



**Annex P**

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

Name of Administrative Staff: **Mikaela M. Gongora**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.949</b>

TOTAL NUMERICAL RATING: 4.949

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.949

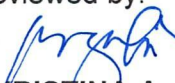
FINAL NUMERICAL RATING 4.949

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**MIKAELA M. GONGORA**  
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, **MIKAELA M. GONGORA, BROADCAST PRODUCTION SUPERVISOR** 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 **JULY 1, 2024 TO DECEMBER 31, 2024**.

Prepared by:

**MIKAELA M. GONGORA**

BPS

Date: 01/07/2025

Approved:

**CHRISTINA A. GABRILLO**

Station Manager, DYDC-FM

Date: 01-08-2025

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 MFO 3. Higher Education Management Services									
PAA11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	A 26. Other outputs								
		Involves in flexible learning management through DYDC educational programs co- led by the different research centers and departments of VSU	40	64	5	5	5	5.00	

		Finalizes the content of the programs before airing	40	64	5	5	5	5.00	
		Conducts a training/workshop with the affiliate research centers and departments of DYDC on how to produce a development program	2	2	5	5	5	5.00	
<b>UMFO 4. EXTENSION SERVICES</b>									
<b>PAA1.</b> Additional outputs	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	DYDC development radio programs with various research centers of VSU and other gov't offices	Produces development programs with various research centers and departments of VSU	5	8	5	5	5	5.00	
		Establishes partnership with various research centers and departments of VSU as well as other gov't offices	5	12	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPA MFO 9. Development Broadcast &amp; Communication Services</b>									
<b>DYDC-FM MFO1</b>									



<b>PAA2: Number of radio programs developed and aired</b>									
	DEVELOPMENT PROGRAMS ( <i>Pun-i Imong Kahibalo, TechTalk, etc.</i> )	Revives, produces and launches development programs anchored on health, and agriculture, among others; Host/Anchor	5	8	5	5	5	5.00	
	KALAMBUAN NEWS	Host/Anchor; Produces minimum of 2 news per day	300	300	5	5	5	5.00	
	PLUGS, SPOTS	Produces at least 5 plugs	5	8	5	5	5	5.00	
	JINGLE/RADIO DRAMA	Produces at least 1 jingle/radio drama	1	1	5	5	5	5.00	
	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Anchor/Host	3	4	5	5	5	5.00	
<b>PAA3: Number of guests invited and interviewed on air</b>	GUESTS INVITED AT DYDC	Interviews guests live at DYDC	80	120	5	5	5	5.00	<i>Experts from VSU for TechTalk</i>
<b>PAA4: Number of clienteles/beneficiaries reached</b>	RADIO AUDIENCE LOCAL & GLOBAL	Facilitates, finalizes and supervises the programs of DYDC tailored to its target audience	200,000	1,783,622	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	1,000	1,963	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>	SONGS REQUESTED AND PLAYED THRU DYDC MUSIC PROGRAM (AFTERNOON DELIGHTS)	Plays songs request	2,000	2,500	5	5	5	5.00	
<b>PAA7: Number of public service announcements read on air</b>	PSAs AIRED THRU KALAMBUAN NEWS AND OTHER PROGRAMS	Reads public service announcements	500	2,724	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer friendly frontline services	Ensures no complaint	0		5	5	5	5.00	<i>ZERO COMPLAINT</i>
<b>PI 3:</b> Additional Outputs	<b>A 48.</b> Other outputs								
	IMPROVED DYDC PROGRAMS	Conducts formative assessments of DYDC development programs	3	2	5	5	5	5.00	
	IMPROVED DYDC BROADCAST CAPABILITY	Prepares a proposal to enhance DYDC broadcast capability and submit to the planning office of VSU for funding	1	2	5	5	5	5.00	
	UPDATED DYDC WEBPAGE AND FACEBOOK PAGE	Updates the contents of DYDC Webpage and Facebook page	10	5	5	5	5	5.00	

Total Over-all rating	95.00
Average Rating (total over-all rating divide by 4)	19.00
Additional Points	
Approved Additional points with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

Evaluated & Rated by:

Noted:

Recommending Approval:

Approved by:

  
**CHRISTINA A. GABRILLO**

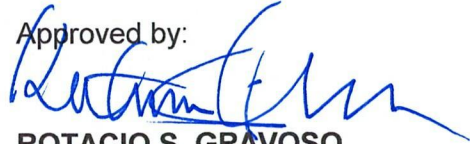
Station Manager, DYDC-FM

Date: 01-08-2025

  
**SUZETTE B. LINA**

Dean

Date: 01-10-2024

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 01/14/2025

1-Quality 2-Efficiency 3-Timeliness 4-Average



## 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: Dr. Christina A. Gabrillo

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
				JULY TO AUG	SEP TO OCT	NOV TO DEC	
<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	July-Dec. 2024	70%	80%	80%	Participated actively in all activities

Prepared by:

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



## PERFORMANCE MONITORING FORM

Name of Employee: **MIKAELA M. GONGORA**

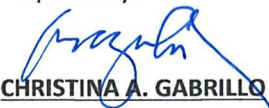
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Involve in flexible learning management of VSU	Educational programs co-led by the different research centers and departments of VSU	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
2	Improve DYDC development programs	Training/workshop with the affiliate research centers and departments of DYDC on how to produce a development program; Formative assessments of DYDC development programs	July – Dec. 2024	October 2024	October 2024	Very Impressive	Outstanding	
5	Produce development programs	Development programs anchored on agriculture, health, etc.	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
6	Establish partnership with concerned offices/agencies to boost DYDC's reach	Partnership with various research centers and departments of VSU as well as other gov't agencies	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
9	Produce development news	Minimum of two development news per day	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Impressive	Outstanding	
10	Produce radio plugs	Minimum of five radio plugs semiannually	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Impressive	Outstanding	

11	Produce jingle/radio drama	Minimum of one jingle/radio drama semiannually	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
12	Interview guests live at DYDC	Minimum of twenty (20) guests semiannually	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
13	Facilitate, finalize and supervise the programs of DYDC tailored to its target audience	Tailored fit programs to the needs of its target audience	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
16	Formulate a new set of guidelines approved by OVPAF	New guidelines for the full and access of DYDC services provided to its clients	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
18	Enhance DYDC broadcast capability	Proposal to enhance DYDC broadcast capability	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very Impressive	Outstanding	
19	Manage DYDC Webpage and Facebook page	Updated contents on DYDC Webpage and Facebook page	July – Dec. 2024	July – Dec. 2024	July – Dec. 2024	Very 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: MIKAELA M. GONGORA  
Performance Rating: Outstanding

Aim: To improve audience interaction, produce more relevant radio programs, cover major events in VSU, and enhance DYDC broadcast capability and overall management.

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: July to December 2024

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

Result: Improved DYDC programming, customer service, and other broadcast services

Date: October 2024

Target Date: July to December 2024

Next Step: Expand expertise in broadcasting through continuous learning and knowledge acquisition

Outcome: Better Technical Service

Final Step/Recommendation:

Prepared by:

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

Conforme:

  
**MIKAELA M. GONGORA**  
Name of Ratee Faculty/Staff





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2024 to December 2024

Name of Staff: Mikaela M. Gongora Position: Broadcast Production Supervisor

**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						
Total Average Score						

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

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

