

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: BUEN JOSEF C. ANDRADE

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.50 | 70% | 3.15 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments. | 4.29 | 30% | 1.28 |
| TOTAL NUMERICAL RATING | | | 4.43 |

TOTAL NUMERICAL RATING: 4.43

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.43

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


BUEN JOSEF C. ANDRADE
 Name of Staff


Reviewed by:


CHRISTINA A. GABRILLO
 STATION MANAGER

Recommending Approval:


BEATRIZ S. BELONIAS
 VP for INSTRUCTION

Approved:


REMBERTO A. PATINDOL
 Vice President/PMT Chair

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BUEN JOSEF C. ANDRADE, 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, 2018 to December 31, 2018.

BUEN JOSEF C. ANDRADE
Ratee

Approved: **CHRISTINA A. GABRILLO**
Head of Unit

| NO. | Success Indicators | Tasks Assigned | 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 | PI2: Number of radio programs developed and aired | PRODUCED AND BROADCAST LIVE 'CAMPUS TALK, LEGAL MATTERS, AFTERNOON DELIGHTS' | 24 | 25 | 5 | 4 | 4 | 4.33 | CAMPUS TALK/ LEGAL MATTERS EVERY WEDNESDAY AT 10AM TO 11AM |
| | | GATHERED, WROTE SCRIPTS, RECORDED KALAMBUAN NEWS | 132 | 256 | 5 | 4 | 4 | 4.33 | NEWS PROGRAM RECORDED DAILY AND AIRED AT 3PM |
| | | EDITED SCRIPTS AND ACTUALITIES & PRODUCED KALAMBUAN NEWS | 132 | 514 | 5 | 4 | 4 | 4.33 | NEWS EDITING AND FINAL AIRING DAILY |
| | | OUTSIDE BROADCAST, LIVE COVERAGE OF IMPORTANT EVENTS IN THE UNIVERSITY | 5 | 7 | 5 | 4 | 4 | 4.33 | VSU GRADUATION, ANNIVERSARY, CONVOCATION, ETC. |

| | | | | | | | | | |
|--|---|---|----|----|---|---|---|------|---------------------------------|
| | PI3: Number of best practices/new initiatives | PRODUCED MINUTES OF WEEKLY STAFF MEETING OF DYDC-FM WITH PHOTOS | 14 | 14 | 5 | 5 | 4 | 4.67 | MINUTES OF WEEKLY STAFF MEETING |
| | | MADE THE DRAFT OF THE 2018 DYDC ANNUAL REPORT | 1 | 1 | 5 | 5 | 4 | 5.00 | DRAFT ANNUAL REPORT |

UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)

OVPIMFO 2: Efficeint Customer-Friendly Assistance

| | | | | | | | | | |
|---|------------------------------------|---|-------------------|---|---|---|---|------|----------------|
| DYDC-FM MFO3 | PI1: Efficient & customer-friendly | MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS | 0 | 0 | 5 | 5 | 5 | 5.00 | ZERO COMPLAINT |
| Total Over-all Rating | | | 27.00 | | | | | | |
| Average Rating (Total Over-all rating divided by 4) | | | 6 | | | | | | |
| Additional Points: | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | 4.50 | | | | | | |
| ADJECTIVE RATING | | | VERY SATISFACTORY | | | | | | |

Comments & Recommendations for Development Purpose

Keep it up!

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Dept/Unit Head

Date: _____

Recommending Approval


BEATRIZ S. BELONIAS

Dean/Director

Date: _____

Approved by:


REMBERTO A. PATINDOL

Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 2018 TO DECEMBER 2018

Name of Staff: BUEN JOSEF C. ANDRADE

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 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 | 55 | | | | |
| Average Score | 4.58 | | | | |

| 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 | | 20 | | | | |
| Average Score | | 4.0 | | | | |

Overall recommendation: _____


 CHRISTINA A. GABRILLO, PhD
 Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: **BUEN JOSEF C. ANDRADE**

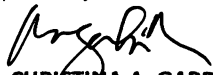
| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|--|---|---------------|-----------------------------|----------------------------|--------------------|---------------------------------|-------------------------|
| 1 | Write communications and produce radio plugs for DYDC | Draft communications and radio plugs/jingle | July 2018 | November 2018 | November 2018 and on-going | Impressive | Very Satisfactory | |
| 2 | Produce the text for the DYDC Annual Report | Draft of 2018 DYDC annual report | July 2018 | November 2018 | December 2018 | Very Impressive | Very Satisfactory | |
| 3 | Record and write the minutes every staff meeting | Minutes of each staff meeting | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |
| 4 | Write/produce/record <i>Kalambuan</i> News | Up-to-date and accurate reportage of local and national news | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |
| 5 | Edit news, scripts, and actualities from BPPAs, interns, DevCom Students | Edited news/scripts ready for production and airing | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |
| 6 | Conduct outside broadcasts of major events in VSU | Conduct OBs of VSU Anniversary, Honors Convocation, etc. | January | July 2018 | July 2018 | Impressive | Very Satisfactory | |
| 7 | Assist radio guests and orient visitors at DYDC | Conduct orientation of Japanese students/AACCUP/R QAT/DEPED visitors about DYDC | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |

| | | | | | | | | |
|----|---|---|-----------|---------------|---------------|-------------------|-------------------|--|
| 8 | Produce episodes for 2 development radio programs | Produce live guesting/recordings of Campus Talk & Legal Matters Radio Program | July 2018 | December 2018 | December 2018 | Needs improvement | Satisfactory | Lessen absences during live programs and do it regularly |
| 9 | Handle 'Afternoon Delights' music program | Daily handling of music program to entertain and educate listeners | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |
| 10 | Manage VSU DYDC 104.7 FM Facebook Page | Updated content of DYDC-FB including livestreaming of radio programs | July 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | |

* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


DR. CHRISTINA A. GABRILLO
 Station Manager

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUEN JOSEF C. ANDRADE

Performance Rating: Very Satisfactory

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

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: July to December 2018

First Step: Improve Audience Interaction by 30% via Social Media and Radio Broadcast, produce more episodes of Campus Talk and Legal Matters.

Result: Attends Seminars and Trainings to improve broadcast production skills and be updated on new trends in broadcasting

Date: October 2018

Target Date: July to December 2018

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

Outcome:

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
STATION MANAGER

Conforme:


BUEN JOSEF C. ANDRADE
Name of Ratee Faculty/Staff