

## ABSTRACT

**MUNDA, W. C., Assessment of the Cadet Corps Armed Forces of the Philippines Performance and Evaluation Records System.** Master in Business Administration, De La Salle University-Dasmariñas, Cavite, February 2010. Adviser: Ms. Ma. Luisa G. Dy.

The purpose of this research study is to assess and evaluate the PMA Cadets' Performance and Evaluation Record System in terms of its performance and capability to provide on-time information for the PMA Academic Board in deliberating cadets for advancement to the next class/higher rank, the graduation of fourth year cadets, and attrition cases based on the perception of the First Class cadets, Academic Board members, Military Instructors, and IT personnel.

In general, the statistical outcomes disclosed that most respondents rated the CCAFP Performance and Evaluation Record System as Fair in its level of performance. It signified some areas of concern like delays in the submission of records and grades in Conduct, Aptitude, Sports and Physical training. The PMA policy making body needs updated information for planning, deliberation, and decision making for cadets' disposition but were shackled by the unavailability of real time information. The PMA's the level of capability in managing its CCAFP Performance and Evaluation Record System in terms of the availability of facilities, equipment, and trained IT personnel; and in terms of the availability of technical designs and systems capabilities, were both rated Fair.

To improve the level of performance, PMA (otherwise known as the Academy) should formulate a policy on the regular updating of records such as personnel summary of information, statement of service, medical records, section list, and the like. It calls for a strategic move towards a continuous improvement of Information System and Technology infrastructure of PMA. There's a need to review the policy on demerit system and the posting of Conduct grades should be done on a weekly basis.

The Academic Board, being the highest policy-making body of PMA, should rethink how to improve the performance level of the existing system to have a consistent, rational, and speedy decision in deliberating cadet performances. Practices in the submission of grades must be written and disseminated to all military and civilian instructors. The Board should institutionalize a development program for military and civilian instructors to improve their teaching style and work ethics.

To improve the level of capability, the Academy should embark on several initiatives aimed at providing adequate facilities and computer equipment inside and outside cadet barracks. The PMA authorities should look into the staffing at the Computer Office. At present, it is manned by one regular civilian-clerk employee, five civilian job order employees skilled in computer science, and four technicians (two regular and two on job order, renewable every three months) maintaining servers and office computers of PMA. The Computer Office should be administered by an Officer and assisted by an Enlisted Personnel. PMA should hire additional IT personnel to act as administrators and technicians.

In terms of technical designs and systems capabilities, the PMA authority should undertake an upgrading of the PMA network operating systems, work station access, software licenses update, and internet working equipment. There should be a centralized database that can provide access, consumption, and data management to enable an efficient delivery of information to relevant users.

The Philippine Army has managed to institutionalize an efficient Information System. It manages and administers the record and statement of services of Officers, Enlisted personnel as well as the civilian employees. These record can be verified by a just a mouse click and can be printed upon request by concerned personnel. Thus, if this undertaking was realized by the Philippine Army, it could also be done at PMA to achieve the same and be able to address the identified problem areas in the present CCAFP Performance and Evaluation Record System. Since this is the first scientific study on the CCAFP Performance and Evaluation Record System, a similar study is highly recommended to be conducted to validate or negate the findings of the study.