



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Arnel P. Gucela**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**ARNEL P. GUCELA**  
Name of Staff


Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Station Manager

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNEL P. GUCELA**, technical staff of **DYDC** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2020**.

Prepared by:

**ARNEL P. GUCELA**  
Administrative Aide 6

Approved:

**CHRISTINA A. GABRILLO**  
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MOF01									
PAA1: Number of technical services rendered	RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL REACH	Shares the livestreaming link to VSU webpages	900,000	995,000.00	5	5	4	4.67	ON RADIO SETS & FB LIVE DYDC WEBPAGES
	SIGNING ON/OFF OF THE TRANSMITTER	Does the sign on/off of the transmitter	170	250.00	5	5	4	4.67	DAILY SIGN/OFF FROM MONDAY-FRIDAY
	DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT	Does the maintenance check and repair	20	25.00	5	5	4	4.67	REGULAR MAINTENANCE SCHEDULES



	DYDC PRODUCTION STAFF, AFFILIATES	Plays the sign on/off spiels and daily mass recorded	900,000	2,287,964	5	5	4	4.67	AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM JAN TO JUNE 2020
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Treats customers well	0.00	0.00	5	5	5	5.00	ZERO COMPLAINT
<b>PI 3:</b> Additional Outputs	<b>A 48.</b> Other outputs implementing the new normal due to covid 19								
	DDC & DYDC Broadcast equipment and airconditioners	Does the maintenance check and repair		1.00	5	5	5	5.00	
	DYDC Computer equipment including the softwares used	Maintains the computer equipment and downloads software for updates		4.00	5	5	5	5.00	
Total Over-all rating			33.67						
Average Rating (total over-all rating divide by 4)			7						
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING			4.81						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

*Great job. Do it again.*

Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**

Department Head

Date: \_\_\_\_\_

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

Recommending Approval:

  
**VICTOR B. ASIO**

Dean

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_

## PERFORMANCE MONITORING FORM

Name of Employee: ARNEL P. GUCELA

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	Maintain computer software and hardware at DYDC	Updating of software and cleaning of computer units	January – June 2020	January – June 2020	January – June 2020	Very Impressive	Outstanding	
2	Monitor online audio livestreaming	Livestreaming of programs as possible	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
3	Provide technical support for DevCom students and during office meetings	Smooth conduct of meetings and assistance to students	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
4	Clean assigned room and mini library	Regularly cleaned rooms	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
5	Set-up broadcast equipment for audio livestreaming	For live coverage of special and big events of the university	January – June 2020	January – June 2020	January – June 2020	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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2020 to June 2020

Name of Staff: Arnel P. Gucela Position: Administrative Aide VI

**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		57/12 = 4.75				

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		20				
Average Score		4.0				

Overall recommendation : \_\_\_\_\_

  
**CHRISTINA A. GABRILLO**  
 Station Manager



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNEL P. GUCELA

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January to June 2020

First Step: To Attend Computer Related/I.T. Training

Result: Improved customer service and work values.

Date: February 2020


Target Date: January to June 2020

Next Step: Increase Computer Hardware and Software Troubleshooting/I.T. Knowledge


Outcome: Better Technical Service

Final Step/Recommendation:

Prepared by:

  
CHRISTINA A. GABRILLO  
Station Manager

Conforme:

  
ARNEL P. GUCELA  
Name of Ratee Faculty/Staff