



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	4.92	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:


LOUIS P. PRADO
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, **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 **JANUARY TO JUNE 2021**.

Prepared by:

LOUIS P. PRADO

Administrative Assistant 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 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	900,000	1,124,438.00	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	170.00	5	5	4	4.67	DAILY SIGN/OFF FROM MONDAY-FRIDAY
	DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT	Does the maintenance check and repair	20	22.00	5	5	4	4.67	REGULAR MAINTENANCE SCHEDULES
	SONG PLAYLIST & DAILY MASS	Plays the sign on/off spiels and daily mass recorded	10	30.00	5	5	5	5.00	DAILY MASS FOR COVID 19 PROTECTION

	DAILY ASSISTANCE TO LIVESTREAMING OF DYDC PROGRAMS	Assists the program hosts	900,000	1,124,438	5	5	5	5.00	AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM JANUARY TO JUNE 2021
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly 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 implementing the new normal due to covid 19								
	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		39.33							
Average Rating (total over-all rating divide by 4)		8.00							
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: 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 6:45am/sign off at 7pm	January - June 2021	January - June 2021	January - June 2021	Very Impressive	Outstanding	
2	Spin for the first music program, Rejoice and be glad.	Daily music program from 7-8am	January - June 2021	January - June 2021	January - June 2021	Impressive	Outstanding	
3	Provide technical support for DevCom students.	Livestreaming and radio productions	January - June 2021	January - June 2021	January - June 2021	Impressive	Outstanding	
4	Maintain the cleanliness in the announcer's booth, recording booth, and studio C	Clean assigned rooms	January - June 2021	January - June 2021	January - June 2021	Very Impressive	Outstanding	
5	Set-up broadcast equipment for audio livestreaming	Live coverages of special/big events in the university	January - June 2021	January - June 2021	January - June 2021	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: 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 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: 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: January 2021

Target Date: January to June 2021

First Step: To attend Radio Technical Training

Result: Improved customer service and work values.

Date: February 2021

Target Date: January to June 2021

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:


ROTACIO S. GRAVOSO
Station Manager

Conforme:


LOUIS P. PRADO
Name of Ratee Faculty/Staff