



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

**Annex P**

Name of Administrative Staff: **Kathleen Mae B. Valencia**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

TOTAL NUMERICAL RATING: 4.92


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.92


FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**KATHLEEN MAE B. VALENCIA**  
Name of Staff

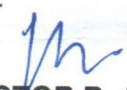
Reviewed by:

  
**MIKAELA M. GONGORA**  
OIC, Station Manager

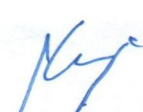
Noted:

  
**CHRISTINA A. GABRILLO**  
Head, DDC

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **KATHLEEN MAE B. VALENCIA**, production staff of **DYDC** commit 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, 2023 TO DECEMBER 31, 2023**.

Prepared by:

  
**KATHLEEN MAE B. VALENCIA**  
BPPA 2  
01/08/24

Approved:

  
**MIKAELA M. GONGORA**  
OIC, Station Manager  
01/08/24

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 2. HIGHER EDUCATION SERVICES									
OVPA A MFO 3. Higher Education Management Services									
<u>PAA11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
	<u>A 26</u> . Other outputs	Assists in the livestreaming of radio programs	20.00	132	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES									
<u>PAA11</u> . Additional outputs	<u>A 42</u> . No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								



	DYDC development radio programs with CON (College of Nursing) and various research centers in VSU	Assists in the livestreaming of radio programs	150.00	225	5	5	5	5.00	Developmental radio programs such as those in the research centers of VSU and colleges
UMFO 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MFO1									
PAA2: Number of radio programs developed and aired									
	SUKARANAY	Host/presenter / produce quality programs	100	50	5	5	5	5.00	Number of programs aired, Trending Hits, Sukaranay, Kalambuan News, Pun-i imong kahibalo, Vshowtime
	TRENDING HITS	Host/presenter / produce quality programs	110	120	5	5	5	5.00	
	PRODUCE NEWS FOR KALAMBUAN NEWS	Minimum of 5 news per day/Anchor	500	480	5	5	5	5.00	

	PRODUCE PLUGS, SPOTS	2 plugs per month	24	26	5	5	5	5.00	<i>Plugs and radio spots for Sukaranay, VShowtime and various developmental programs.</i>
	PRODUCE JINGLE, DRAMA	1 jingle per year Assist students drama production	1	1	5	5	4	4.67	
	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Anchors live coverages of special events	4	4	5	5	5	5.00	
<b>PAA3: Number of guests invited and interviewed on air</b>	GUESTS LIVE AT DYDC	Interviews guests live at DYDC	30	66	5	5	5	5.00	<i>Experts from VSU for TechTalk</i>
<b>PAA4: Number of clienteles/beneficiaries reached</b>	RADIO AUDIENCE LOCAL & GLOBAL	Makes the programs attractive and interesting to radio audience	200,000.00	882,119	5	5	5	5.00	<i>IP/TEXT MESSAGES &amp; PHONE CALLS</i>
<b>PAA5: Number of text &amp; IP messages, calls, and greetings made by listeners/viewers</b>	THRU IP MESSAGING SYSTEM OF VSU, COMMENTS IN FB, AND PHONE CALLS RECEIVED	Reads on air comments from radio audience	3,000	5,731	5	5	5	5.00	<i>Bisdak ni Bai, , FAV VISPOP, Trending Hits, Sukaranay, Vshowtime</i>
<b>PAA6: Number of songs in the playlist/requested</b>	THRU THE MUSIC PROGRAMS	Thru Trending Hits	5,000.00	9,654	5	5	5	5.00	
<b>PAA7</b>	THRU SUKARANAY		1,000.00	1,257	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2. Zero percent complaint from clients served</b>	<b>A 46.</b> Customer friendly frontline services	Ensures no complaint	0.00		5	5	5	5.00	<i>ZERO COMPLAINT</i>




<b>PI 3:</b> Additional Outputs	<b>A 48:</b> Other outputs,								
	UPDATE WEBSITE AND MANAGE FACEBOOK PAGE	posted contents both for facebook and website	20.00	40	5	5	5	5.00	
	FORMULATE THE GUIDELINE FOR DYDC SERVICES TO CLIENTS	Crafted the guidelines for the access to DYDC services approved by OVPAF	1.00	1	5	5	5	5.00	
	DYDC MINUTES OF MEETING	DYDC staff meeting minutes	3.00	6	5	5	5	5.00	Meeting Regular
Total Over-all rating			<b>84.67</b>	Comments & Recommendations for Development Purpose:  <b>CONGRATULATIONS AND KEEP IT UP!</b>					
Average Rating (total over-all rating divide by 4)			<b>17.00</b>						
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING			<b>4.98</b>						
ADJECTIVAL RATING			<b>Outstanding</b>						


Evaluated & Rated by:

  
**MIKAELA M. GONGORA**  
 OIC, Station Manager  
 Date: 01/08/24

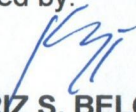
Noted:

  
**CHRISTINA A. GABRILLO**  
 Department Head  
 Date: 01/08/24

Recommending Approval:

  
**VICTOR B. ASIO**  
 Dean  
 Date: 01/10/24

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 01/11/24

## PERFORMANCE MONITORING FORM

Name of Employee: **KATHLEEN MAE B. VALENCIA**

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	Write communications and produce radio plugs for DYDC	Draft communications and produce radio plugs/jingle	July 2023	December 2023	December 2023	Very Impressive	Outstanding	
2	Record and write the minutes every staff meeting	Minutes of each staff meeting	July 2023	December 2023	December 2023	Very Impressive	Outstanding	
3	Write/produce/record <i>Kalambuan News</i>	Up-to-date and accurate reportage of local and national news	July 2023	December 2023	December 2023	Very Impressive	Outstanding	
4	Edit news, scripts, and actualities from BPPAs, interns, DevCom Students	Edited news/scripts ready for production and airing	July 2023	December 2023	December 2023	Impressive	Outstanding	
5	Conduct outside broadcasts of major events in VSU	Conduct OBs of VSU Anniversary, Honors Convocation, etc.	July 2023	December 2023	December 2023	Impressive	Outstanding	
6	Produce episodes for 2 development radio programs	Produce live guesting Program	July 2023	December 2023	December 2023	Very Impressive	Outstanding	
7	Handle 'Trending Hits' music program	Daily handling of music program to entertain and educate listeners	July 2023	December 2023	December 2023	Very Impressive	Outstanding	



8	Manage VSU DYDC 104.7 FM Facebook Page	Updated content of DYDC-FB including livestreaming of radio programs	July 2023	December 2023	December 2023	Very Impressive	Outstanding	
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\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**MIKAELA M. GONGORA**  
 OIC, Station Manager



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2023 to December 2023

Name of Staff: Kathleen Mae B. Valencia Position: BPPA 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 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		58 /12 = 4.83				



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						
Average Score						

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

  
**MIKAELA M. GONGORA**  
 OIC, Station Manager

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **KATHLEEN MAE B. VALENCIA**

Performance Rating: Outstanding

Aim: To improve audience interaction, produce more relevant Radio Programs and cover major events in VSU.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: July to December 2023

First Step: Improve radio programming, produce more regular episodes, and engage with more experts to partner with programs

Result:

Date: September 2023


Target Date: July to December 2023

Next Step: Will gain more knowledge in Broadcasting and Increase Audience Interaction


Outcome:

Final Step/Recommendation:

Prepared by:

  
**MIKAELA M. GONGORA**  
OIC, Station Manager

Conforme:

  
**KATHLEEN MAE B. VALENCIA**  
Name of Ratee Faculty/Staff