



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: LOUIS P. PRADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.78

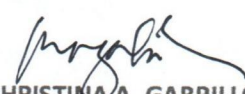
TOTAL NUMERICAL RATING: 4.78
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


LOUIS P. PRADO
Name of Staff

Reviewed by:


CHRISTINA A. GABRILLO
Station Manager

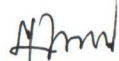
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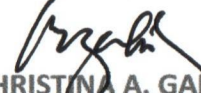

BEATRIZ S. BELONIAS
VP for Instruction

"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019.


LOUIS P. PRADO
Ratee

Approved: 
CHRISTINA A. GABRILLO
Head of Unit

NO.	Success Indicators	Tasks Assigned	Targets	Actual Accomp lishment	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	25	32	5	5	4	4.67	CAN BE ACCESSED WORLDWIDE
		AUDIO/USTREAM OR DYDC-FM's INTERNET LIVESTREAMING	100	114	5	5	4	4.67	INCLUDES ALL MAJOR ACTIVITIES OF THE UNIVERSITIES
		SIGN ON SPIEL AT 7AM & SIGN OFF SPIEL AT 7PM	114	114	5	5	5	5.00	12 HOURS DAILY FROM MONDAYS THRU FRIDAYS
		ASSISTED DEVCOM STUDENTS IN THEIR PRACTICUM TO DYDC AS LABORATORY FOR INSTRUCTION	10	18	5	5	5	5.00	HANDS-ON EXPERIENCE AT THE
		MAINTAINED DYDC-FM STUDIO AND TRANSMITTER	5	12	5	5	5	5.00	NEEDED DAILY MAINTENANCE FOR THE STUDIO AND TRANSMITTER

		CLEANED THE STUDIOS ASSIGNED INCLUDING THE STUDIO C FOR DEVCOM CLASSES	3	5	5	5	5	5.00	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			39.00
Average Rating (Total Over-all rating divided by 4)			8
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.88
ADJECTIVE RATING		Outstanding	

Comments & Recommendations for Development Purpose

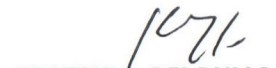
Great Job!

Evaluated & Rated by:


CHRISTINA A. GABRILLO
Dept/Unit Head

Date: _____

Approved by:


BEATRIZ S. BELONIAS
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: 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		55				
Average Score		4.58				

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

Exhibit I

PERFORMANCE MONITORING FORM

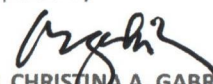
Name of Employee: LOUIS P. PRADO

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 of the radio station.	Daily sign on at 6:45am/sign off at 7pm	July – December 2019	July – December 2019	July – December 2019	Very Impressive	Outstanding	
2	Spin for the first music program, Rejoice and be glad.	Daily music program from 7-8am	July – December 2019	July – December 2019	July – December 2019	Impressive	Outstanding	
3	Provide technical support for DevCom students.	Livestreaming and radio productions	July – December 2019	July – December 2019	July – December 2019	Impressive	Outstanding	
4	Maintain the cleanliness in the announcer's booth, recording booth, and studio C	Clean assigned rooms	July – December 2019	July – December 2019	July – December 2019	Very Impressive	Outstanding	
5	Set-up broadcast equipment for audio livestreaming	Live coverages of special/big events in the university	July – December 2019	July – December 2019	July – December 2019	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: July 2019

Target Date: July to December 2019

First Step: To attend Radio Technical Training

Result: Improved customer service and work values.

Date: October 2019

Target Date: July to December 2019

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

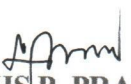
Outcome: greater access to listeners

Final Step/Recommendation: Attend Quality Assurance Seminars

Prepared by:


CHRISTINA A. GABRILLO
STATION MANAGER

Conforme:


LOUIS P. PRADO
Name of Ratee Faculty/Staff