

## 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	4.835	70%	3.3845
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.5	30%	1.37
TOTAL NUMERICAL RATING			4.7545

TOTAL NUMERICAL RATING: 4.7545

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.7545

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

  
**LOUIS P. PRADO**  
 Name of Staff

  
**CHRISTINA A. GABRILLO**  
 STATION MANAGER

Recommending Approval:


  
**BEATRIZ S. BELONIAS**  
 Dean/Director

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice 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 1, 2018 to June 30, 2018.

  
**LOUIS P. PRADO**  
 Ratee

Approved:   
**CHRISTINA A. GABRILLO**  
 Head of Unit

NO.	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	25	30	5	5	5	5.00	CAN BE ACCESSED WORLDWIDE
		AUDIO/USTREAM OR DYDC-FM's INTERNET LIVESTREAMING	100	114	5	5	5	5.00	INCLUDES ALL MAJOR ACTIVITIES OF THE UNIVERSITIES
		SIGN ON SPIEL AT 7AM & SIGN OFF SPIEL AT 7PM	114	114	4	5	5	4.67	12 HOURS DAILY FROM MONDAYS THRU FRIDAYS
		ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM TO DYDC AS LABORATORY FOR INSTRUCTION	10	12	5	5	5	5.00	HANDS-ON EXPERIENCE AT THE
		MAINTAINED DYDC-FM STUDIO AND TRANSMITTER	5	5	4	5	5	4.67	NEEDED DAILY MAINTENANCE FOR THE STUDIO AND TRANSMITTER

		CLEANED THE STUDIOS ASSIGNED INCLUDING THE STUDIO C FOR DEVCOM CLASSES	3	3	4	5	5	4.67	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	114	114	4	5	5	4.67	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	0	0	5	5	5	5.00	ZERO COMPLAINT
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Total Over-all Rating	38.68
Average Rating (Total Over-all rating divided by 4)	8
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.835
ADJECTIVE RATING	Outstanding

#### Comments & Recommendations for Development Purpose

*Keep it up. Great job.*

Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**

Dept/Unit Head

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

Recommending Approval

  
**BEATRIZ S. BELONIAS**

Dean/Director

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

Approved by:

  
**REMBERTO A. PATINDOL**

Vice President

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018 – June 30, 2018

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				

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		18				
Average Score		4.5				

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

  
 CHRISTINA A. GABRILLO, PhD  
 Name of Head

## PERFORMANCE MONITORING FORM


Name of Employee: LOUIS P. PRADO

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	Perform the sign on & sign off at DYDC.	Daily sign on at 6:45am/sign off at 7pm	January 2018-June 2018	January-June 2018	January-June 2018	Very Impressive	Outstanding	
2	Spin for the first music program, Rejoice and be glad.	Daily music program from 7-8am	January 2018-June 2018	January-June 2018	January-June 2018	Impressive	Outstanding	
3	Provide technical support for DevCom students.	Livestreaming and radio productions	January 2018-June 2018	January-June 2018	January-June 2018	Impressive	Outstanding	
4	Maintain the cleanliness in the announcer's booth, recording booth, and studio C	Clean assigned rooms	January 2018-June 2018	January-June 2018	January-June 2018	Very Impressive	Outstanding	
5	Set-up broadcast equipment for audio livestreaming	Live coverages of special/big events in the university	January 2018- June 2018	January-June 2018	January-June 2018	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: LOUIS P. PRADO

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: January to June 2018

First Step: To attend Radio Technical Training

Result: Improved customer service and work values.

Date: April 2018

Target Date: January to June 2018

Next Step: Increase Radio power output to reach far distance listeners.


Outcome: greater access to listeners

Final Step/Recommendation: Attend Quality Assurance Seminars

Prepared by:

  
**CHRISTINA A. GABRILLO**  
STATION MANAGER

Conforme:

  
**LOUIS P. PRADO**  
Name of Ratee Faculty/Staff