

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ANDREW A. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.98 x 50% = 2.49	
b. Students (50%)		4.33 x 50% = 2.17	
Total for Instruction	75 %	4.66	3.50
2. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)		2.50 x 50% = 1.25	
b. Dept. Head/Center Director (50%)		2.50 x 50% = 1.25	
Total for Extension	10%	2.50	.25
4. Support to Organizations	15%	5.0	.75
TOTAL	100%		4.50


Equivalent Numerical Rating: 4.50

Add: Additional Points, if any:


TOTAL Numerical Rating: 4.50

Adjectival Rating: **VERY SATISFACTORY**


Prepared by:


ANDREW A. MAZO
Name of Faculty

Reviewed by:


MARY JEAN M. SAPAN
Department Head

Recommending Approval:


ALELI A. VILLOCINO
College Dean


Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDREW A. MAZO of the Institute of Human Kinetics committed to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.


ANDREW A. MAZO
Ratee


MARY JEAN M. SAPAN
Head of Unit
Date: _____

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	FTE TL	2nd Semester, SY 2017-2018 <ul style="list-style-type: none"> • MAPH 102 (25) • MAPH 111 (27) • MAPH 110 (34) • PHED 211(15) • HOPE 1 (SHS - 24) 	25	31.25	5	5	5	5.0	
CORE FUNCTIONS As Faculty	Implementation of Instructional Programs, Projects and Activities: Teaching Guides/teaching aids	<ul style="list-style-type: none"> • IMs and other devices prepared and utilized • Mid-term and Final Examinations conducted • Collected and checked Projects/assignments and completed on due date • No. of teaching aids and devices prepared for utilization with 80% acceptance 	15 9 27 8	20 19 27 15	5 5 5 5	5 5 5 5	5 5 5 5	5.0 5.0 5.0 5.0	Presentations are made per topic Video presentations are used as supplemental information per major topic in the major subjects

	Submission of reports and other requirements	<ul style="list-style-type: none"> • CSR • Grade Sheets • Number of Athletes' Parental Consent Forms and other Documents Processed and Submitted for the National SCUAA 	6 10 2	6 10 2	5 5 5	5 5 5	5 4.8 5	5.0 4.8 5.0	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	<ul style="list-style-type: none"> • Attendance in institutional/collegiate orientation, seminar 	1	2	5	5	5	5.0	
	Student Consultation Service	<ul style="list-style-type: none"> • Number of hours spent on Student Consultation/Semester • Advise students on subject-related concerns/Semester 	45 hrs 15hrs	60 hrs 20hrs	5 5	5 5	5 5	5.0 5.0	
	TOTAL FOR INSTRUCTION				5.00	5.00	4.98	4.98	
EXTENSION SERVICES	Extension Coordinator	IHK Extension Coordinator and Program Leader, Program 3 – College of Education Extension Program IHK "KINETIKA" affiliate broadcast announcer	1 1	1 8	5 5	5 5	5 5	5.0 5.0	
	TOTAL FOR EXTENSION				5.00	5.00	5.00	5.00	
SUPPORT TO ORGANIZATIONS	Coordinator (program, varsity, etc)	<ul style="list-style-type: none"> • Number of Athletes Coached in the Varsity Swimming Team in the 2018 National SCUAA Games 	2	2	5	5	5	5.0	
	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> • IHK regular and, special and emergency meetings 	8	12	5	5	5	5.0	
	Committee assignments as member/chairperson in Institute and University affairs	<ul style="list-style-type: none"> • Tournament Manager/Coordinator (Modified Team Triathlon), IHK Anniversary 2018 • Coordinator, Free Blood Sugar Testing, IHK Anniversary 2018 	50 1	60 1	5 5	5 5	5 5	5.0 5.0	Served 60 plus students in the event Served 60 F&S in the event

		<ul style="list-style-type: none"> • Race Coordinator, VSU Anniversary Celebration 2018 • Chairperson, <i>Dulang Pinoy</i> 2018 VSU Anniversary Celebration 	1	1	5	5	5	5.0	Facilitated the fun run of more than 300 runners that included students, faculty and staff and visitors of the University
			1	1	5	5	5	5.0	Served more than 200 farmers and fisherfolks during the event
	TOTAL FOR SUPPORT TO ORGANIZATIONS				5.00	5.00	5.00	5.00	
	Efficient and customer-friendly frontline service	Zero percent (0%) complaint from client served	90% no complaint	100% no complaint	5	5	5	5.0	
	TOTAL FOR SUPPORT SERVICES				5.00	5.00	5.00	5.00	
Total Over-all Rating					5.00	5.00	5.00	5.00	

Average Rating (Total Over-all Rating divided by 4)		5.0
Additional Points		
Punctuality		
Approved Additional Points		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Meets deadline regularly and starts report forward the time of others.

Evaluated by:

MAY JEAN M. SAPAN

Department Head

Date: _____

Recommending Approval:

ALELIA A. VILLOCINO

College Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

PERFORMANCE MONITORING FORMName of Employee: ANDREW A. MAZO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach graduate course, major courses in MAPEH, senior high school	Deliver quality learning outcomes to students in the undergraduate, graduate and senior high school programs	January 2018	June 2018	June 2018	Very impressive	Outstanding	All students passed the subjects
2	Prepare and utilize instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	January 2018	June 2018	June 2018	Very impressive	Outstanding	Instructional materials must be updated regularly
3	Submit reports and other required documents: * grade sheets * list of athletes, parental consent forms for the National SCUAA 2018	Timely submission of all the required documents to avoid delay in the processing	March/June 2018 January 2018	March/ June 2018 February 2018	March/ June 2018 February 2018	Impressive	Outstanding	Tasks were done on time
4	Coach student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	January 2018	June 2018	June 2018	Very impressive	Outstanding	Was able to produce National Players. More trainings for more national players
5	Attend regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	January 2018	June 2018	June 2018	Impressive	Outstanding	Attends meetings promptly
6	Function as member/chairperson in committee assignments in Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee	January 2018	June 2018	June 2018	Very impressive	Outstanding	Responsible in all task assigned to

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARY JEAN M. SAPAN

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANDREW A. MAZO**

Performance Rating: Outstanding

Aim: To come up with a research proposal

Proposed Intervention to Improve Performance:

Collaborate with other faculty to come up with a strong and achievable research proposal

Date: July 2018

Target Date: September 2018

First Step:

- Meeting with faculty members to discuss possible research problems

Result:

- Come up with possible research title

Date: October 2018

Target Date: November 2018

Next Step:

- Assign faculty on areas to work on in the research proposal


Outcome:

- Doable research proposal

Final Step/Recommendation:

Review the proposal as a whole for comments and suggestions before forwarding it to the College.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


ANDREW A. MAZO

EMPLOYEE DEVELOPMENT PLAN

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Performance Rating: Outstanding

Aim: To come up with a research proposal

Proposed intervention to improve Performance:
Collaborate with other faculty to come up with a strong and achievable research proposal

Date: July 2018

Target Date: September 2018

First Step:

- Meeting with faculty members to discuss possible research problems

Result:

- Come up with possible research title

Date: October 2018

Target Date: November 2018

Next Step:

- Assign faculty on areas to work on in the research proposal

Outcome:

- Double research proposal

Final Step/Recommendation:

Review the proposal as a whole for comments and suggestions before forwarding it to the College.

Prepared by:

MARY JEAN M. SAPAN
OIC Director, IHK

Conformer:

ANDREW A. MAZO