

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	4.983	70%	3.4881
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.9881

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Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.9881

ADJECTIVAL RATING: OUTSTANDING

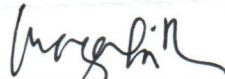
Prepared by:

Reviewed by:



CARMELA A. YAMADA

Name of Staff



CHRISTINA A. GABRILLO

STATION MANAGER

Recommending Approval:



REMBERTO A. PATINDOL

Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARMELA A. YAMADA, of the DYDC-FM 104.7 MHz, commit to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2016.

Approved:



CARMELA A. YAMADA
Ratee



CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	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 AS LABORATORY FOR INSTRUCTION	LOUIS PRADO, ARNEL GUCELA, FABIAN ALBERIO, & CARMELA YAMADA	60	100	5	5	5	5.00	HANDS-ON EXPERIENCE AT THE ANNOUNCER'S BOOTH
		PROVIDED DUBBING, RECORDING, MIXING, AND EDITING SEERVICES NOT ONLY TO VSU CLIENTS BUT ALSO OUTSIDE OF THE UNIVERSITY	CARMELA YAMADA	40	80	5	5	5	5.00	AS SERVICE PROVIDER WITHIN AND OUTSIDE OF THE UNIVERSITY
	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	CARMELA YAMADA, PRODUCTION STAFF, CRAGABRILLO	10	20	5	5	4	4.67	DAILY AND WEEKLY REGULAR PROGRAMS AIRED FROM MONDAY TO FRIDAY

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		EDITED AND AIRED DEVELOPMENT RADIO PLUGS ON ENVIRONMENT, HEALTH, AGRICULTURE, CLIMATE CHANGE, ETC.	CARMELA YAMADA, DECSO, CRAGABRILLO	5	25	5	5	5	5.00	DEVELOPMENT PLUGS/SPOTS
		PRODUCED AND BROADCAST LIVE OR RECORDED SUKARANAY, TOGTOG BISAYA	CARMELA YAMADA	15	30	5	5	5	5.00	EVERY THURSDAY, DAILY PROGRAMS
		OUTSIDE BROADCAST, LIVE COVERAGES OF IMPORTANT EVENTS IN THE UNIVERSITY	ALL PRODUCTION, TECHNICAL AND SUPPORT STAFF	5	10	5	5	5	5.00	INVESTITURE, VSU ANNIVERSARY, REQUESTED EVENT COVERAGE
	PI3: Number of best practices/new initiatives	REGULAR CALLERS/REPORTERS FROM CABADBARAN, OZAMIZ, CEBU AND BAYBAY CITY	CARMELA YAMADA, VOLUNTEER-REPORTERS	2	4	5	5	5	5.00	REGULAR VOLUNTEERS FROM VISAYAS & MINDANAO
		SERVED AS AN ANNOUNCER, HOST, DJ ASIDE FROM HER TECHNICAL RESPONSIBILITIES	CARMELA YAMADA	1	2	5	5	5	5.00	TOGTOG BISAYA DAILY, SUKARANAY WEEKLY
		ACTED AS OFFICER-IN-CHARGE WHEN THE STATION MANAGER IS OUT	CARMELA YAMADA	2	8	5	5	5	5.00	AS OIC

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		FOLLOWED UP ADMINISTRATIVE MATTERS AS ASSIGNED BY THE STATION MANAGER	CARMELA YAMADA	2	5	5	5	5	5.00	CAN DELIVER ON TIME URGENT TASKS
	PI4: Number of guests invited and interviewed on air	LIVE GUESTINGS AT DYDC-FM FROM THE FACULTY, STAFF, RESEARCHERS, ADMINISTRATORS	ALL PRODUCTION STAFF	20	48	5	5	5	5.00	FOR THEIR RADIO PROGRAMS
	PI5: Number of clienteles/beneficiaries served	KEPT A LISTING OF SOA ON RICE FARMER-BENEFICIARIES OF DYDC-FM	ALL PRODUCTION STAFF	150	300	5	5	5	5.00	CLIENTS/BENEFICIARIES
	PI6: Number of queries served on time	REPLIED TO QUERIES BY PHONE OR FACEBOOK	ALL PRODUCTION STAFF	20	69	5	5	5	5.00	QUERIES
	PI7: Number of text messages like greetings received	READ ON AIR GREETINGS FROM LISTENERS THRU SMS	ALL PRODUCTION STAFF	250	702	5	5	5	5.00	TEXT MESSAGES
	PI8: Number of voice callers received	RECEIVED VOICE CALLS	ALL PRODUCTION STAFF	80	265	5	5	5	5.00	VOICE CALLS
	PI9: Number of IP messages received & answered	READ ANNOUNCEMENTS, MEMOS, GREETINGS THRU IP MESSAGING SYSTEM	ALL PRODUCTION STAFF	200	551	5	5	5	5.00	IP MESSAGES
	PI10: Number of songs in the playlist/requested songs played	LOOKED FOR AND PLAYED SONG REQUESTS	ALL PRODUCTION STAFF	300	9,899	5	5	5	5.00	REQUESTED SONGS

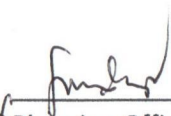
NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI11: Number of public service announcements read on air	READ PUBLIC SERVICE ANNOUNCEMENTS APPROVED BY THE STATION MANAGER	ALL PRODUCTION STAFF	1,500	5,202	5	5	5	5.00	PSAs
	PI12: Number of studio visitors had their greetings on air	RECEIVED STUDIO VISITORS AND GUESTS	ALL PRODUCTION STAFF	2,000	7,025	5	5	5	5.00	STUDIO VISITORS
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	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating						99.667				
Average Rating						4.983				
Adjectival Rating						Outstanding				

***Station Manager, CRAGabrillo; DYDC-FM Staff: CAYamada, BJCAndrade, MCMGica, RTBugnos, LPPrado, APGucela, FCAlberio, & EMIsrael.**


Received by:


Calibrated by:

Approved:


Planning Officer


REMBERTO A. PATINDOL
Chairman, PMT


BEATRIZ S. BELONIAS
Vice Pres. for Instruction


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2016

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		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		20				
Average Score		5.0				

Overall recommendation : _____


 CHRISTINA A. GABRILLO, PhD
 Name of Head