

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LOUIS P. PRADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.952	70%	3.4664
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.8914

TOTAL NUMERICAL RATING: 4.8914

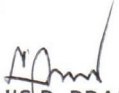
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.8914

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:




 LOUIS P. PRADO
 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, LOUIS P. PRADO, of the DYDC-FM 104.7 MHz, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2016.

Approved:

Alfred
LOUIS P. PRADO

Ratee

Christina A. Gabrillo
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										

OVPI-MFO 8: Development Broadcasting and Communication Services										
DYDC-FM MFO1	PI1: Number of technical services rendered	FACEBOOK LIVE BROADCAST OF DYDC-FM 104.7 MHz	LOUIS PRADO, DYDC-FM TECHNICIANS, UCC	1	1	5	5	4	4.67	CAN BE ACCESSED WORLDWIDE
	AUDIO/USTREAM OR DYDC-FM's INTERNET LIVESTREAMING	LOUIS PRADO, DYDC-FM TECHNICIANS, UCC	1	2	5	5	5	5.00	SINCE MARCH 2016, RECEIVED GREETINGS FROM AMERICA, EUROPE, SINGAPORE, ETC.	
	SIGN ON SPIEL AT 6AM & SIGN OFF SPIEL AT 6PM	LOUIS PRADO, ARNEL GUCELA	500	1440	5	5	5	5.00	12 HOURS DAILY FROM MONDAYS TO FRIDAYS	
	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	

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		MAINTAINED DYDC-FM STUDIO AND TRANSMITTER	LOUIS PRADO, FABIAN ALBERIO, ARNEL GUCELA, ENGR. SEAN VILLAGONZALO	300	1440	5	5	5	5.00	NEEDED MAINTENANCE FOR STUDIO AND TRANSMITTER
	PI2: Number of music programs aired	SERVED AS SPINNER FOR THE PRAISE SONGS FROM 6:00 TO 7:00 AM	LOUIS PRADO	500	1500	5	5	5	5.00	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	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating				34.667						
Average Rating				4.952						
Adjectival Rating				Very Satisfactory						


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


Received by:


Calibrated by:

Approved:


Planning Officer
Date: _____


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____


BEATRIZ S. BELONIAS
Vice Pies. for Instruction
Date: _____


EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 -June 30, 2016

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		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		18				
Average Score		4.5				

Overall recommendation : _____


 CHRISTINA A. GABRILLO, PhD
 Name of Head