



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFPHY

Annex P

Name of Administrative Staff: **MARLON G. BURLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
TOTAL NUMERICAL RATING			4.781

TOTAL NUMERICAL RATING: 4.781

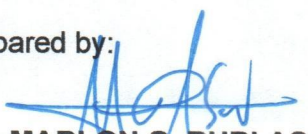
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.781

FINAL NUMERICAL RATING 4.781

ADJECTIVAL RATING: Outstanding

Prepared by:


MARLON G. BURLAS
Name of Staff

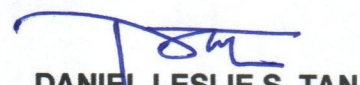
Reviewed by:


MARIO LILIO VALENZONA
Department/Office Head

Recommending Approval:



MARIO LILIO VALENZONA
Dean/Director


Approved:


DANIEL LESLIE S. TAN
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 2023**


MARLON G. BURLAS
 Ratee
 Date: _____

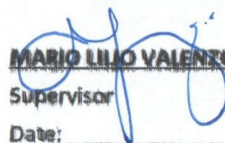

MARIO LUJO VALENZONA
 Director, PPO
 Date: _____


MFO/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	15	5	5	5	5.00	
	PI 2, No. of grounds maintained as scheduled	Monitors the implementation of ground maintenance	10	15	5	5	5	5.00	
	PI 3, Area of farm/land prepared/cleared and maintained as scheduled	Monitors the activities in land/farm preparation	25	30	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	40	5	5	4	4.67	
	PI 5, No. of operations and vehicle maintenance rendered as per request	Monitors & checks vehicle operations and maintenance	50	55	5	5	4	4.67	
	PI 6, No. of electrical systems for new and major repair/renovation projects implemented within specified time frame	Monitors the implementation of electrical works for new and major repair/renovation projects	20	25	5	5	4	4.67	

PPO MFQ2: Power and Electricity Services Maintenance	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	55	5	5	5	5.00	
	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	65	5	5	4	4.67	
Total Over-all Rating					38.33				
Average Rating				4.79	Comments & Recommendations for Development Purpose: <i>Technical skills upgrading and trainings</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.79					
ADJECTIVAL RATING				0					

Evaluated & Rated by:

Approved by:


MARIO LILLO VALENTONA
Supervisor
Date: _____


DANIEL LESUE S. TAN
Vice President for Admin. & Finance
Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2023

Name of Staff: MARLON G. BURLAS

Position: Engineer III

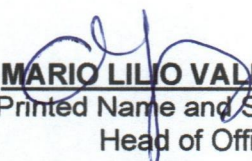
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total 17				
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	4.76				

Overall recommendation : _____


MARIO LILIO VALENZONA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARLON G. BURLAS

Performance Rating: JAN - JUNE 2023

Aim:

TECHNICAL & SKILLS UPGRADING REQUIRED TO
PERFORM EFFECTIVELY IN THE WORKPLACE

Proposed Interventions to Improve Performance:

Date: JANUARY 2023 Target Date: FEBRUARY 2023

First Step: COMPETENCY ASSESSMENT & EVALUATION

Result: TRAINING REQUIREMENTS FOR SKILLS &
TECHNICAL UPGRADING

Date: APRIL 2023 Target Date: JUNE 2023

Next Step: DEVELOPMENT TRAINING PLAN

Outcome: IMPROVE TECHNOLOGY SKILLS

Final Step/Recommendation:

TECHNICAL APPLICATION IN THE WORKPLACE

Prepared by:

MARIO LILLO P. VALENZUELA
Supervisor

Conforme:

MARLON G. BURLAS
Name of Ratee Faculty/Staff