



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 | 4.96 | 70% | 3.47 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.37 |
| TOTAL NUMERICAL RATING | | | 4.84 |

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.84

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


Reviewed by:



LOUIS P. PRADO
Name of Staff


MIKAELA M. GONGORA
OIC, Station Manager


Noted:

Recommending Approval:


CHRISTINA A. GABRILLO
Head, DDC


VICTOR B. ASIO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOUIS P. PRADO, technical staff of DYDC commit 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, 2023 TO DECEMBER 31, 2023.

Prepared by:

Amul
LOUIS P. PRADO
Administrative Assistant III

01/08/24

Approved:

Gym
MIKAELA M. GONGORA
OIC, Station Manager

01/08/24

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplish ments | Rating | | | | Remarks |
|--|---|---|---------|----------------------------|----------------|----------------|----------------|----------------|---------------------------------------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | |
| OVPAAs MFO 9. Development Broadcast & Communication Services | | | | | | | | | |
| DYDC-FM MFO1 | | | | | | | | | |
| PAA1: Number of technical services rendered | RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL REACH | Assists and monitors the audio in program livestreaming | 400,000 | 304,772 | 5 | 5 | 5 | 5.00 | ON RADIO SETS & FB LIVE DYDC WEBPAGES |
| | SIGNING ON/OFF OF THE TRANSMITTER | Does the sign on/off of the transmitter | 170 | 170 | 5 | 5 | 5 | 5.00 | DAILY SIGN/OFF FROM MONDAY-FRIDAY |
| | DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT | Does the maintenance check and repair | 20 | 20 | 5 | 5 | 4 | 4.67 | REGULAR MAINTENANCE SCHEDULES |
| | SONG PLAYLIST & DAILY MASS | Plays the sign on/off spiels and daily mass recorded | 100 | 550 | 5 | 5 | 5 | 5.00 | DAILY MASS |

| | | | | | | | | | |
|---|---|--|--------------------|------------|---|---|---|------|--|
| | DAILY ASSISTANCE TO LIVESTREAMING OF DYDC PROGRAMS | Assists the program hosts | 400,000 | 571,417.00 | 5 | 5 | 5 | 5.00 | AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM JULY TO DECEMBER, 2023 |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | |
| PI 2. Zero percent complaint from clients served | A 46. Customer friendly frontline services | Makes sure for no complaints filed at DYDC | 0.00 | 0.00 | 5 | 5 | 5 | 5.00 | ZERO COMPLAINT |
| PI 3: Additional Outputs | A 48. Other outputs | | | | | | | | |
| | DDC & DYDC Broadcast equipment and airconditioners | Does the maintenance check and repair | | 1.00 | 5 | 5 | 5 | 5.00 | |
| | Announcer's Booth, Studio C, and some rooms at DYDC | Cleans the designated studios and offices | | 4.00 | 5 | 5 | 5 | 5.00 | |
| Total Over-all rating | | | 39.67 | | | | | | |
| Average Rating (total over-all rating divide by 4) | | | 8.00 | | | | | | |
| Additional Points | | | | | | | | | |
| Approved Additional points with copy of approval) | | | | | | | | | |
| FINAL RATING | | | 4.96 | | | | | | |
| ADJECTIVAL RATING | | | Outstanding | | | | | | |

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

Evaluated & Rated by:

MIKAELA M. GONGORA

OIC, Station Manager

Date: 01/08/24

Noted:

CHRISTINA A. GABRILLO

Head, DDC

Date: 01/08/24

Recommending Approval:

VICTOR B. ASIO

Dean

Date: 01/10/24

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/11/24

PERFORMANCE MONITORING FORMName 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 7:00am/sign off at 5pm | July – Dec. 2023 | July – Dec. 2023 | July – Dec. 2023 | Very Impressive | Outstanding | |
| 2 | Spin for the first music program, Rejoice and be glad. | Daily music program from 8-9am | July – Dec. 2023 | July – Dec. 2023 | July – Dec. 2023 | Impressive | Outstanding | |
| 3 | Provide technical support for DevCom students. | Livestreaming and radio productions | July – Dec. 2023 | July – Dec. 2023 | July – Dec. 2023 | Impressive | Outstanding | |
| 4 | Maintain the cleanliness in the announcer's booth, recording booth, and studio C | Clean assigned rooms | July – Dec. 2023 | July – Dec. 2023 | July – Dec. 2023 | Very Impressive | Outstanding | |
| 5 | Set-up broadcast equipment for audio livestreaming | Live coverages of special/big events in the university | July – Dec. 2023 | July – Dec. 2023 | July – Dec. 2023 | Impressive | Outstanding | |

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

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

Prepared by:


MIKAELA M. GONGORA
 OIC, Station Manager



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2023 to December 2023

Name of Staff: Louis P. Prado Position: Administrative Assistant III

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 fail 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 the 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 | | 55/12 = 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 : _____


MIKAELA M. GONGORA
 OIC, 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 2023

Target Date: July to December 2023

First Step: To attend Radio Technical Training

Result: Improved customer service and work values.

Date: September 2023

Target Date: July to December 2023

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:


MIKAELA M. GONGORA
OIC, Station Manager

Conforme:


LOUIS P. PRADO
Name of Ratee Faculty/Staff