



**Annex P**

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

Name of Administrative Staff: **Arnel P. Gucela**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING: 4.81  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING: 4.81


FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**ARNEL P. GUCELA**  
Name of Staff


Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs







INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNEL P. GUCELA**, technical staff of **DYDC** commit to deliver and agreed to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period **JANUARY 1, 2024 TO JUNE 30, 2024**.

Prepared by:

Approved:

  
**ARNEL P. GUCELA**  
Administrative Assistant II  
July 12, 2024

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM  
July 12, 2024

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 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MFO1									
PAA1: Number of technical services rendered	RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL REACH	Shares the livestreaming link to VSU webpages	1,200	530,763	5	5	5	5.00	ON RADIO SETS & FB LIVE DYDC WEBPAGES
	SIGNING ON/OFF OF THE TRANSMITTER	Does the sign on/off of the transmitter	121	170.00	5	5	5	5.00	DAILY SIGN/OFF FROM MONDAY-FRIDAY
	DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT	Does the maintenance check and repair	20	18.00	5	5	4	4.67	REGULAR MAINTENANCE SCHEDULES




	DYDC PRODUCTION STAFF, AFFILIATES	Plays the sign on/off spiels and daily mass recorded	400,000	440,013	5	5	5	5.00	AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Treats customers well	0.00	0.00	5	5	5	5.00	ZERO COMPLAINT
<b>PI 3:</b> Additional Outputs	<b>A 48.</b> Other outputs								
	DDC & DYDC Broadcast equipment and airconditioners	Does the maintenance check and repair	10.00	10.00	5	5	5	5.00	
	DYDC Computer equipment including the softwares used	Maintains the computer equipment and downloads software for updates	10.00	10.00	5	5	5	5.00	
	Served as University IT Equipment and Parts Inspector	Inspect IT Equipments and Parts	500.00	110.00	5	5	4	4.67	
Total Over-all rating			39.34						
Average Rating (total over-all rating divide by 4)			8.00						
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING			4.92						
ADJECTIVAL RATING			Outstanding						


Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!


Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**  
 Station Manager, DYDC-FM  
 Date: July 12, 2024

Recommending Approval:

  
**SUZETTE B. LINA**  
 Dean  
 Date: July 15, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: July 30, 2024



## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: DYDC-FM

Head of Office: Ms. Mikaela M. Gongora

Number of Personnel: 4 REGULAR STAFF, 1 CASUAL, 1 JO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring  Done weekly		Production, technical & support staff			So far, they followed instructions and corrections to improve on their job performance and outputs.
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**CHRISTINA A. GABRILLO**  
 Immediate Supervisor

Noted by:

  
**ULDERICO B. ALVIOLA**  
 Next Higher Supervisor

**"Exhibit H"**

**TRACKING TOOL FOR MONITORING TARGETS**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				JAN TO FEB	MAR TO APRIL	MAY TO JUNE	
<b>MFO 5. Support to Operations</b>	Participate in all activities conducted by the station and the university	Ms. Mikaela M. Gongora Ms. Kathleen Mae B. Valencia Mr. Arnel P. Gucela Mr. Louis P. Prado Mr. Eddie M. Israel	Jan-June 2024	70%	80%	80%	Participated actively in all activities

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM



## PERFORMANCE MONITORING FORM

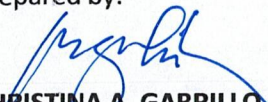
Name of Employee: **ARNEL P. GUCELA**

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	Maintain computer software and hardware at DYDC	Updating of software and cleaning of computer units	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Very Impressive	Outstanding	
2	Monitor online audio livestreaming	Livestreaming of programs as possible	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
3	Provide technical support for DevCom students and during office meetings	Smooth conduct of meetings and assistance to students	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
4	Clean assigned room and mini library	Regularly cleaned rooms	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
5	Set-up broadcast equipment for audio livestreaming	For live coverage of special and big events of the university	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	

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

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

Prepared by:

  
**CHRISTINA A. GABRILLO**  
 Station Manager, DYDC-FM



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNEL P. GUCELA  
Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: January to June 2024

First Step: To Attend Computer Related/I.T. Training

Result: Improved customer service and work values.

Date: March 2024


Target Date: January to June 2024

Next Step: Increase Computer Hardware and Software Troubleshooting/I.T. Knowledge


Outcome: Better Technical Service

Final Step/Recommendation:

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

Conforme:

  
**ARNEL P. GUCELA**  
Name of Ratee Faculty/Staff





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2024 to June 2024

Name of Staff: Arnel P. Gucela 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 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		55 / 12 = 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						
Average Score						

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

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

