

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.926	70%	3.4482
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.0	30%	1.500
TOTAL NUMERICAL RATING			4.9482

TOTAL NUMERICAL RATING: 4.9482

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.9482

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:



 BUEN JOSEF C. ANDRADE
 Name of Staff


 CHRISTINA A. GABRILLO
 STATION MANAGER

Recommending Approval:


 BEATRIZ S. BELONIAS
 Dean/Director

Approved:


 REMBERTO A. PATINDOL
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BUEN JOSEF C. ANDRADE, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.

BUEN JOSEF C. ANDRADE

Ratee

Approved:

CHRISTINA A. GABRILLO

Head of Unit

NO.	Success Indicators	Tasks Assigned	Targets	Actual Accomp lishment	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	PI2: Number of radio programs developed and aired	CONCEPTUALIZED, DEVELOPED AND PRODUCED MUSIC & DEVELOPMENT RADIO PROGRAMS	15	18	5	5	5	5.00	IN BETWEEN HOURLY & DAILY RADIO PROGRAMS
		PRODUCED AND BROADCAST LIVE 'CAMPUS TALK, LEGAL MATTERS, AFTERNOON DELIGHTS'	24	25	5	5	5	5.00	EVERY WEDNESDAY AT 9AM AND DAILY PROGRAM AT 1-3PM
		GATHERED, WROTE SCRIPTS, RECORDED KALAMBUAN NEWS	132	256	5	5	5	5.00	DAILY NEWS PROGRAM AT 12NN AND A REPLAY AT 3PM
		EDITED SCRIPTS AND ACTUALITIES & PRODUCED KALAMBUAN NEWS	132	514	5	5	5	5.00	WRITING, EDITING NEWS ARTICLES, AIRING/INTERNS & DEVCOM STUDENTS/SENIOR HIGH

		OUTSIDE BROADCAST, LIVE COVERAGE OF IMPORTANT EVENTS IN THE UNIVERSITY	5	7	5	5	5	5.00	VSU GRADUATION, ANNIVERSARY, CONVOCATION, ETC.
	PI3: Number of best practices/new initiatives	PRODUCED MINUTES OF WEEKLY STAFF MEETING OF DYDC-FM WITH PHOTOS	14	14	4	5	5	4.67	MINUTES OF WEEKLY STAFF MEETING
		MAKING OF NEW DYDC, JINGLE, BROCHURE, SIGN ON/SIGN OFF SPIELS	10	12	5	5	5	5.00	NEW JINGLE, BROCHURE, SIGN ON/OFF SPIELS
		CONDUCTED TEAM BUILDING ACTIVITY FOR DYDC WITH AFFILIATE HOSTS AND UCC	1	1	4	5	5	4.67	

UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)

OVPIMFO 2: Efficient Customer-Friendly Assistance

DYDC-FM MFO3	PI1: Efficient & customer-friendly	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	0	0	5	5	5	5.00	ZERO COMPLAINT
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Total Over-all Rating	44.34
Average Rating (Total Over-all rating divided by 4)	9
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.926
ADJECTIVE RATING	Outstanding

Comments & Recommendations for Development Purpose

Great job. Explain more.

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: _____

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 as assigned by the Station Manager	Letter request for the use of VSU vehicle for team building	April 19, 2018	April 20, 2018	July 2018	Impressive	Outstanding	
2	Produce radio plugs	Radio plugs to be aired at DYDC	January 2018	February 2018	July 2018	Impressive	Outstanding	
3	Record and write the minutes of each staff meeting	Minutes of each staff meeting	January 2018	July 2018	July 2018	Very Impressive	Outstanding	
4	Write/produce/record <i>Kalambuan</i> News	Up-to-date and accurate reportage of local and national news	January 2018	July 2018	July 2018	Very Impressive	Outstanding	
5	Edit news, scripts, and actualities from BPPAs, interns, DevCom Students	Edited news/scripts ready for production and airing	January 2018	July 2018	July 2018	Very Impressive	Outstanding	
6	Conduct outside broadcasts of major events in VSU	Conduct OBs of VSU Anniversary, Honors Convocation, etc.	January	July 2018	July 2018	Impressive	Outstanding	
7	Assist radio guests and orient visitors at DYDC	Conduct orientation of Japanese students/AACCUP/R QAT/DEPED visitors about DYDC	January 2018	July 2018	July 2018	Very Impressive	Outstanding	

8	Produce episodes for 2 development radio programs	Produce live guesting/recordings of Campus Talk & Legal Matters Radio Program	January 2018	July 2018	July 2018	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 2018	July 2018	July 2018	Very Impressive	Outstanding	
10	Manage VSU DYDC 104.7 FM Facebook Page	Updated content of DYDC-FB including livestreaming of radio programs	January 2018	July 2018	July 2018	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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2018

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 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 : Keep it up!


 CHRISTINA A. GABRILLO, PhD
 Name of Head

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 2018

Target Date: January to June 2018

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: April 2018

Target Date: January to June 2018

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

Outcome:

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
STATION MANAGER

Conforme:


BUEN JOSEF C. ANDRADE

Name of Ratee Faculty/Staff