



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	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.825

TOTAL NUMERICAL RATING: 4.825

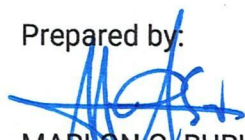
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.825

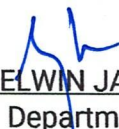
FINAL NUMERICAL RATING 4.825

ADJECTIVAL RATING: Outstanding

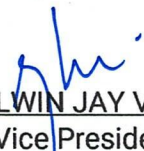
Prepared by:


MARLON G. BURLAS
Name of Staff

Reviewed by:


ELWIN JAY V. YU
Department/Office Head

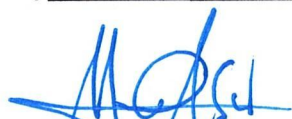
Approved:


ELWIN JAY V. YU
Vice President




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON G. BURLAS, of 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: JULY- DECEMBER 2024


MARLON G. BURLAS
Ratee

Approved:


ELWIN JAY V. YU
Vice President for Adm. & Finance

MFOs/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PPO MFO1: Infrastructure Development and Maintenance	PI 1, No. of new and major repair/renovation projects implemented within specified time frame	Monitors and supervise the implementation of new and major repair/renovation projects	90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg.	90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg.	5	5	5	5.00	
	PI 2, No. of regular repair and maintenance of Buildings implemented within spicified time frame	Monitors and supervise the implementation of regular repair and maintenance projects.	15 repair projects	8	5	5	5	5.00	
PPO MFO2: Power and Electricity Services Maintenance	PI 1, 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	12 projects	10 projects	5	5	4	4.67	
	PI 2, No. of Electrical systems improvement and maintenance inside the building implemented as per schedule	Monitors the implementation of electrical system improvements and maintenace inside of buildings	45	40	5	5	4	4.67	
	PI 3, 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	70	60	5	5	5	5.00	
	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	5	4	4.67	

PPO MFO3: Heavy Equipment and Light Vehicle Maintenance	PI 2 , No. of Grounds maintained as scheduled	Monitors the implementation of ground maintenance	20	15	5	5	4	4.67	
	PI 3 , Area of Farm/Land prepared/cleared and maintained as scheduled	Monitors the activities in land/farm preparation	20	15	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	32	30	5	5	4	4.67	
	PI 5 , No. of Operations and vehicle maintenance rendered as per request	Monitors & checks vehicle operations and maintenance	60	50	5	5	4	4.67	
GSD MFO4: 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	8	8	5	5	4	4.67	
	PI 2 , No. of plumbing systems improvement and maitenance inside the buildings implemented	Monitors the implementation of plumbing systems improvement and maintenance inside of buildings	80	60	5	5	4	4.67	
	PI 3 , No. of water distribution system repair and maintenance outside buildings implemented	Monitors the implementation of water distribution sytems improvement and maintenance outside of buildings	60	50	5	5	4	4.67	
PPO MFO5: Landscape and Waste Management	PI 1 , No. of Landscapes on new buildings and infrastructures	Monitors the implementation of landscapping of new buildings & infrastructure	4	4	5	5	4	4.67	
	PI 2 , No. of landscapes maintained	Monitors the implementation of landscape maintenance	4	4	5	5	4	4.67	
	PI 3 , No. of Grounds maintained	Monitors the implementation of ground maintenance	4	4	5	5	4	4.67	
	PI 4 , Volume of waste collected disposed and managed	Monitors the implementation of collection & disposal of garbage	150	100	5	5	4	4.67	
PPO MFO 6: Instrumentation and laboratory facilities	PI 1 , No. of Laboratory Instruments/equipment repaired	Monitors the implementation of the repairs and improvement of laboratory equipments and instruments	90	50	5	5	4	4.67	
	PI 1, Administrative and support Services performed								
	*Office documents	Recommends & signs office documents for approval such as: Appointments, PR, Job Request, & Elec. Bills.	100	90	5	5	4	4.67	

PPO MFO 7:Administrative Support Management	*Janitorial/Messengerial	Monitors the activities of the personnel assigned for janitorial/messengerial services	60	50	5	5	4	4.67	
	*Construction Materials Management	Monitors the activities of the personnel assigned in receiving and posting of construction materials	15	15	5	5	5	5.00	
	PI 2, Engineering Works Monitored and coordinated:								
	*Plans and Sketches	Draft & reviews plans & sketches of the proposed projects and recommends for approval.	30	20	5	5	5	5.00	
	*Cost estimates	Reviews & checks bill of materials & cost estimates	20	18	5	5	4	4.67	
	*Surveys	Monitor and survey the sites and conditions of proposed repair/improvements projects.	5	5	5	5	5	5.00	
Total Over-all Rating					114.06				
Average Rating (Total Over-all rating divided by (24)				4.75	Comments & Recommendations for Development Purpose: Continue professional developmeny				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.75					
ADJECTIVAL RATING				0					

Evaluate & Rated by:


ELWIN JAY V. YU

Supervisor

Date: 2/17/25

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

Approved by:


ELWIN JAY V. YU

Vice Pres for Adm. & Finance

Date: 2/17/25

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARLON G. BURLAS

Performance Rating: July to December 2024

Aim;

Technical & skills upgrading required to perform effectively in the workplace

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: September 2024

First Step: Competency Assessment & Evaluation

Result: Training Requirements for skills Technical upgrading

Date: August 2024 Target Date: October 2024

Next Step: Development Training Plan

Outcome: Improve Technical Skills

Final Step/Recommendation:

Technical Application in the Workplace

Prepared by:

ELWIN JAY V. YU
Supervisor

Conforme:

MARLON G. BURLAS
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2024

Name of Staff: MARLON G. BURLAS

Position: Director, Engineer-III

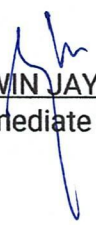
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		60				
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		25				
Average Score		5.0				
Overall recommendation:						


ELWIN JAY V. YU
 Immediate Supervisor