

**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	4.961	70%	3.4727
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	5.0	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.9727</b>

TOTAL NUMERICAL RATING: 4.9727

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.9727

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
BUEN JOSEF C. ANDRADE  
Name of Staff

Reviewed by:

  
CHRISTINA A. GABRILLO  
STATION MANAGER

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2016

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 : \_\_\_\_\_

  
 CHRISTINA A. GABRILLO, PhD  
 Name of Head



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BUEN JOSEPH ANDRADE, 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.

  
**BUEN JOSEPH C. ANDRADE**  
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Approved:

  
**CHRISTINA A. GABRILLO**  
 Station Manager, DYDC-FM

NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	BUEN ANDRADE, PRODUCTION STAFF, CRAGABRILLO	10	20	5	5	4	4.67	DAILY AND WEEKLY REGULAR PROGRAMS AIRED FROM MONDAY TO FRIDAY
		PRODUCED AND BROADCAST LIVE CAMPUS TALK, LEGAL MATTERS, AFTERNOON DELIGHTS	BUEN ANDRADE, ATTY. RYSAN GUINOCOR AND OTHER GUESTS	12	32	5	5	4	4.67	EVERY MONDAY, WEDNESDAY, DAILY PROGRAMS
		EDITED SCRIPTS AND PRODUCED KALAMBUAN NEWS	BUEN ANDRADE	15	25	5	5	5	5.00	SCRIPT EDITING, RECORDING, AIRING



NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		OUTSIDE BROADCAST, LIVE COVERAGES OF IMPORTANT EVENTS IN THE UNIVERSITY	BUEN ANDRADE, PRODUCTIONSTAFF	5	10	5	5	5	5.00	INVESTITURE, VSU ANNIVERSARY, REQUESTED EVENT COVERAGE
	<b>PI3: Number of best practices/new initiatives</b>	REGULAR UPDATING OF CONTENT AND MAINTENANCE OF THE DYDC-FM WEBSITE	BUEN ANDRADE, CLAUDINE GICA & RUEL BUGNOS	4	10	5	5	5	5.00	REGULAR UPDATING OF CONTENT AND MAINTENANCE
		PRODUCED MINUTES OF WEEKLY STAFF MEETING OF DYDC-FM WITH PHOTOS	BUEN ANDRADE	3	10	5	5	5	5.00	MINUTES OF WEEKLY STAFF MEETING
		DRAFTED COMMUNICATIONS FOR VSU ADMINISTRATION AS REQUESTED BY THE STATION MANAGER	BUEN ANDRADE	2	5	5	5	5	5.00	LETTER REQUESTS
	<b>PI4: Number of guests invited and interviewed on air</b>	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
	<b>PI5: Number of clientele/beneficiaries served</b>	KEPT A LISTING OF SOA ON RICE FARMER-BENEFICIARIES OF DYDC-FM	CRAGABRILLO, PRODUCTION STAFF	150	300	5	5	5	5.00	CLIENTS/BENEFICIARIES
	<b>PI6: Number of queries served on time</b>	REPLIED TO QUERIES BY PHONE OR FACEBOOK	ALL PRODUCTION STAFF	20	69	5	5	5	5.00	QUERIES



NO.	Success Indicators	Tasks Assigned	Persons Responsible	Targets	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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 SONGS IN THE PLAYLIST AND PLAYED SONG REQUESTS	ALL PRODUCTION STAFF	500	9,899	5	5	5	5.00	REQUESTED SONGS
	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

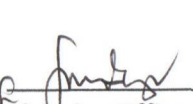
DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	ALL DYDC-FM STAFF	0	0	5	5	5	5.00	ZERO COMPLAINT
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Total Over-all Rating		84.333			
Average Rating		4.961			
Adjectival Rating		Outstanding			


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

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	

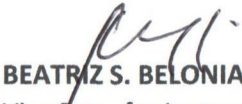
Received by:


  
\_\_\_\_\_  
Planning Officer  
Date: \_\_\_\_\_

Calibrated by:

  
REMBERTO A. PATINDOL  
Chairman, PMT  
Date: \_\_\_\_\_

Approved:

  
BEATRIZ S. BELONIAS  
Vice Pres. for Instruction  
Date: \_\_\_\_\_

  
EDGARDO E. TULIN  
President *eda*  
Date: \_\_\_\_\_