

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CARMELA A. YAMADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.951	70%	3.4657
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.9657

TOTAL NUMERICAL RATING:

4.9657

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.657

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

CARMELA A. YAMADA
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO
STATION MANAGER

Recommending Approval:

for: REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARMELA A. YAMADA, of the DYDC-FM 104.7 MHz, commit to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2017 to June 30, 2017.

Approved:


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM


CARMELA A. YAMADA
Ratee

NO.	Success Indicators	Tasks Assigned	Persons Responsible	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	PI1: Number of technical services rendered	ASSISTED DEVCOM/DLABS IN THEIR PRACTICUM AS LABORATORY FOR INSTRUCTION	LOUIS PRADO, ARNEL GUCELA, FABIAN ALBERIO, & CARMELA YAMADA	60	82	5	5	5	5.00	HANDS-ON EXPERIENCE AT THE ANNOUNCER'S BOOTH
		PROVIDED DUBBING, RECORDING, MIXING, AND EDITING SERVICES NOT ONLY TO VSU CLIENTS BUT ALSO OUTSIDE OF THE UNIVERSITY	CARMELA YAMADA	40	102	5	5	5	5.00	AS SERVICE PROVIDER WITHIN AND OUTSIDE OF THE UNIVERSITY
	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	CRAGABRILLO, BUEN ANDRADE, PERLYN FERNANDEZ, ANFRA CAJANO, & CARMELA YAMADA	10	3	5	5	4	4.67	DAILY AND WEEKLY REGULAR PROGRAMS AIRED FROM MONDAY TO FRIDAY

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		EDITED AND AIRED DEVELOPMENT RADIO PLUGS ON ENVIRONMENT, HEALTH, AGRICULTURE, CLIMATE CHANGE, ANTI-PLAGIARISM, WOMEN'S RIGHTS, NO TO FAKE NEWS, ETC.	CRAGABRILLO, MCMGICA, 122 CLASS, DECSO, CARMELA YAMADA	10	25	5	5	5	5.00	DEVELOPMENT PLUGS/SPOTS
		PRODUCED AND BROADCAST LIVE PAMALIHUG SIBYA (Started May 29, 2017)	CARMELA YAMADA	10	25	5	5	5	5.00	EVERY THURSDAY, DAILY PROGRAMS
		GATHERED, WROTE SCRIPTS, RECORDED KALAMBUAN NEWS	BUEN ANDRADE, PERLYN FERNANDEZ, ANFRA CAJANO, INTERNS, MAJORS,	5	120	5	5	5	5.00	DAILY NEWS PROGRAM AT 12NN AND A REPLAY AT 3PM (120 editions)
	PI3: Number of best practices/new initiatives	SERVED AS PROGRAM HOST ASIDE FROM HER TECHNICAL RESPONSIBILITIES	CARMELA YAMADA	1	20	5	5	5	5.00	PAMALIHUG SIBYA AT 12NN DAILY (20 editions) from May 29-June 30, 2017
		MONITORED FB LIVE VIEWERS AND REACH REGULARLY	CARMELA YAMADA	50,000	203,460	5	5	5	5.00	DONE DAILY/MONTHLY WITH THE SUMMARY
		FOLLOWED UP ADMINISTRATIVE MATTERS AS ASSIGNED BY THE STATION MANAGER	CARMELA YAMADA	5	10	4	5	5	4.67	CAN DELIVER ON TIME URGENT TASKS
		CONDUCTED TEAM BUILDING ACTIVITY FOR DYDC WITH AFFILIATE HOSTS AND UCC	CRAGABRILLO/DYDC-FM TECHNICAL, PRODUCTION, AFFILIATE STAFF, UCC	1	1	4	5	5	4.67	DONE IN CUATRO ISLAS IN INOPACAN LAST MAY 2017

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	P14: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	ALL PRODUCTION STAFF	20	102	5	5	5	5.00	FOR THEIR RADIO PROGRAMS
	P15: Number of clientele/beneficiaries served	SHOWN IN A NUMBER OF ENGAGEMENTS IN DYDC-FM FB PAGE	ALL PRODUCTION STAFF	50,000	88,114	5	5	5	5.00	CLIENTS/ BENEFICIARIES
	P16: Number of queries served on time	REPLIED TO QUERIES BY PHONE OR FACEBOOK	ALL PRODUCTION STAFF	20	69	5	5	5	5.00	QUERIES
	P17: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS/LIVESTREAMING	ALL PRODUCTION STAFF	250	300	5	5	5	5.00	TEXT MESSAGES
	P18: Number of voice callers received	RECEIVED VOICE CALLS	ALL PRODUCTION STAFF	80	100	5	5	5	5.00	VOICE CALLS
	P19: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	ALL PRODUCTION STAFF	200	260	5	5	5	5.00	IP MESSAGES
	P120: Number of songs in the playlist/requested songs played	LOOKED FOR SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	ALL PRODUCTION STAFF	300	400	5	5	5	5.00	REQUESTED SONGS
	P121: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	ALL PRODUCTION STAFF	1,500	5,202	5	5	5	5.00	PSAs
	P122: Number of studio visitors had their greetings on air	RECEIVED STUDIO VISITORS AND GUESTS	ALL PRODUCTION STAFF	2,000	3,000	5	5	5	5.00	STUDIO VISITORS

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)										
OVPIMFO 2: Efficeint Customer-Friendly Assistance										
DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating						99.01				
Average Rating						4.951				
Adjectival Rating						Outstanding				

*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, AGCajano, PGFernandez, LPPrado, APGucela, FCAIberio, & EMIsrael.

Received by:


Planning Officer
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Approved:


EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2017 to June 30, 2017

Name of Staff: CARMELA A. YAMADA

Position: ADMINISTRATIVE ASSISTANT 5

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	60				
Average Score	5.0				

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. 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		5.0				

Overall recommendation : _____


CHRISTINA A. GABRILLO, PhD
Name of Head