

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF



Name of Administrative Staff: LOUIS P. PRADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.9175	70%	3.44225
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.5	30%	1.37
TOTAL NUMERICAL RATING			4.81225

TOTAL NUMERICAL RATING: 4.81225
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.81225

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


LOUIS P. PRADO
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, LOUIS P. PRADO, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2017 to December 31, 2017.

Approved:


LOUIS P. PRADO
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	PI1: Number of technical services rendered	FACEBOOK LIVE BROADCAST OF DYDC-FM 104.7 MHz	LOUIS PRADO et al.	8	8	5	5	4	4.67	CAN BE ACCESSED WORLDWIDE
		AUDIO/USTREAM OR DYDC-FM's INTERNET LIVESTREAMING	LOUIS PRADO et al.	30	35	5	5	5	5.00	VSU major activities
		SIGN ON SPIEL AT 7AM & SIGN OFF SPIEL AT 7PM	LOUIS PRADO et al.	116	116	5	5	5	5.00	12 HOURS DAILY FROM MONDAYS THRU FRIDAYS
		ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM TO DYDC AS LABORATORY FOR INSTRUCTION	LOUIS PRADO et al.	9	9	5	5	4	4.67	HANDS-ON EXPERIENCE AT THE ANNOUNCER'S BOOTH

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		MAINTAINED DYDC-FM STUDIO AND TRANSMITTER	LOUIS PRADO	5	5	5	5	5	5.00	NEEDED DAILY MAINTENANCE FOR THE STUDIO AND TRANSMITTER
		CLEANED THE STUDIOS ASSIGNED INCLUDING THE STUDIO C FOR DEVCOM CLASSES	LOUIS PRADO	100	130	5	5	5	5.00	DAILY CLEANING AND FLOOR MOP
	PI2: Number of music programs aired	SERVED AS SPINNER FOR THE PRAISE SONGS FROM 6:00 TO 7:00 AM	LOUIS PRADO	360	380	5	5	5	5.00	FIRST ONE-HOUR MUSIC PROGRAM AIRING FROM MONDAYS TO FRIDAYS
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	ZERO COMPLAINT
Total Over-all Rating					39.340					
Average Rating					4.9175					
Adjectival Rating					OUTSTANDING					

*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAAndrade, PGFernandez, AGCajano, LPPrado, APGucela, FCAIberio, & EMIIsrael.

Received by:


Planning Officer
Date: _____

Calibrated by:


REINBERTO 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: July 1 – December 31, 2017

Name of Staff: LOUIS P. PRADO

Position: ADMINISTRATIVE ASSISTANT 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	18					
Average Score	4.5					

Overall recommendation : _____



CHRISTINA A. GABRILLO, PhD

Name of Head