	5	5.00	CLIENTS/BENEFICIARIES
	PI6: Number of queries served on time	REPLIED TO QUERIES BY PHONE OR FACEBOOK	ALL PRODUCTION STAFF	110	217	5	5	5	5.00	QUERIES
	PI7: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS	ALL PRODUCTION STAFF	250	2,000	5	5	5	5.00	TEXT MESSAGES
	PI8: Number of voice callers received	RECEIVED VOICE CALLS	ALL PRODUCTION STAFF	10	22	5	5	4	4.67	VOICE CALLS
	PI9: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	ALL PRODUCTION STAFF	1,500	3,293	5	5	5	5.00	IP MESSAGES
	PI10: Number of songs in the playlist/requested songs played	LOOKED FOR SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	ALL PRODUCTION STAFF	5,000	14,507	5	5	5	5.00	REQUESTED SONGS
	PI11: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	ALL PRODUCTION STAFF	1,500	3,784	5	5	5	5.00	PSAs

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI12: Number of studio	RECEIVED STUDIO VISITORS	ALL PRODUCTION STAFF	100,000	442,644	5	5	5	5.00	STUDIO VISITORS
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	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating						98.020				
Average Rating						4.9001				
Adjectival Rating										
*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, AGCajano, FGFernandez, LPPrado, APGucela, FCAIberio, & EMIsrael.										

Received by:  Planning Officer
Date: _____

Calibrated by:  REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Approved:  BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____

 EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2017 to June 30, 2017

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