

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CARMELA A. YAMADA

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.91 | 70% | 3.43 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments. | 4.61 | 30% | 1.38 |
| TOTAL NUMERICAL RATING | | | 4.81 |

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:



CARMELA A. YAMADA

Name of Staff


CHRISTINA A. GABRILLO

STATION MANAGER

Recommending Approval:

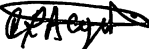

BEATRIZ S. BELONIAS
 VP for INSTRUCTION

Approved:


REMBERTO A. PATINDOL
 Vice President/PMT Chair

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, 2018 to December 31, 2018.


CARMELA A. YAMADA
 Ratee

Approved: 
CHRISTINA A. GABRILLO
 Head of Unit

| NO. | Success Indicators | Tasks Assigned | Targets | Actual Accomp lishments | 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 | 12 | 12 | 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 | 62 | 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 | 12 | 5 | 5 | 4 | 4.67 | RADIO SPOTS/ PROGRAMS/SIGN ON/OFF SPIELS |

| | | | | | | | | | |
|--|--|--|---------|-----------|---|---|---|------|---|
| | | PRODUCED AND BROADCAST LIVE PAMALIHUG SIBYA | 100 | 575 | 5 | 5 | 4 | 4.67 | PAMALIHUG SIBYA AT 11AM TO 12NN |
| | | RECORDED KALAMBUAN NEWS | 90 | 92 | 5 | 5 | 4 | 4.67 | DAILY NEWS PROGRAM AT 3PM |
| | PI3: Number of best practices/new initiatives | SERVED AS PROGRAM HOST ASIDE FROM HER TECHNICAL RESPONSIBILITIES | 90 | 117 | 5 | 5 | 5 | 5.00 | PAMALIHUG SIBYA AT 11AM TO 12NN |
| | | MONITORED FB LIVE VIEWERS AND REACH REGULARLY | 600,000 | 8,549,644 | 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 | 115 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 | 7 | 5 | 5 | 5 | 5.00 | FOR PAMALIHUG SIBYA ALONE |
| | PI5: Number of clienteles/beneficiaries served | COMPUTED THE NUMBER OF ENGAGEMENTS IN DYDC-FM FB PAGE | 10,000 | 34,452 | 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 | 33 | 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 | 418 | 5 | 5 | 5 | 5.00 | TEXT MESSAGES THRU PAMALIHUG SIBYA |
| | PI8: Number of voice callers received | RECEIVED VOICE CALLS | 10 | 12 | 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 | 471 | 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 | 384 | 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 | 575 | 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 | 62 | 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 | 12 | 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 | 0 | 0 | 5 | 5 | 5 | 5.00 | ZERO COMPLAINT | |
| Total Over-all Rating | | | 93.33 | | | | | | | |
| Average Rating (Total Over-all rating divided by 4) | | | 19 | | | | | | | |
| Additional Points: | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | 4.91 | | | | | | | |
| ADJECTIVE RATING | | | OUTSTANDING | | | | | | | |

**Comments & Recommendations
for Development Purpose**

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: July 2018 TO DECEMBER 2018

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 | | 22 | | | | |
| Average Score | | 4.4 | | | | |

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 2018-December 2018 | July 2018-December 2018 | July 2018-December 2018 | 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 2018-December 2018 | July 2018-December 2018 | July 2018-December 2018 | Very Impressive | Outstanding | |
| 3 | Maintain recording facilities for regular use. | Well-maintained audio equipment. | July 2018-December 2018 | July 2018-December 2018 | July 2018-December 2018 | Impressive | Outstanding | |
| 4 | Perform other tasks given by the station manager. | In-charge of petty cash/Clean-up of kitchen and female toilet. | July 2018-December 2018 | July 2018-December 2018 | July 2018-December 2018 | 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 2018

Target Date: July to December 2018

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

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

Date: October 2018

Target Date: July to December 2018

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