

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: FABIAN C. ALBERIO

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.61 | 70% | 3.227 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments. | 4.7 | 30% | 1.41 |
| TOTAL NUMERICAL RATING | | | 4.637 |

TOTAL NUMERICAL RATING: 4.637


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.637

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


FABIAN C. ALBERIO
Name of Staff
CHRISTINA A. GABRILLO
STATION MANAGER

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT


Approved:

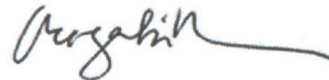

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FABIAN C. ALBERIO, 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:


FABIAN C. ALBERIO
 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 | ASSISTED THE VSU INSTRUMENTATION OFFICE IN REPAIRING OF ELECTRONIC/LABORATORY EQUIPMENT | FABIAN ALBERIO | 60 | 65 | 5 | 4 | 4 | 4.33 | REPORTED TO INSTRUMENTATION OFFICE VERY AFTERNOON IF THERE'S NO STAFF MEETING |
| | | ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM AS LABORATORY FOR INSTRUCTION | FABIAN ALBERIO, LOUIS PRADO, ARNEL GUCELA, & CARMELA YAMADA | 60 | 30 | 4 | 4 | 4 | 4.00 | CONSOLE OPERATION |
| | | WENT ON BOARD TO PLAY MUSIC, PLUGS AND RECORDED PROGRAMS IN CASE THE DJ/HOST IS NOT AROUND | FABIAN ALBERIO | 60 | 120 | 5 | 4 | 4 | 4.33 | AS MUSICAL SPINNER |

| NO. | Success Indicators | Tasks Assigned | Persons Responsible | Targets | Actual Accomplishments | Rating | | | | Remarks |
|-----|---|--|---------------------|---------|------------------------|----------------|----------------|----------------|----------------|---------------------------------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI3: Number of best practices/new initiatives | INSTALLATION OF REMOTE BROADCAST EQUIPMENT FOR LIVE COVERAGE | FABIAN ALBERIO | 5 | 30 | 5 | 5 | 5 | 5.00 | DURING VSU SPECIAL EVENTS |
| | | RECEIVED THE MODEL SKILLED WORKER AWARD | FABIAN ALBERIO | | 1 | 5 | 5 | 5 | 5.00 | DURING THE 92ND VSU ANNIVERSARY |

UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)

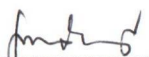
OVPIMFO 2: Efficient Customer-Friendly Assistance

| | | | | | | | | | | |
|--------------|---|---|-------------------|---|---|---|---|---|------|------------------------|
| 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 | 27.667 | | | | | | | | |
| Average Rating | 4.61 | | | | | | | | |
| Adjectival Rating | Outstanding | | | | | | | | |

*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, RTBugnos, FTAIao, LPPrado, APGucela, FCAIberio, & EMIsrael.

Received by:


PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

PMT Chairperson


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 – December, 2016

Name of Staff: FABIAN C. ALBERIO

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 | | 59 | | | | |
| Average Score | | 4.9 | | | | |

| 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