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Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LOUIS P. PRADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.958	70%	3.4706
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.5	30%	1.37
TOTAL NUMERICAL RATING			4.8406

TOTAL NUMERICAL RATING: 4.8406

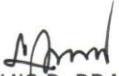
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.8406

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


LOUIS P. PRADO
Name of Staff


CHRISTINA A. GABRILLO
STATION MANAGER

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOUIS P. PRADO, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.

Approved:


LOUIS P. PRADO
Ratee


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

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	FACEBOOK LIVE BROADCAST OF DYDC-FM 104.7 MHz	LOUIS PRADO et al.	80	130	5	5	4	4.67	CAN BE ACCESSED WORLDWIDE
		AUDIO/USTREAM OR DYDC-FM's INTERNET LIVESTREAMING	LOUIS PRADO et al.	80	130	5	5	5	5.00	SINCE JANUARY 2017, RECEIVED GREETINGS FROM AMERICA, EUROPE, ASIA, PHILIPPINES, ETC.
		SIGN ON SPIEL AT 7AM & SIGN OFF SPIEL AT 7PM	LOUIS PRADO et al.	80	130	5	5	5	5.00	12 HOURS DAILY FROM MONDAYS THRU FRIDAYS
		ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM TO DYDC AS LABORATORY FOR INSTRUCTION	LOUIS PRADO et al.	60	100	5	5	5	5.00	HANDS-ON EXPERIENCE AT THE ANNOUNCER'S BOOTH

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
		MAINTAINED DYDC-FM STUDIO AND TRANSMITTER	LOUIS PRADO	5	8	5	5	5	5	NEEDED DAILY MAINTENANCE FOR THE STUDIO AND TRANSMITTER
		CLEANED THE STUDIOS ASSIGNED INCLUDING THE STUDIO C FOR DEVCOM CLASSES	LOUIS PRADO	100	130	5	5	5	5	DAILY CLEANING AND FLOOR MOP
	PI2: Number of music programs aired	SERVED AS SPINNER FOR THE PRAISE SONGS FROM 6:00 TO 7:00 AM	LOUIS PRADO	100	260	5	5	5	5	FIRST ONE-HOUR MUSIC PROGRAM AIRING FROM MONDAYS TO FRIDAYS
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)										
OVPIMFO 2: Efficient 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	ZERO COMPLAINT
Total Over-all Rating					39.670					
Average Rating										
Adjectival Rating					4.958					Outstanding


*Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAAndrade, MCMGica, RTBugnos, LPPrado, APGucela, FCAlberio, & EMIsrael.


Received by:

Calibrated by:

Approved:


 Planning Officer
 Date: _____


REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____


EDGARDO E. TULIN
 President
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 –June 30, 2017

Name of Staff: LOUIS P. PRADO

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 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				