

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: EDILBERTO A. ARTIGA, JR. II

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
<b>1. Instruction</b>			
a. Head/Dean (100%)		4.91 x 50% = 2.45	
b. Students		4.50 x 50% = 2.25	
Total for Instruction	75%	4.70	3.52
<b>2. Research</b>			
a. Client/Dir. For Research (%)		x .50%	
b. Dept. Head/Center Director 100%)	%	x 50%	
Total for Research			
<b>3 Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
<b>2. Gen. Admin Support Services</b>			
<b>TOTAL</b>	<b>100%</b>		<b>4.77</b>

EQUIVALENT NUMERICAL RATING: 4.77

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

EDILBERTO A. ARTIGA, JR. II  
Name of Faculty

Reviewed by:

CHARIS B. LIMBO  
Director

Recommending Approval:

BAYRON S. BARREDO  
College Dean


Approved:

BEATRIZ S. BELONIAS  
Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDILBERTO A. ARTIGA JR. II, a faculty member of the Institute of Human Kinetics commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2021.

EDILBERTO A. ARTIGA JR. II  
Instructor  
Date: January 28, 2021

Approved:   
CHARIS B. LIMBO  
Department Head  
Date: 07-20-21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 10 .</b> Additional outputs:	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	22.35	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	9	4	4	4	4.00	
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							



		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Writeshop on Preparation of Licensure Examination for Professional Teachers (LEPT) Review Materials, Re-orientation of Academic Advisers
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	9	5	5	5	5.00	PHED 126 , 132 major subjects
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	20	44	5	5	5	5.00	BPED 2nd and 3rd Years
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	9	10	5	5	5	5.00	Students in Phed 14, 126 and 132 with subject related concerns
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course were developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	PHED 126 & PHED132

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	PHED 126 & PHED 132
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	11	5	5	5	5.00	PHED 126 and PHED 132 Module, PPT and Handouts
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	5	5.00	PHED 126, 132 Midterm and Assessment Tasks
		<b>A 23</b> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	PHED 126 & PHED 132
	<b>PI 11</b> . Additional outputs	<b>A 25</b> . Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1</b> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27</b> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2</b> . Number of research outputs completed within the year *	<b>A 28</b> . Number of research outputs completed within the year *	Conducts and completes research project within the year							





	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	1	100%	5	5	5	5.00	Langoy sa Kaluwasan
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor/ Sports Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports								
	Convenor/Organizer	Convenor/Organizer		1	5	5	5	5	5.00	Paligsahan sa IHK, Virtual Varsity Awards, Thanksgiving Mass, Biggest Loser VSU Edition and Sikad! Abante VSU
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							

	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<u>PI 8.</u> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<u>A 44.</u> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity					
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							



		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
	Total Over-all Rating					4.95	4.95	4.95	4.95	
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.95	Comments & Recommendations for Development Purpose:
Additional Points		show concern for student & encourages student participation. keep it up!
Approved Additional Points (with copy of approval)		
Final Rating		
Adjectival Rating	Outstanding	

Evaluated & Rated by:

  
CHARIS B. LIMBO

Department Head

Date: 07-30-21

Recommending Approval

  
BAYRON S. BARREDO

Dean, College of Education

Date: 7-30-21

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 9/2/21

# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: EDILBERTO A. ARTIGA JR. II


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 PHED 14, PHED 132 – Team Sports & PHED 126	Deliver quality teaching and learning to students in the undergraduate program	January 2021	June 2021	June 2021	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Learning Guides in PHED 132 and PHED 126	Deliver Quality Learning Guides to the students of PHED 132 and PHED 126	January 2021	June 2021	June 2021	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 14, PHED 126 and PHED 132	Create a more comprehensive PPT presentation to enhance students learning	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> <li>Collect projects, assignments, check, develop rubrics to assess students in answering and activities with students with special needs</li> <li>Conducted students assessment in the Midterm Examination</li> <li>Check and Return Students outputs</li> </ul>	January to June 2021		June 2021	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan and Work From Home Accomplishment Report	January to June 2021		June 2021	Very Impressive	Outstanding	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> <li>Assisted in the conduct of the Enrolment</li> <li>Advise students on the conduct of the Enrolment</li> <li>Answered questions with regards to their academic standing</li> <li>Advise students on prospectus related concerns</li> </ul>	January to June 2021		June 2021	Very impressive	Outstanding	Task was done promptly
7	Student consultation	<ul style="list-style-type: none"> <li>Advise undergraduate students on subject related concerns</li> </ul>	January to June 2021		June 2021	Very Impressive	Outstanding	Task was done promptly

		<ul style="list-style-type: none"> <li>Advise and coached undergraduate students in Badminton</li> <li>Advise students on prospectus related concerns</li> </ul>					
8	Facilitated student – related activities	<ul style="list-style-type: none"> <li>Helped in organizing and facilitating the Virtual Varsity Sports Awards</li> </ul>	January to June 2021	June 2021	Very impressive	Outstanding	Task was done on time and with precision
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> <li>Addressed problems and concerns from approached coaches</li> <li>Coordinated with sports facilities personnel to properly maintain sports facilities</li> </ul>	January to June 2021	June 2021	Very impressive	Outstanding	Task was done on time
10	Facilitated the Paligsahan sa IHK, Thanks Giving Mass, Biggest Loser VSU Edition and Sikad! Abante VSU	<ul style="list-style-type: none"> <li>Helped in facilitating the proper conduct of the IHK related activities</li> </ul>	January to June 2021	June 2021	Very impressive	Outstanding	Task was done promptly

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

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

Prepared by:

  
CHARIS B. LIMBO

Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDILBERTO A. ARTIGA JR. II**

Performance: Outstanding

Aim: To come up with better ways to maintain and facilitate the university sports facilities as the sport facilities coordinator

To come up with better Learning Guide that is applicable for online students

To be able to make course syllabus of new offerings/ subjects that I am assigned to teach

### Proposed Intervention to Improve Performance:

To ask for mentoring from the previous facilities coordinator on how he handles specific facilities and try to improve it.

To submit a proposal on Sports Facilities maintenance that surveys the facilities for repairs and improvements.

To broaden and widen my knowledge on the new courses offered by the Institute and create a better Course Syllabus which is applicable to online students that aims at no students left behind.

To download and read more resources beforehand to not only give students the course syllabus on time but also to make sure that the contents are of the highest quality possible

Date: January 2021

Target date: June 2021

### First Step:

- Make the proposal for the quarterly sports facilities maintenance for corrections and improvements.
- Study ahead the given subjects and find resources for the content for better delivery of the lessons and achievement of the objectives.

### Result:

- Collaborative effort in coming up with the proposal and its contents
- Contents are well organized and making it simpler for students to understand the subject taught

Date: January 2021

Target Date: June 2021

Next Step:

- Maintain the collaborative effort to come up with the proposal despite of the many other responsibilities given to us by the university
- Be very patient to students with internet problems and still maintain a fair learning environment


Outcome:

- Properly maintained sports facilities
- Zero percent complaints from the students from both modular and online.

Final step/recommendation:

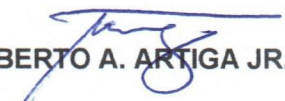
- Should be consistent in the implementation of the program regardless of the number of attendance and users.

Prepared by:



**CHARIS B. LIMBO**  
*Director, IHK*

Conforme:



**EDILBERTO A. ARTIGA JR. II**