



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: PHLOEM D. GALUPO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.571	70%	3.199
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.705	30%	1.411
<b>TOTAL NUMERICAL RATING</b>			<b>4.610</b>

TOTAL NUMERICAL RATING: 4.610

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.610


FINAL NUMERICAL RATING 4.610

ADJECTIVAL RATING: Outstanding

Prepared by:

  
PHLOEM D. GALUPO  
Name of Staff

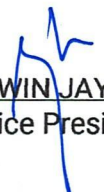
Reviewed by:

  
MARLON G. BURLAS  
Department/Office Head

Recommending Approval:

  
MARIO LILIO VALENZONA  
Dean/Director

Approved:

  
ELWIN JAY V. YU  
Vice President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PHLOEM D. GALUPO**, 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: **January to December 2024**

  
**PHLOEM D. GALUPO**  
Ratee

  
**MARLON G. BURLAS**  
Director, PPO

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>FMO1: Preventive Maintenance</b>	Pl. 1-Facilities inspected for preventive maintenance	Inspect buildings for preventive maintenance	25	26	5	4	4	4.3333	
	Pl. 2-Inspection checklist	Record inspected building in the maintenance log	25	26	3	3	3	3	
<b>FMO2: Corrective Maintenance</b>	Pl. 3-Pakyaw contract inspected	Conduct inspection on pakyaw contracted works upon billing	50	45	5	5	3	4.3333	Processing of payment for pakyaw contracts was held in abeyance
		Prepare inspection report	50	45	5	5	5	5	
<b>FMO3: Service Requests</b>	Pl. 4-Assist departments/offices with repair cost and estimate	Prepare cost estimate	2	8	5	5	4	4.6667	
	Pl. 5-Assist in acquiring Building Permit	Building permit acquired	3	1	5	4	4	4.3333	Only 1 building was constructed\ under VSU. The rest of the buildings were implemented by DPWH
	Pl. 6-Assist in acquiring Occupancy Permit	Occupancy permit acquired	3	3	5	4	4	4.3333	
<b>FMO4: Infrastructure Project Implementation</b>	Pl. 7-Regular monitoring of infrastructure projects	Site visit of on-going infrastructure	20	22	5	5	5	5	
		Provide site instructions	20	20	5	5	5	5	
		Conduct coordination meeting with contractors and stakeholders	5	7	5	5	5	5	
	Pl. 8-Assist in the billing process of contractors	Prepare documents attachment for billing	6	9	5	5	4	4.6667	
	Pl. 9-Facilitate in the completion of the project	Prepare Final Inspection Report	2	2	5	5	5	5	
		Prepare Punchlist	2	2	5	5	4	4.6667	
		Prepare Certificate of Completion	2	2	5	5	4	4.6667	
Total Over-all Rating								64.0	
Average Rating (Total Over-all rating divided by number of task assignment)			4.571	Comments & Recommendations for Development Purpose:					
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING			4.571						
ADJECTIVAL RATING									

Evaluated & Rated by:   
**MARLON G. BURLAS**  
Immediate Supervisor  
2/10/25

Approved by:   
**ELWIN JAY V. YU**  
Vice President for Admin and Finance  
2/17/25

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PHLOEM D. GALUPO**

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:

  
**MARLON G. BURLAS**  
Supervisor

Conforme:

  
**PHLOEM D. GALUPO**  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - June 2024

Name of Staff: PHLOEM D. GALUPO

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		50				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.705				
Overall recommendation:						

  
**MARLON G. BURLAS**  
 Immediate Supervisor