



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	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.89 w 4.83

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.89


ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:


CARMELA A. YAMADA
Name of Staff


CHRISTINA A. GABRILLO
Station Manager


Approved:


BEATRIZ S. BELONIAS
VP for Instruction

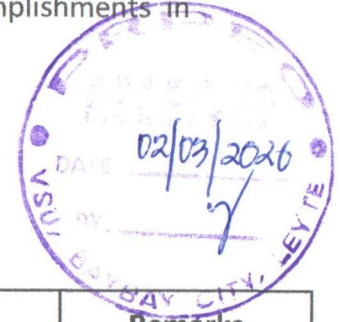
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARMELA A. YAMADA, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019.


CARMELA A. YAMADA
 Ratee

Approved: 
CHRISTINA A. GABRILLO
 Head of Unit



NO.	Success Indicators	Tasks Assigned	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 STUDENTS IN THEIR PRACTICUM AT DYDC AS LABORATORY FOR INSTRUCTION	11	15	5	5	4	4.67	MENTORING AT THE ANNOUNCER'S BOOTH
		PROVIDED DUBBING, RECORDING, MIXING, AND EDITING SERVICES NOT ONLY TO VSU CLIENTS BUT ALSO TO CLIENTS OUTSIDE OF THE UNIVERSITY	40	60	5	5	4	4.67	RECORDING SERVICES WITHIN AND OUTSIDE OF VSU
	PI2: Number of radio programs developed and aired	EDITED AND AIRED DEVELOPMENT RADIO PLUGS ON ENVIRONMENT, HEALTH, AGRICULTURE, CLIMATE CHANGE, ANTI-PLAGIARISM, WOMEN'S RIGHTS, NO TO FAKE NEWS, ETC.	10	23	5	5	4	4.67	RADIO SPOTS/ PROGRAMS/SIGN ON/OFF SPIELS

Control No-20

		PRODUCED AND BROADCAST LIVE PAMALIHUG SIBYA	100	130	5	5	5	5.00	PAMALIHUG SIBYA AT 11AM TO 12NN
		RECORDED KALAMBUAN NEWS	90	114	5	5	5	5.00	DAILY NEWS PROGRAM AT 3PM
	PI3: Number of best practices/new initiatives	SERVED AS PROGRAM HOST ASIDE FROM HER TECHNICAL RESPONSIBILITIES	90	120	5	5	5	5.00	PAMALIHUG SIBYA AT 11AM TO 12NN
		MONITORED FB LIVE VIEWERS AND REACH REGULARLY	600,000	755,335	5	5	5	5.00	DONE DAILY/MONTHLY
		FOLLOWED UP ADMINISTRATIVE MATTERS AS ASSIGNED BY THE STATION MANAGER	5	7	5	5	5	5.00	FOR URGENT MATTERS
		CLEANED REGULARLY THE KITCHEN, CR FOR GIRLS	100	120 days	5	5	5	5.00	DONE DAILY
	PI4: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	5	6	5	5	4	4.67	FOR PAMALIHUG SIBYA ALONE
	PI5: Number of clientele/beneficiaries served	COMPUTED THE NUMBER OF ENGAGEMENTS IN DYDC-FM FB PAGE	10,000	197,535	5	5	5	5.00	CLIENTS/ BENEFICIARIES IN ALL LIVE PROGRAMS
	PI6: Number of queries served on time	REPLIED TO QUERIES OR COMMENTS BY PHONE OR FACEBOOK	30	40	5	5	5	5.00	QUERIES THRU PAMALIHUG SIBYA

	PI7: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS/LIVESTREAMING	400	480	5	5	5	5.00	TEXT MESSAGES THRU PAMALIHUG SIBYA
	PI8: Number of voice callers received	RECEIVED VOICE CALLS	10	15	5	5	5	5.00	VOICE CALLS THRU PAMALIHUG SIBYA
	PI9: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	400	500	5	5	5	5.00	OP MEMOS, GREETINGS THRU IP, FB LIVE, PAMALIHUG SIBYA
	PI10: Number of songs in the playlist/requested songs played	LOOKED FOR SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	200	390	5	5	5	5.00	REQUESTED SONGS AND AFTERNOON DELIGHTS AS PINCH HITTER
	PI11: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	400	550	5	5	5	5.00	PSAs FOR THE PAMALIHUG SIBYA
	PI12: Number of studio visitors had their greetings on air	RECEIVED STUDIO VISITORS AND GUESTS FROM SUCS, OTHER ORGANIZATIONS	20	50	5	5	5	5.00	NAVAL STATE U, PACE, ABS-CBN, ETC.
	PI13: Number of student-interns supervised	ORIENT STUDENTS ON THE POLICIES OF DYDC-FM	10	14	5	5	5	5.00	ON CAMPUS ONLY

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							ZERO COMPLAINT
Total Over-all Rating			98.68						
Average Rating (Total Over-all rating divided by 4)			20						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.93						
ADJECTIVE RATING			OUTSTANDING						

**Comments & Recommendations
for Development Purpose**


Great Job!

Evaluated & Rated by:


CHRISTINA A. GABRILLO
Dept/Unit Head

Date: _____

Approved by:


BEATRIZ S. BEZONIAS
VP for Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 2019 TO DECEMBER 2019

Name of Staff: CARMELA A. YAMADA

Position: ADMINISTRATIVE ASSISTANT 5

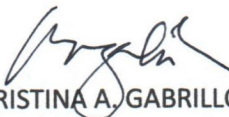
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	58				
Average Score	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						

Overall recommendation: _____



CHRISTINA A. GABRILLO, PhD

Name of Head

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, <i>Pamalihug Sibya</i> /tabulated and posted all on air programs at the station.	July – December 2019	July – December 2019	July – December 2019	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 – December 2019	July – December 2019	July – December 2019	Very Impressive	Outstanding	
3	Maintain recording facilities for regular use.	Well-maintained audio equipment.	July – December 2019	July – December 2019	July – December 2019	Impressive	Outstanding	
4	Perform other tasks given by the station manager.	In-charge of petty cash/Clean-up of kitchen and female toilet.	July – December 2019	July – December 2019	July – December 2019	Very Impressive	Outstanding	

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

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

Prepared by:


DR. CHRISTINA A. GABRILLO
 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 2019

Target Date: July to December 2019

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

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

Date: October 2019

Target Date: July to December 2019

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:


CHRISTINA A. GABRILLO
STATION MANAGER

Conforme:


CARMELA A. YAMADA
Name of Ratee Faculty/Staff