

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDDIE M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.888	70%	3.4216
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.65	30%	1.395
TOTAL NUMERICAL RATING			4.8166

TOTAL NUMERICAL RATING: 4.8166
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.8166

ADJECTIVAL RATING: OUTSTANDING

Prepared by:




EDDIE M. ISRAEL
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, EDDIE M. ISRAEL, 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:


EDDIE M. ISRAEL
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	PI3: Number of best practices/new initiatives	SERVED FOOD DURING LIVE COVERAGES OF THE STATION	EMISRAEL	4	10	5	5	5	5.00	INVESTITURE, VSU ANNIVERSARY, REQUESTED EVENT COVERAGE
		ASSISTED THE NEW DDC CLERK IN SOME CLERICAL JOBS	EMISRAEL	5	18	5	5	5	5.00	MENTORING THE DDC CLERK
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)										
OVPIMFO 1: Administrative and Facilitative Services										

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
	PI4: Number of documents prepared, encoded and printed	PRINTED LETTER REQUESTS, VOUCHERS, TRAVEL ORDERS, PURCHASE REQUESTS, PURCHASE ORDERS, ARE, APPOINTMENTS, APPLICATION FOR LEAVE, INSPECTION REPORT, WASTE MATERIAL REPORT, OBR, BUR, BIR FORMS, ABSTRACT OF QUOTATIONS, RIS, OIC DESIGNATIONS, ETC.	EMISRAEL	80	378	5	5	5	5.00	PREPARED DOCUMENTS AS STATION CLERK	
		DELIVERED PREPARED DOCUMENTS TO THE ADMINISTRATION BUILDING AND OTHER CONCERNED OFFICES AND MADE FOLLOW-UPS	EMISRAEL	80	300	4	5	5	4.67	SUBMITTED DOCUMENTS AS UTILITY PERSON OF THE STATION	
		CLEANED OFFICES, STUDIOS, HALLWAY, STAIRS AND REST ROOMS OF THE STATION	EMISRAEL	3	6	4	5	5	4.67	CLEANING JOB	
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					29.333						
Average Rating					4.888						
Adjectival Rating					Outstanding						


***Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, AGCajano, PGFernandez, LPPrado, APGucela, FCAlberio, & EMIsrael.**

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

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: July 1, 2017 to December 31, 2017

Name of Staff: EDDIE M. ISRAEL

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 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	58				
Average Score	4.8				

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