

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$4.89 \times 50\% = 2.46$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	25%	4.96	1.24
2. Research			
a. Client/Dir. For Research (50%)		$2.35 \times 50\% = 1.18$	
b. Dept. Head/Center Director 50%)		$2.35 \times 50\% = 1.18$	
Total for Research	5%	2.36	.12
3. Extension			
a. Client/Dir. For Extension (50%)		$2.45 \times 50\% = 1.23$	
b. Dept. Head/Center Director 50%)		$2.46 \times 50\% = 1.23$	
Total for Extension	5%	2.46	.123
4. Support to Operations	65%	5.0	3.25
TOTAL	100%		4.73

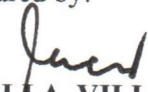
Equivalent Numerical Rating: 4.73

Add: Additional Points, if any: _____


TOTAL Numerical Rating: 4.73

Adjectival Rating: OUTSTANDING

Prepared by:

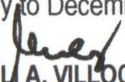

ALELI A. VILLOCINO
Name of Faculty

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Individual Performance Commitment and Review Form (IPCR)

I, **ALELI A. VILLOCINO** of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2019.


ALELI A. VILLOCINO
 Ratee

Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Higher Education Services	FTE-TL	First Semester PrEd 156 (Exploring the Curriculum) CAEd 111 (Philosophical Foundations of Sound) SpEd 117 (Foundations of Special & Inclusive Educ)		1.50 6.15 5.85 TOTAL					
				13.50	5	5	5	5	
	Learning Programs and Activites	Developed Course Outline and Syllabus in CAEd 111, SpEd 117 & PrEd 157	2	2	5	5	4	4.6	
		designed learning materials in CAEd 11, SpEd 117							
		Collected assignments, reflection paper, concept paper	10	15	4	4	4	4.00	
		Facilitated students in producing Music, Art, Dance & Drama production	5	5	5	5	5	5.00	
		Checked quizzes, assignments, exams	4	15	5	5	5	5.00	
		Movie viewing Learners with Special Needs	6	6	5	5	4	4.60	
		Conduct midterm and final examinations	1	3	5	5	5	5.00	
		Checked field study workbooks							
		Design rubrics for PrEd 125 & SpEd 117	10	10	5	5	5	5.00	
	Submission of documents and requirements	DTR	3/mo	3	5	5	5	5.00	
		Grade Sheets	3	3	5	5	5	5.00	
	Number of Student-Related activities assisted	Supervised the school visit of SpEd 117 students at SpEd Center in Baybay North Central School	5	5	5	5	5	5.00	
	Academic Advising	Advise and counsel graduating students, transferees, shiftee and second courser	10	20	5	5	5	5.00	
		Accommodate and advise students							

		with concerns in the conduct of course-related organizations, shifting degree programs, transfer to another schools and other concerns affecting their status in the university	5	20	5	5	5	5.00	
	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
MFO	Varsity Sports Program, High School students' conference, CSSC	Facilitated delegation/team budget SCUAA forms	100	150	5	5	5	5.00	
		Facilitated CSSC, High school students in preparing for intramural games and other school affairs	300	350	5	5	5	5.00	
	Number of VSU Related	Assisted in the university, college orientation for new and continuing students	400	600	5	5	5	5.00	
	Activities Assisted	Facilitated the University Librarian for VSU student participation during Regional & National Book Week	10	15	5	5	5	5.00	
Advance Education Services	Total for Instruction							4.89	
		Number of Research Proposals	1	1	5	5	4	5	
	Chairman, Commodity for Higher Education	Reviewed and recommended research proposals of faculty for submission to OVPRE	3	4	5	5	5	5	
Research Services		Advise faculty to write research proposals	1	1	4	5	4	4.33	
	Total for Research							4.66	
		Facilitated three radio programs: "Kinetika" (IHK), Educere (DTE), Wazzup High School (HIS)	3	3	5	5	5	5.00	
	Radio Development Program								
	Crafting an extension proposal for submission to OVPRE	Advised faculty to submit extension proposal	1	1	5	5	4	4.66	
Extension Services	Langoy sa Kaluwasan	Conducted Learn-to-Swim training to barangays (Pangasugan & Gabas)	20	20	5	5	5	5.00	
	Project I Can Do It: Master Teachers' Capacity Building on Action Research	Conducted workshop on research to Master Teachers of DepEd Baybay City Division	30	35	5	5	5	5.00	
	Total for Extension Services							4.91	
	Success Indicators	Task Assigned	Target	Accomplishment	Q1	E2	T3	A4	Remarks
MFO	Dean	Conducted the recruitment, selection and	5	5	5	5	5	5.00	
	Chairman, CoEd Management Committee	placement for new faculty			5	5	5	5.00	
		Conducted General Faculty Meetings of CoEd	3	3	5	5	5	5.00	

Administrative Support
Services

Conducted monthly meetings with the faculty	5	6	5	5	5	5.00	
Indorse faculty for the renewal of their appointments for another school year	5	5	5	5	5	5.00	
Indorse newly hired faculty for 1st semester SY 2019-2020	5	5	5	5	5	5.00	
Conducted a selection and recruitment procedure to hire part-time instructors	3	3	5	5	5	5.00	
Indorse faculty for VSU Faculty Fellowship Grant	3	3	5	5	5	5.00	
Indorse faculty to attend and present papers in regional, national and international conferences	6	6	5	5	5	5.00	
Supervised academic related activities	10	10	5	5	5	5.00	
Monitored the attendance of the faculty and department heads in different academic and co-curricular activities	3	3	5	5	5	5.00	
Monitored the faculty and administrative staff members of their attendance in their classes and offices (IHK, DTE, HIS)	3	3	5	5	5	5.00	
Created working committees to facilitate in the different workshops and co-curricular activities.	1	2	5	5	5	5.00	
Prepared office orders, Memoranda and other documents related to academic and other concerns	10	12	5	5	5	5.00	
Implemented academic policies through issuance of Memoranda & other concerns.	10	15	5	5	5	5.00	
Conducted curricular review of teacher education programs	1	1	5	5	5	5.00	
Conducted collegiate orientation, seminars, trainings and workshops	4	4	5	5	5	5.00	
Signed and submitted DTR on the first week of the following month	6	6	5	5	5	5.00	
Facilitated the Preliminary Survey Visit of MED program	1	1	5	5	5	5.00	
Conducted an internal audit and audit report of DCHM, OVPI, USSO and International Affairs Office quality procedures	4	4	5	5	5	5.00	
Facilitated the University and CoEd in preparing for ISO 9001:2015 certification (stage 1 external audit)	7	7	5	5	5	5.00	
Member, University Library, Curriculum, Graduate, Administrative & Academic Council/Committees, Change of Grade	16	20	5	5	5	5.00	

	Total for Administrative Support Services								
			90% no complaint					5.00	
Efficient and customer friendly frontline service									
Total Overall Rating									
Overall divide by number of items									

Average rating (Total Over-all rating divided by 4)	19.46/4	4.87
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		

Comments and Recommendations for Development

Purpose: *Good job as Dean!*

Evaluated and Rated by:

Bea
BEATRIZ S. BELONIAS
Vice-President for Instruction

Date:

Recommending Approval:

Bea
BEATRIZ S. BELONIAS
Vice-President for Instruction

Date:

Approved:

Bea
BEATRIZ S. BELONIAS
Vice-President for Instruction

Date:

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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 CAEd 111 (Principles & Practice – The Philosophy & Historical Foundations of Creative Expressions in Sound, SpEd 117 (Foundations of Special Education & Inclusive Education), Field Study 4 (Exploring the Curriculum)	Deliver quality learning & instruction to BS Culture & Arts Education, BSEd with majors in Filipino and Biological Science	August 2019	December 2019	December 14, 2019	Very impressive	Outstanding	Need to gather more references and learning materials in CAEd 111
2	Design new PPT and learning materials in CAEd 111, revise and update SpEd 117 learning materials, Revisit Field Study Workbook	A more comprehensive, updated and effective powerpoint presentation/slides and course activities	August 2019	December 2019	December 13, 2019	Very Impressive	Outstanding	Explore more teaching strategies
3	Develop evaluation and assessment tools to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs Conduct students' assessment in the Midterm and final term Conduct Practical Exam in Integrated Music Theory 	July – December 2019			Very impressive	Outstanding	
4	Submit reports and other requirements	Submit DTR, grade sheets, committee reports, program report and other documents assigned by immediate supervisor	July to December 2019			Very Impressive	Outstanding	

5	Student Consultation	<ul style="list-style-type: none"> Advise undergraduate students on subject/course-related activities, projects and assignments Advise and coach undergraduate students on problems/concerns related to course work 		Very impressive	Outstanding	
6	Mentor and coach new department head/director/principal	<ul style="list-style-type: none"> Empower leaders, faculty & staff Commit to coach and mentor the faculty & staff 	July – December 2019	Very Impressive	Outstanding	
7	Consultation with department head/institute director & principal	<ul style="list-style-type: none"> Improve communication, organizational and management performance and decision-making. Engage faculty in exchange of ideas and information 	July to December 2019	Very impressive	Outstanding	
8	Oversee the management of the department/institute	<ul style="list-style-type: none"> Provide the needs of the personnel Provide a positive working environment 	July to December 2019	Very impressive	Outstanding	
9	Facilitated in cascading ISO 9001:2015 to faculty and staff in the College of Education	<ul style="list-style-type: none"> Conduct management meetings, attend department regular and emergency meetings, sent/posted important messages on the virtual office (group chats) to remind and update personnel of ISO activities. 	July to December 2019	Very Impressive	Outstanding	
10	Attended administrative council meetings, university meetings, quality assurance activities	<ul style="list-style-type: none"> Update faculty and staff of university updated guidelines, policies and other university affairs Empower personnel to actively participate in meetings and decision making 	July to December 2019	Very Impressive	Outstanding	
11	Endorsed faculty and staff to attend trainings, workshop, seminars	<ul style="list-style-type: none"> Level up the morale of the faculty to be more driven, motivated and inspired to accomplish their tasks Develop the expertise of the faculty 	July to December 2019	Very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ALEJ A. VILLOCINO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim: To revise and design course syllabi compliant to outcome-based and ISO format.

Proposed intervention to improve Performance:

1. Collaborate with faculty from the department/institute to strengthen the mentoring and coaching culture.
2. Organize department/college writeshops and in-service trainings for faculty to improve on their writing skills and revising the OBTL course syllabi.

Date: July 2019

Target Date: July – December 2019

First Step:

1. Review the Policies, Standards and Guidelines of the degree program with emphasis on the nature of the field of study, program, learning and course outcomes, teaching and learning, assessment.
2. Gather books, journals and other learning materials.
3. Create a team of faculty specific to the discipline.
4. Provide a time frame for submission to the review committee.

Result: Finalize the course syllabus and other learning and instructional materials

Date: Periodic reading, reviewing and revising

Target Date: July to December 2019

Next Step:

Present the draft to the department instruction & curriculum committee for suggestions, corrections to improve the course syllabus.

Outcome:

Meaningful course revision, more enhanced.

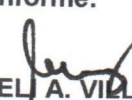
Final Step/Recommendation:

Keep course content, and context current.

Prepared by:


BEATRIZ S. BELONIAS
VP for Instruction

Conforme:


ALELI A. VILLOCINO
Instructor