



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARLON G. BURLAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.735

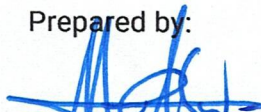
TOTAL NUMERICAL RATING: 4.735

Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.735

FINAL NUMERICAL RATING 4.735

ADJECTIVAL RATING: Outstanding


Prepared by:


MARLON G. BURLAS
Name of Staff 7/23/24


Reviewed by:


MARIO LILIO VALENZONA
Department/Office Head 7/23/24

Recommending Approval:


MARIO LILIO VALENZONA
Dean/Director 7/23/24

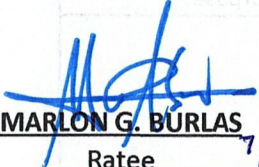
Approved:


ELWIN JAY V. YU *Hesim*
Vice President

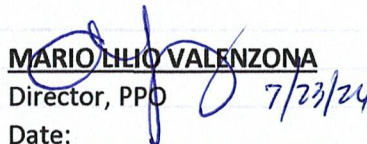


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON G. BURLAS** of the Motor Pool and Power Plant Electrical Services Unit under the PHYSICAL PLANT OFFICE commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January-June 2024**


MARLON G. BURLAS
 Ratee

Date: _____


MARIO LILIO VALENZONA
 Director, PPO

Date: _____

MFOs/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PPO MFO1: Motor Pool Maintenance	PI 1, No. of ground improvement for new projects implemented as per schedule	Monitors the implementation of ground improvements for new projects	10	10	5	4	5	4.67	
	PI 2, No. of grounds maintained as scheduled	Monitors the implementation of ground maintenance	10	10	5	4	5	4.67	
	PI 3, Area of farm/land prepared/cleared and maintained as scheduled	Monitors the activities in land/farm preparation	25	25	5	4	5	4.67	
	PI 4, No. of heavy equipment and light vehicles repaired and maintained as scheduled	Monitors the implementation of repair and maintenance of equipments & vehicles.	36	36	5	4	5	4.67	
	PI 5, No. of operations and vehicle maintenance rendered as per request	Monitors & checks vehicle operations and maintenance	50	50	5	5	5	5.00	
PPO MFO2: Power and Electricity Services Maintenance	PI 6, No. of electrical systems for new and major repair /renovation projects implemented within spicified time frame	Monitors the implementation of electrical works for new and major repair/renovation projects	20	5	5	5	5	5.00	
	PI 7, No. of Electrical systems improvement and maintenance inside the building implemented as per schedule	Monitors the implementation of electrical system improvements and maintenance inside of buildings	50	50	5	4	5	4.67	

	PI 8, No. of Electrical distribution systems repair and maintenance implemented outside of buildings as per schedule	Monitors the implementation of electrical system improvements and maintenace outside of buildings	60	60	5	4	5	4.67	
Total Over-all Rating					38.00				
Average Rating				4.75	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.75					
ADJECTIVAL RATING				75					


Evaluated & Rated by:

Approved by:


MARIO LILIO VALENZONA

Supervisor

Date: _____


ELWIN JAY V. YU

Vice President for Admin. & Finance

Date: _____

- 1-QUALITY
- 2-Efficiency
- 3-Timeliness
- 4-Average

	PI 8, No. of Electrical distribution systems repair and maintenance implemented outside of buildings as per schedule	Monitors the implementation of electrical system improvements and maintenance outside of buildings	60	60	5	4	5	4.67	
Total Over-all Rating					38.00				
Average Rating				4.75	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.75					
ADJECTIVAL RATING				75					


Evaluated & Rated by:

Approved by:


MARIO LILIO VALENZONA

Supervisor

Date: _____


ELWIN JAY V. YU

Vice President for Admin. & Finance

Date: _____

- 1-QUALITY
- 2-Efficiency
- 3-Timeliness
- 4-Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office : PPES (PPO)

Head of Office: MARLON G. BURLAS (PPO)

Number of Personnel: 12

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meeting with staff. March 10, 2024			
Coaching	Staff in-charge in the submission of materials				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

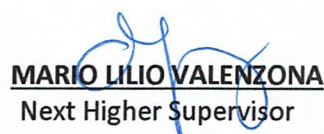
Conducted by:



MARLON G. BURLAS

Immediate Supervisor

Noted by:



MARIO LILIO VALENZONA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARLON G. BURLAS

Performance Rating: January- June 2024

Aim;

Technical & skills upgrading required to perform effectively in the workplace

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: March 2024

First Step: Competency Assessment & Evaluation

Result: Training Requirements for skills Technical upgrading

Date: March 2024 Target Date: June 2024

Next Step: Development Training Plan

Outcome: Improve Technical Skills

Final Step/Recommendation:

Technical Application in the Workplace

Prepared by:

MARIO LILIO VALENZONA
Supervisor

7/23/24

Conforme:

MARLON G. BURLAS
Name of Ratee Faculty/Staff

7/23/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: MARLON G. BURLAS

Position: Engineer III

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		56				
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		24				
Average Score		4.70				
Overall recommendation:						

MARIO LILIO VALENZONA
Immediate Supervisor

7/23/24