



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Buen Josef C. Andrade

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	30%	1.28
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


BUEN JOSEF C. ANDRADE
Name of Staff

Reviewed by:


ROTACIO S. GRAVOSO
Station Manager


Noted:


CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:


VICTOR B. ASIO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BUEN JOSEF C. ANDRADE**, production 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 **JANUARY TO JUNE 2021**.

Prepared by:

BUEN JOSEF C. ANDRADE
BPPA 2

Approved:

ROTACIO S. GRAVOSO
Station Manager

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPAA MFO 3. Higher Education Management Services									
<u>PAA11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Assists in the accreditation	1.00	2.00	5	5	5	5.00	CHED-COD/ AACCUP/ISO
	<u>A 26</u> . Other outputs implementing the new normal due to covid 19	Assists in the livestreaming of radio programs	3.00	27.00	5	5	5	5.00	Pangutan-a si Engineer, DYDC special talk, handle VSU IHS intern
UMFO 4. EXTENSION SERVICES									
<u>PAA11</u> . Additional outputs	<u>A 42</u> . No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								

	DYDC development radio programs with VSU-PCC, NARC, PHILROOTCROPS, NCRC, & ATI-RTC8	Assists in the livestreaming of radio programs	2.00	5.00	5	5	5	5.00	Developmental radio programs such as those in the research centers of VSU: KAHIBAW KA, ABAKA KINI, MAGMALAMB UON SA LAGUTMON, LUBI DABI & AGRI-ISTORYAHAY, etc.
UMFO 5. SUPPORT TO OPERATIONS									
OVPA MFO 9. Development Broadcast & Communication Services									
DYDC-FM MFO1									
PAA2: Number of radio programs developed and aired	DYDC PRODUCTION STAFF, AFFILIATES	Handles He says, She says with Perlyn Fernandez	900,000	1,124,438	5	5	5	5.00	AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM JANUARY TO JUNE 2021
	LEGAL MATTERS, SPECIAL TALK ON COVID 19, AFTERNOON DELIGHTS, NEWS, ETC.	Handles these radio programs	136	283.00	5	5	5	5.00	NUMBER OF PROGRAMS AIRED AFTERNOON DELIGHTS, CALAMBUAN NEWS, PANGUTAN-A SI ENGINEER, HE SAYS SHE SAYS, DYDC SPECIAL TALK

	SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	Anchors live coverages of special events	2	4.00	5	5	4	4.67	NUMBER OF SPECIAL PROGRAM COVERAGES, VSU ANNIV. ACTIVITIES, CME ANNIVERSARY, USSO ACTIVITIES
PAA3: Number of guests invited and interviewed on air	GUESTS LIVE AT DYDC	Interviews guests live at DYDC	30	50.00	5	5	5	5.00	LIVE GUESTS, SPECIAL TALK, HE SAYS SHE SAYS, PANGUTAN-A SI ENGINEER
PAA4: Number of clienteles/beneficiaries served	RADIO AUDIENCE LOCAL & GLOBAL	Makes the programs attractive and interesting to radio audience	400,000.00	940,123.00	5	5	5	5.00	LOCAL & GUESTS ABROAD THRU GOOGLE MEET
PAA5: Number of text & IP messages, calls, and greetings made by listeners/viewers	THRU IP MESSAGING SYSTEM OF VSU, COMMENTS IN FB, AND PHONE CALLS RECEIVED	Reads on air comments from radio audience	10,000	10,626.00	5	5	5	5.00	IP/TEXT MESSAGES & PHONE CALLS
PAA6: Number of songs in the playlist/requested	THRU THE MUSIC PROGRAMS	Thru Afternoon Delights	5,000.00	9,342.00	5	5	4	4.67	BISDAK NI BAI, FAV VISPOP, TRENDING HITS, HUGOT 101, AFTERNOON DELIGHTS
PAA7: Number of public service announcements read on air	THRU PAMALIHUG SIBYA & ANNOUNCEMENTS	Makes PSAs in all programs handled	2,000.00	2,538.00	5	5	5	5.00	

UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Ensures no complaint	0.00	0.00	5	5	5	5.00	ZERO COMPLAINT
PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19								
	DYDC ANNUAL REPORT, MEETING MINUTES AND DYDC WEBPAGE	Makes the draft of the DYDC Annual Report, staff meeting minutes, and updates articles in the DYDC webpage	1.00	3.00	5	5	4	4.67	MEETING REGULAR UPDATING OF WEBPAGE AND FABOOK PAGE
Total Over-all rating		64.00							
Average Rating (total over-all rating divide by 4)		13.00							
Additional Points									
Approved Additional points with copy of approval)									
FINAL RATING		4.92							
ADJECTIVAL RATING		Outstanding							

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

Evaluated & Rated by:



ROTACIO S. GRAVOSO

Station Manager

Date: _____

Noted:



CHRISTINA A. GABRILLO

Department Head

Date: _____

Recommending Approval:



VICTOR B. ASIO

Dean

Date: 26 July 2021

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/28/21

PERFORMANCE MONITORING FORM

Name of Employee: **BUEN JOSEF C. ANDRADE**

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	Write communications and produce radio plugs for DYDC	Draft communications and radio plugs/jingle	January 2021	April 2021	June 2021 and on-going	Impressive	Very Satisfactory	
2	Record and write the minutes every staff meeting	Minutes of each staff meeting	January 2021	June 2021	June 2021	Impressive	Outstanding	
3	Write/produce/record <i>Kalambuan News</i>	Up-to-date and accurate reportage of local and national news	January 2021	June 2021	June 2021	Impressive	Outstanding	
4	Edit news, scripts, and actualities from BPPAs, interns, DevCom Students	Edited news/scripts ready for production and airing	January 2021	June 2021	June 2021	Impressive	Very Satisfactory	
5	Conduct outside broadcasts of major events in VSU	Conduct OBs of VSU Anniversary, Honors Convocation, etc.	January 2021	April 2021	June 2021	Impressive	Very Satisfactory	
6	Assist radio guests and orient visitors at DYDC	Conduct orientation of Japanese students/AACCUP/R QAT/DEPED visitors about DYDC	January 2021	June 2021	June 2021	Impressive	Outstanding	

7	Produce episodes for 2 development radio programs	Produce live guesting/recordings of Campus Talk & Legal Matters Radio Program	January 2021	June 2021	June 2021	Needs improvement	Satisfactory	Lessen absences during live programs and do it regularly
9	Handle 'Afternoon Delights' music program	Daily handling of music program to entertain and educate listeners	January 2021	June 2021	June 2021	Impressive	Outstanding	
10	Manage VSU DYDC 104.7 FM Facebook Page	Updated content of DYDC-FB including livestreaming of radio programs	January 2021	June 2021	June 2021	Very Impressive	Outstanding	

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

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

Prepared by:

ROTACIO S. GRAVOSO

Station Manager



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2021 to June 2021

Name of Staff: Buen Josef C. Andrade Position: BPPA 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 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		20				
Average Score		4.0				

Overall recommendation : _____


ROTACIO S. GRAVOSO
 Station Manager

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUEN JOSEF C. ANDRADE

Performance Rating: Outstanding

Aim: To improve audience interaction, produce more relevant Radio Programs and cover major events in VSU.

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: January to June 2021

First Step: Improve Audience Interaction by 30% via Social Media and Radio Broadcast, produce more episodes of Campus Talk and Legal Matters.

Result: Attends Seminars and Trainings to improve broadcast production skills and be updated on new trends in broadcasting

Date: February 2021

Target Date: January to June 2021

Next Step: Will gain more knowledge in Broadcasting and Increase Audience Interaction

Outcome:

Final Step/Recommendation:

Prepared by:


ROTACIO S. GRAVOSO
Station Manager

Conforme:


BUEN JOSEF C. ANDRADE
Name of Ratee Faculty/Staff