



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

**Annex P**

Name of Administrative Staff: **Carmela A. Yamada**

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	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**CARMELA A. YAMADA**  
Name of Staff

Reviewed by:

**ROTACIO S. GRAVOSO**  
Station Manager

Noted:

**CHRISTINA A. GABRILLO**  
Head, DDC

Recommending Approval:

**VICTOR B. ASIO**  
Dean

Approved:

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



Prepared by:

Approved:

**ROTACIO S. GRAVOSO**  
Station Manager

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<b>PAA1: Number of technical services rendered</b>	RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL LISTENERS	On the air monitoring/encoding /posting the on line results of DYDC e - logbook	400,000	776,951	5	5	5	5.00	ON RADIO SETS & FB LIVE DYDC WEBPAGES
	RECORDING AND ASSISTANCE TO HOSTS & DEVCOM STUDENTS	For all job requests- does editing the story boarding and news, (SOA) project	80	107	5	5	5	5.00	DAILY RECORDING FROM MONDAY TO FRIDAY
<b>PAA2: Number of radio programs developed and aired</b>	PRODUCTION ASSISTANCE, DEVCOM STUDENTS' RADIO PLUGS, AND DEVELOPMENT PROGRAMS, ETC.	Does editing and recording of DYDC radio plugs/ submit the edited recorded programs to Arnel Gucela for the internet radio daily	300	431	5	5	5	5.00	RADIO PLUGS ON ORGANIC FARMING, HEALTH & WELLNESS, ENVIRONMENT, AND FOR ZENO RADIO
<b>PAA4: Number of clienteles/beneficiaries served</b>	RADIO AUDIENCE LOCAL & GLOBAL REACH	Does the computer log of all radio program audience's reach	200,000	542,483	5	5	5	5.00	LOCAL & GUESTS ABROAD THRU GOOGLE MEET, FB LISTENERS
<b>PAA5: Number of text &amp; IP messages, calls, and greetings made by listeners/viewers</b>	THRU IP MESSAGING SYSTEM OF VSU, AND PHONE CALLS/TEXT RECEIVED AND QUERIES	Monitors on air from on line comments/radio audience	5,000	5,420	5	5	4	4.67	IP/TEXT MESSAGES & PHONE CALLS/QUERIES/POSTED E-LOGBOOK
	FACEBOOK LIVE REACH	Monitoring on line at facebook	100,000	542,483	5	5	5	5.00	FROM ONLINE MONITORING
	ENGAGEMENTS/COMMENTS/REACTIONS/SHARES/ LIVE SHOWS	Monitoring on line at facebook	15,000	27,764	5	4	4	4.33	FROM ONLINE MONITORING



PAA7: Number of public service announcements read on air, number of songs on air, number of plug on air, number of queries on air.	THRU DEVELOPMENT PROGRAMS/MUSIC PRORAMS	Monitors on air from on line comments/radio audience/ encoding/posting E-logbook of the announcer's booth	15,000	26,632	5	5	5	5.00	BASED ON THE PRINTED SCREEN HISTORY OF THE COMPUTER IN THE ANNOUNCER'S BOOTH DAILY
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Makes sure that there's no complaint filed	0.00	0.00	5	5	5	5.00	ZERO COMPLAINT
PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19								
	ASSISTANCE TO DYDC PROGRAM AFFILIATE-HOST	Serves as the console operator during the Nostalgia program	10	28	5	5	5	5.00	
	CLEAN UP IN THE CR, KITCHEN AND SNACKS FOR GUESTS OF DYDC	Ensures a clean CR & Kitchen and provides snacks for DYDC guests	100	120	5	5	5	5.00	
Total Over-all rating			59.00	Comments & Recommendations for Development Purpose:  <b>CONGRATULATIONS AND KEEP IT UP!</b>					
Average Rating (total over-all rating divide by 4)			12.00						
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING			4.92						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

  
**ROTACIO S. GRAVOSO**

Station Manager

Date: \_\_\_\_\_

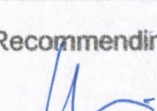
Noted:

  
**CHRISTINA A. GABRILLO**

Department Head

Date: \_\_\_\_\_

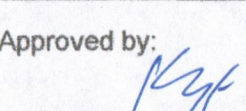
Recommending Approval:

  
**VICTOR B. ASIO**

Dean

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: \_\_\_\_\_



## PERFORMANCE MONITORING FORM

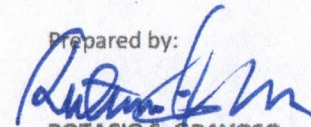
Name of Employee: **CARMELA A. YAMADA**

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	Do board work at the Master Control room and in the announcer's booth/operate any broadcast equipment of Radio Station DYDC FM, Mondays-Fridays/maintain the digital logbook	Dubbing, recording and mixing of radio programs/hosting of 1 radio program @ DYDC, tabulated and posted all on air programs at the station.	July -Dec. 2022	July -Dec. 2022	July -Dec. 2022	Very Impressive	Outstanding	
2	Provide technical support for DevCom students in their radio plugs, magazine, documentary and drama recording and mixing.	Audio-edited outputs of broadcasting students, DYDC and other requesting parties.	July -Dec. 2022	July -Dec. 2022	July -Dec. 2022	Very Impressive	Outstanding	
3	Maintain recording facilities for regular use.	Well-maintained audio equipment.	July -Dec. 2022	July -Dec. 2022	July -Dec. 2022	Impressive	Outstanding	
4	Perform other tasks given by the station manager.	In-charge of petty cash/Clean-up of kitchen and female toilet.	July -Dec. 2022	July -Dec. 2022	July -Dec. 2022	Very Impressive	Outstanding	

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

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

Prepared by:



**ROTACIO S. GRAVOSO**  
Station Manager





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2022 to December 2022

Name of Staff: Carmela A. Yamada Position: Administrative Assistant V

**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		22				
Average Score		4.4				

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

  
**ROTACIO S. GRAVOSO**  
 Station Manager



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARMELA A. YAMADA

Performance Rating: Outstanding

Aim: To enhance more of my job performance, to support the administration, faculty, student, LGU, NGO in audio production and other administrative services

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: July to December 2022

First Step: Attend a training seminar for administrative and technical services

Result: Improved customer service, work value, broadcast services.

Date: September 2022

Target Date: July to December 2022

Next Step: Conduct training for the students who need my services.

Outcome: The students will gain knowledge in audio processing and production.

Final Step/Recommendation:

Prepared by:

  
ROTACIO S. GRAVOSO  
Station Manager

Conforme:



CARMELA A. YAMADA

Name of Ratee Faculty/Staff