

## COMPUTATION OF FINAL INDIVIDUAL RATING 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	4.636	70%	3.2452
2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.82	30%	1.446
<b>TOTAL NUMERICAL RATING</b>			<b>4.6912</b>

TOTAL NUMERICAL RATING:

4.6912

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.6912

FINAL NUMERICAL RATING:


4.6912


ADJECTIVAL RATING:

Outstanding


Prepared by:

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
Immediate Supervisor


  
**MARIO LILIO VALENZONA**  
Director, GSD

Approved:


  
**REMBERTO A. PATINDOL**  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON G. BURLAS** of 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: **JULY TO DECEMBER 2018**

  
**MARLON G. BURLAS**  
Ratee

Approved:

  
**MARIO LILIO P. VALENZONA**  
Director, GSD

MFO & Performance Indicators	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>	
<b>MFO1-Water distribution systems for new and major repairs/ renovations</b>	<b>PI 1.1 No. of water distribution systems in new and renovated/implemented academic and research buildings</b>	1. Preparation of list of materials and cost estimates	4	6	5	5	4	4.6667	
	<b>PI 1.2 No. of water distribution systems in new and renovated/implemented administrative buildings</b>	2. Preparation of Program of Work	2	5	5	5	4	4.6667	
	<b>PI 1.3 No. of water distribution systems in new and renovated/implemented IGP buildings and structures</b>	3. Preparation of purchase request and APP	3	5	5	4	4	4.3333	
	<b>PI 1.4 No. of water distribution systems in new and renovated Student/ Staff Housing units</b>	4. Monitoring on the projects implemented	3	7	5	5	4	4.6667	
<b>MFO 2 Plumbing systems improvement and maintenance inside buildings</b>	<b>PI 2.1 No. of plumbing systems improvements/repairs inside academic and research buildings</b>		50	55	5	5	4	4.6667	
	<b>PI 2.2 No. of plumbing systems improvements/repairs inside administrative buildings</b>		40	45	5	5	4	4.6667	

	PI 2.3 No. of plumbing systems improvements/repairs inside IGP buildings and structures		50	55	5	5	4	4.6667		
	PI 2.4 No. of plumbing systems improvements inside Student/staff housing units		55	60	5	5	4	4.6667		
MFO3, Water distribution systems repair and maintenance outside buildings	PI 3.1 No. of water distribution lines repaired		20	25	5	5	4	4.6667		
MFO 4 Other services	PI 4. 1 No. of Inquiries entertained	Perform other services as requested	35	40	5	4	4	4.3333		
	PI 4.2 No. of approved trip tickets		51	80	5	5	5	5		
Total Over-all Rating									51	

Average Rating (Total Over-all rating divided by 4)	4.6363636	Comments & Recommendations for Development Purpose:  1.) Take Advance Courses 2.) Attend Trainings of Senior to update latest technologies
Additional Points:		
Punctuality:		
Approved Additional point (with copy of approval)		
FINAL RATING	4.6363636	
ADJECTIVAL RATING	0	

Evaluate & Rated by:

  
**MARIO LILIO VALENZONA**  
 Supervisor

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
 Director, GSD

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President

# Instrument for Performance Effectiveness of Administrative Staff

Annex O

Rating Period: July-Dec. 2018

Name of Staff: Marlon G. Burlas

Position: Head, WSSMU, Engr. 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 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		58				

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		4.82				

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

**MARIO LILIO VALENZONA**  
Director, GSD

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARLON G. BURLAS  
Performance Rating: July 1 to December 31, 2019

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

Proposed Interventions to Improve Performance:

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

First Step: Take Advance Courses, attend training and seminars to update latest technologies

Result: \_\_\_\_\_


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

Next Step: \_\_\_\_\_

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

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**MARIO LILIO VALENZONA**  
Director, GSD