

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	4.25	70%	2.975
2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.59	30%	1.377
TOTAL NUMERICAL RATING			4.352

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

MARIO LILIO VALENZONA
Immediate Supervisor

4.3524.3524.352VS

Recommending Approval:

MARIO LILIO VALENZONA
Director, GSD

Approved:

REMBERTO A. PATINDOL
Vice President

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

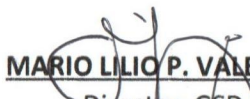
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 2019


MARLON G. BURLAS

Ratee

Date: _____


MARIO LILIO P. VALENZONA

Director, GSD

Date: _____

MFOs/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 specified 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	
GSD MFO2: Water and Sewerage System Maintenance	PI 3, No. of water distribution system repair and maintenance outside buildings implemented	Monitors the implementation of water distribution systems improvement and maintenance outside of buildings	120	130	5	5	4	4.67	
GSD MFO 3: Administrative Support Management	PI 1, Administrative and Support services performed								
	*Office documents	Recommends & signs office documents for approval such as: Appointments, PR, Withdrawal Slips, Inspections & Job Request	200	220	5	5	5	5.00	
	*Trip tickets	Monitors the activities of the driver assigned for GSD vehicles & other departments	1230	1238	5	5	5	5.00	
	*Inquiries entertained		30	35	5	5	5	5.00	
	PI 2, Engineering works monitored and coordinated:								
	*Fabrication & machining	Monitors the activities of the personnel assigned for each tasks.	30	30	5	5	4	4.67	
	*Welding & oxy-acetylene works	Monitors activities on metal works and hot works of assigned personnel	15	15	5	5	4	4.67	
MFO1-Water distribution systems for new and major repairs/ renovations	PI 1.1 No. of water distribution systems in new and	1. Preparation of list of materials and cost estimates	4	6	5	5	4	4.67	
	PI 1.2 No. of water distribution systems in new and	2. Preparation of Program of Work	2	5	5	5	4	4.67	
	PI 1.3 No. of water distribution systems in new and	3. Preparation of purchase request and APP	3	5	5	4	4	4.33	
	PI 1.4 No. of water distribution systems in new and renovated	4. Monitoring on the projects implemented	3	7	5	5	4	4.67	
Total Over-all Rating					80.67				
Average Rating				4.25	Comments & Recommendations for Development Purpose: Take MASTERS DEGREE ON ENGINEERING MANAGEMENT				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.25					
ADJECTIVAL RATING				VS					

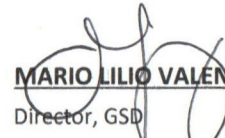
Received:


MARIO LILIO VALENZONA
Supervisor

Date: _____

Date: _____

Recommending Approval:


MARIO LILIO VALENZONA
Director, GSD

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019Name of Staff: Marlon G. BulasPosition: Head, HELVMU/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				
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	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		56				

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		22				
Average Score		4.59				

Overall recommendation _____

MARIO LILIO VALENZONA
Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARLON G. BURLAS
Performance Rating: January- June 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

Conforme:

MARLON G. BURLAS
Retee