

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	4.77	70%	3.339
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.764

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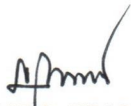
Add: Additional Approved Points, if any: _____

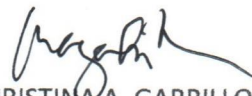
TOTAL NUMERICAL RATING: 4.764

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


 LOUIS P. PRADO
 Name of Staff


 CHRISTINA A. GABRILLO
 STATION MANAGER

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

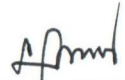
Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOUIS P. PRADO, of the DYDC-FM 104.7 MHz, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2016.

Approved:


LOUIS P. PRADO
 Ratee


CHRISTINA A. GABRILLO
 Station Manager, DYDC-FM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomp lishments	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, DYDC-FM TECHNICIANS, UCC	1	90	5	4	4	4.33	ASSISTED THE HOSTS/DJS
		AUDIO/USTREAM OR DYDC- FM's INTERNET LIVESTREAMING	LOUIS PRADO, DYDC-FM TECHNICIANS, UCC	1	110	5	5	4	4.67	ASSISTED THE HOSTS/DJS
		SIGN ON SPIEL AT 6AM & SIGN OFF SPIEL AT 6PM	LOUIS PRADO, ARNEL GUCELA	500	900	5	5	4	4.67	DONE DAILY AT 5:30 AM AND 6:00 PM
		ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM AS LABORATORY FOR INSTRUCTION	LOUIS PRADO, ARNEL GUCELA, FABIAN ALBERIO, & CARMELA YAMADA	60	70	5	5	4	4.67	ON CONSOLE OPERATION

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, FABIAN ALBERIO, ARNEL GUCELA, ENGR. SEAN VILLAGONZALO	300	900	5	5	4	4.67	REGULAR CHECK-UP
	PI2: Number of music programs aired	SERVED AS SPINNER FOR THE PRAISE SONGS FROM 6:00 TO 7:00 AM	LOUIS PRADO	500	600	5	5	4	4.67	AFTER SIGNING ON
	PI3: Number of best practices/new initiatives	GAVE A LECTURE ON THE TRANSMITTER TO DEVCOM STUDENTS	LOUIS PRADO		4	5	5	5	5.00	IN DECOM 122 LABORATORY
		INSTALLATION OF REMOTE BROADCAST EQUIPMENT FOR LIVE COVERAGE	LOUIS PRADO	5	30	5	5	5	5.00	DURING VSU SPECIAL EVENTS
		PERFORMED ERRANDS AT DEVCOM DEPARTMENT	LOUIS PRADO	5	100	5	5	5	5.00	CLASSROOM CLEANING, BUYING OF MINERAL WATER, PULLING OUT OF AIRCON

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						47.667				
Average Rating						4.77				
Adjectival Rating										

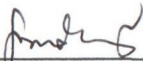
*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, RTBugnos, FTAlao, LPPrado, APGucela, FCAlberio, & EMIIsrael.

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomp lishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	


Received by:



Calibrated by:

Approved:


PRPEO
Date: _____


REMBERTO A. PATINDOL
PMT Chairperson
Date: _____


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: LOUIS P. PRADO

Position: ADMINISTRATIVE ASSISTANT II

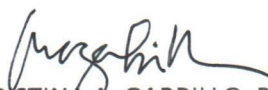
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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