

COMPUTATION OF FINAL INDIVIDUAL RATING  
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARLON G. BURLAS

| Particulars<br>(1) |  | Numerical Rating (2) | Percentage<br>Weight (3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--------------------|--|----------------------|--------------------------|---|
| 1                  | Numerical Rating per IPCR  | 4.79                 | 70%                      | 3.353                                   |
| 2                  | Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment | 4.76                 | 30%                      | 1.429                                   |
|                    |  |                      |                          | 4.782                                   |

TOTAL NUMERICAL RATING: 4.782  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.782

FINAL NUMERICAL RATING: 4.782  
ADJECTIVAL RATING: 0


Prepared by:

  
**MARIO C. BANTUGAN**  
Adm. Aide III

Reviewed by:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Adm. & Finance

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT


Approved:

  
**EDGARDO E. TULIN**  
President

Visayas State University  
GENERAL SERVICES DIVISION  
Visca , Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON G. BURLAS of the HELVMU & WSSMU under the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: January to June 2018

  
MARLON G. BURLAS  
Ratee

Date: \_\_\_\_\_

  
MARIO LILIO P. VALENZONA  
Director, GSD

Date: \_\_\_\_\_

| MFOs/PAPS   | Success Indicators   | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|   |  |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| GSD MFO1: Heavy Equipment and Light Vehicle Maintenance | PI 1, No. of ground improvement for new projects implemented as per schedule   | Monitors the implementation of ground improvements for new projects                                     | 8      | 8                     | 5              | 5              | 5              | 5.00           |         |
|   | PI 2, No. of grounds maintained as scheduled   | Monitors the implementation of ground maintenance   | 5      | 6                     | 5              | 5              | 5              | 5.00           |         |
|   | PI 3, Area of farm/land prepared/cleared and maintained as scheduled   | Monitors the activities in land/farm preparation  | 17     | 18                    | 5              | 5              | 4              | 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              | 5              | 4              | 4.67           |         |
|   | PI 5, No. of operations and vehicle maintenance rendered as per request  | Monitors & checks vehicle operations and maintenance  | 150    | 160                   | 5              | 5              | 4              | 4.67           |         |
| GSD MFO2: Water and Sewerage System Maintenance         | PI 1, No. of water distribution systems for new and major repair/renovation projects implemented as per spicified time frame | Monitors the implementation of plumbing works for new and major repair/renovation projects & buildings. | 15     | 17                    | 5              | 5              | 4              | 4.67           |         |
|   | PI 2, No. of plumbing systems improvement and maintenance inside the buildings implemented                                   | Monitors the implementation of plumbing systems improvement and maintenance inside of buildings.        | 150    | 175                   | 5              | 5              | 4              | 4.67           |         |

|  |  |   |      |      |  |   |   |      |  |
|--|--|---|------|------|--|---|---|------|--|
| <b>GSD MFO2: Water and Sewerage System Maintenance</b>   | <b>PI 3, No. of water distribution system repair and maintenance outside buildings implemented</b> | Monitors the implementation of water distribution systems improvement and maintenance outside of buildings              | 120  | 130  | 5  | 5 | 4 | 4.67 |  |
| <b>GSD MFO 3:Administrative Support Management</b>       | <b>PI 1, Administrative and Support services performed</b>   |   |      |      |  |   |   |      |  |
|  | <b>*Office documents</b>   | Recommends & signs office documents for approval such as: Appointments, PR, Withdrawal Slips, Inspections & Job Request | 200  | 220  | 5  | 5 | 5 | 5.00 |  |
|  | <b>*Trip tickets</b>   | Monitors the activities of the driver assigned for GSD vehicles & other departments                                     | 1230 | 1238 | 5  | 5 | 5 | 5.00 |  |
|  | <b>*Inquiries entertained</b>  |   | 30   | 35   | 5  | 5 | 5 | 5.00 |  |
|  | <b>PI 2, Engineering works monitored and coordinated:</b>  |   |      |      |  |   |   |      |  |
|  | <b>*Fabrication &amp; machining</b>  | Monitors the activities of the personnel assigned for each tasks.   | 30   | 30   | 5  | 5 | 4 | 4.67 |  |
|  | <b>*Welding &amp; oxy-acetylene works</b>  | Monitors activities on metal works and hot works of assigned personnel  | 15   | 15   | 5  | 5 | 4 | 4.67 |  |
| <b>Total Over-all Rating</b>                             |  |   |      |      | 62.33  |   |   |      |  |
| <b>Average Rating</b>                                    |  |   |      | 4.79 | Comments & Recommendations<br>for Development Purpose:<br><br>1) Take Advance course<br>2) Attend trainings/seminars to update latest technology |   |   |      |  |
| <b>Additional Points:</b>                                |  |   |      |      |  |   |   |      |  |
| <b>Punctuality:</b>                                      |  |   |      |      |  |   |   |      |  |
| <b>Approved Additional point (with copy of approval)</b> |  |   |      |      |  |   |   |      |  |
| <b>FINAL RATING</b>                                      |  |   |      | 4.79 |  |   |   |      |  |
| <b>ADJECTIVAL RATING</b>                                 |  |   |      |      |  |   |   |      |  |

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Recommending Approval:

MARIO LILIO P. VALENZONA  
DIRECTOR GSD  
Date: \_\_\_\_\_

Approved by:

BENJAMIN A. PATINTOL  
VICE. DIRECTOR ADMIN. & FINANCE  
Date: \_\_\_\_\_

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018Name of Staff: MARLON G. BURLASPosition: Head, WSSMU

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 |   |   |   |   |
|---|---|-------|---|---|---|---|
|   |   | 5     | 4 | 3 | 2 | 1 |
| 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   |   | 57    |   |   |   |   |

| B. Leadership & Management (For supervisors only to be rated by higher supervisor) |   | Scale |   |   |   |   |
|--|---|-------|---|---|---|---|
|  |   | 5     | 4 | 3 | 2 | 1 |
| 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  |   | 4.76  |   |   |   |   |

Overall recommendation \_\_\_\_\_


 MARIO LILIO VALENZONA

Director, GSD

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marlon G. Burlas

Performance Rating: Outstanding

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

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Result: Take advance course attend trainings/seminars to update latest technology

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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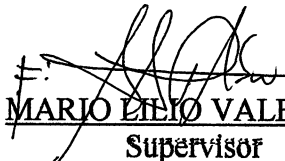
Outcome: \_\_\_\_\_

Final Step/Recommendation:


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Prepared by:

 516 12/06/18  
MARIO LILIO VALENZONA  
Supervisor

Conform:

  
MARLON G. BURLAS  
Name of Ratee Faculty/Staff