Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mary Jean M. Sapan (Assoc. Prof. I)

Program Involvement	Percentage Weight of Involvement	Numerical Rating	Equivalent Numerical
(1)		(Rating x %)	Rating
	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean	40	4.98	1.99
b. Students	40	4.14	1.66
Total for Instruction	80		3.65
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	20	5.00	1.00
4. Administration			
5. Production	-		
TOTAL	100		4.65

EQUIVALENT RATING:

NUMERICAL

4.65

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.65

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Name of Faculty

Director, IHK

ANDREW

Recommending Approval:

BAYRON S. BARREDO
Dean, College of Education

Approved by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mary Jean M. Sapan, a faculty member of the <u>INSTITUTE OF HUMAN KINETICS</u> commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period <u>January- June 2024</u>.

MARY JEAN M. SAPAN Assoc Prof. 1 Date: ANDREW A. MAZO
Department Head
Date: 7 10 2 4

MFO No.	Description of MFO's/PAP	S Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment			Rating	9	REMARKS (Indicators in percentage should
140.					Accomplishment	Quality	Eficiency	Timeliness	Average	be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATI	ON SERVICES								
OVPI I	IFO 2. Graduate Student	Management Services								· · · · · · · · · · · · · · · · · · ·
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	2.55	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	8	5	5	5	5.00	
		A3 , Number of students advised on thesis/special problem/dissertation	Property of the Control of the Contr							
		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	200 IVA 1800		10.00	27.181			
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		15	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							

3977										
"		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	
	*	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	1	0					
	<u>PI 10</u> . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO	2. HIGHER EDUCATION S	ERVICES								
OVPI U	IMFO 3. Higher Education	Management Services			,,					
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15	31.6	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	7	5	5	5	5.00	
		A 11. 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	1	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings							

A13. Number of long examinations Administers and checks 5 5 5.00 administered and checked long examination for 2 30 5 subjects taught Prepares and checks A14. Number of quizzes quizzes for lec and lab 5 5 4.60 administered and checked 30 4 4 A15. Number of lab reports and Checks lab reports and term 15 5 5 5 5.00 papers submitted as 5 term papers checked and graded required A16. Number of students advised: Acts as academic adviser to PI 8: Number of students 5.00 9 5 5 5 advised: * students A17. Number of students advised on thesis/ field practice/special problem: Advises, and corrects As SRC Chairman research outline and thesis/SP manuscript As SRC Member Advises and corrects research outline and thesis/SP manuscript **Entertains students** A18. Number of students 450 5 5 5 5.00 consulting on subject 4 entertained for consultation taught, thesis and grades purposes PI 9: Number of student A19. Number of Student Advises student organizations advised organizations recognized by organizations advised/ 2 5 5 5 5.00 USOO assisted * Assists student A20. Number of Student organizations in 2 5 5 5 organizations assisted on student 5.00 implementing student related related activities Prepares and submits for PI 10: Number of A 21: Number of on-line course review by the Technical 0 ware developed and submitted : 1 instructional materials Review Panel developed * Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof

Supplemental learning resources Propert P	·		Prepares Power Point				Г		l "	
Supplemental learning resources assignments depending on course faunds. Assessment tools Assessment tools Propares assessment tools such as long exam, quizzes, problems sets, etc. Submits the course wave reviewed by TRP & edited by MMDC editor A23: Number of on-line course wave reviewed by TRP & edited by MMDC editor A24: Number of virtual classroom created and operational A24: Number of virtual classroom created and operational Propare accomplished: Propare accomplished: Propare accomplished: A25: Number of Additional outputs accomplished: Propare accomplished: A26: Number of Additional outputs accomplished: A27: Number of research outputs implementing 3. RESEARCH SERVICES P1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries* A28. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries and by other benef			를 가는 것이 되었다면 하다면 되었다면 하다는 사람들이 되었다면 하는데 하는데 보고 있다면 보다 되었다.							
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	4. Number of research	A 30. Number of research outputs	Prepares, submits and	1	0					
outputs presented in presented in regional/national/ int'l presents research paper in scienfic for a/conferences *		presented in regional/national/ int'l	presents research paper in							

	In int'l fora/conferences								
	In nat'l/regional fora/conferences	(**			N House		
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by			,					
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		,					
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						*	
0 4. EXTENSION SERVI	CES								
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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 Southern Leyte Organization for Peoples Welfare Alliance Inc. (SOPWA), Brgy. Kilim		2	5	5	5	5.00	
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		1	5	5	5	5.00	
	A 38. Number of extension programs/projects implemented			1	5	5	5	5.00	

Pl 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and						
beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	relevant training courses and advisory services	70	5	5	5	5.00	
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	5	5	5	5.00	
Research Mentoring	Research Mentor/Sports Trainer/ Dance Trainer							
Peer reviewers/Panelists	Peer reviewers/Panelists/Coach		1919					
Resource Persons	Resource Persons/ Coach of Different Sports/Dance Adjudicator		2	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer		1	5	5	5	5.00	
Consultancy	Consultant							
Evaluator	Evaluator							
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	5	5	5	5.00	

P12. Zero percent complaint from clients services Provides customer friendly frontline services to clients Initiates/introduces improvements in performfing functions resulting to best practice Provides customer friendly frontline services to clients Provides customer friendly frontline services to clients Provides customer friendly frontline services to clients Designs administration/management						
the new normal due to covid 19 activities and other outputs to implement new normal UMFO 5. SUPPORT TO OPERATIONS OVPI MFO 4. Program and Institutional Accreditation Services P1 8. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* Implementation, maintenance and improvement of the QMS of the program and institutional accreditations: A 45. Compliance to all requirements of the program and institutional accreditations: A 45. Compliance to all requirements of the program and institutional accreditations: A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations On institutional accreditations P12. Zero percent compliant from clients service P13. Additional Outputs A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing the new normal due to covid 19 the new normal due to covid 19 the program and institutional accreditation in provements in performfing functions resulting to best practice Designs administration/management activities administration/management activities and other outputs implementing the new normal due to covid 19 the program and institutional accreditation survives and institutional accreditations. P13. Additional Outputs A 48. Outputs implementing the new normal due to covid 19	Pl 11. Additiona	awards (extn. conducted by faculty				
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Total Over-all Rating 124.60	Total Over-all	Rating				
Average Rating 4.98 Adjectival Rating					4.98	

Average Rating (Total Over-all rating dividedby 4)	0.00	Comments & Recommendations for Development Purpose:
Additional Points		Meeds very little to no supervision
Approved Additional Points (with copy of approval)		= 24 ell in feering of job responsibilities
Final Rating	4.90	THE SOUTH ACCIONS OF DOOR 100 IN
Adjective Rating	Outstanding	

Evaluated & Rated by:

ANDREW A. MAZO

Department Head Date: 7 (0) 24

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education
Date:

Approved by:

ROTACIO GRAVOSO
Vice President for Academic Affairs
Date: 17 14

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q
/	2 nd	A
	3rd	R T
	4th	E R

Name of Office: INSTITUTE OF HUMAN KINETICS

Head of Office: ANDREW A. MAZO

Number of Personnel: 32

		MECH	ANISM		
Activity Monitoring	One-on-	eeting Group	Memo	Others (Pls.	Remarks
	One	Огоар	Wiemo	specify)	
Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
Review the needed support to facilitate the attainment of the Institute's targets (Jan-June 2024)		Faculty Meeting June 20, 2024			Submit a List of support needed to attain targets

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

ANDREW A MAZO

Immediate Supervisor

Supervisor

BAYRON S. BARREDO

Next Higher

PERFORMANCE MONITORING FORM

Name of Employee: MARY JEAN M. SAPAN

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	Undergraduate Students (BPEd)	Students who met all course requirements will pass the subject and students failing must comply the minimum course requirements to avoid failing grade of the subject.	Jan 2025	June 2024	June 2025	Impressive	Very satisfactory	Streamline deserving students and undeserving students are advised to re-enrol.
2	Advise Action Research undergraduate students	Students to pass the action research proposal	Jan 2025	June 2025	June 2025	Impressive	Very satisfactory	Attend to students concerns especially with academic concerns
3	Submission of Grades	Submit all grades on or before the deadline	January 2025	March 2025 and June 2025	March 2025, June 2025	Impressive	Outstanding	Grades were submitted ahead and on time.
4	Attendance to meetings	Attendance to regular or emergency meetings and other meeting in the Institute, College or university	January 2025	June 2025	June 2025	Impressive	Very Satisfactory	Actual attendance/participa tion and Online participation
5	Develop student assessment and evaluation tool	Make quizzes, long exams, practical exams and develop rubrics.	January 2025	June 2025	June 2025	Impressive	Outstanding	Well prepared

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

ANDREW A. MAZO Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SAPAN, MARY JEAN

Performance Rating: Very Satisfactory

Aim: To update existing syllabus in BPED (PhEd 130 Emergency Preparedness and Safety Management, and PhEd 122 Philippine Games and Sports, and PhEd 14 (Badminton) subjects in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Update existing syllabus to align to the new teaching modality in the new normal and incorporate new trends in education toward Education 5.0.

Date: January 2025

Target Date: January 2025

First step:

Revisit (review and revise) the existing syllabus identified.

Result:

 Updated course syllabus in BPED (PhEd 130 Emergency Preparedness and Safety Management, and PhEd 122 Philippine Games and Sports and PhEd 14 (Badminton).

Date: February 2025

Next Step:

Produce the updated syllabus.

Outcome:

Revised syllabus in selected BPED syllabus.

Final Step/Recommendation:

 Submit to the Office of Instructional Materials Development (OIMD) after being reviewed by the IHK Curriculum Committee.

Prepared by:

ANDREW A. MAZO

Director, IHK

Conforme:

MARY JEAN M. SAPAN

Faculty, IHK





INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: SAPAN, MARY JEAN M. Department: Institute of Human Kinetics College: College of Teacher Education

	Course No. &	Lab/		RATING	% Evaluation
	Descriptive Title	Lec	Num.	Adjec.	Rating
PrEd 132n	THE TEACHER AND THE SCHOOL CURRICULUM	LEC	4.00	Very Satisfactory	80.0%
PrEd 132n	THE TEACHER AND THE SCHOOL CURRICULUM	LEC	4.00	Very Satisfactory	80.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	4.00	Very Satisfactory	80.0%
PhEd 133n	PERSONAL COMMUNITY AND ENVIRONMENTAL HEALTH	LEC	4.00	Very Satisfactory	80.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	4.00	Very Satisfactory	80.0%
PhEd 133n	PERSONAL COMMUNITY AND ENVIRONMENTAL HEALTH	LEC	4.00	Very Satisfactory	80.0%
		Average Rating	4.14	Very Satisfactory	82.86%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P) 1.50 – 2.49 Fair (F) 2.50 – 3.49 Satisfactory(S)

3.50 - 4.49 Very Satisfactory(VS) 4.50 - 5.00 Outstanding(O)

Prepared by:

VANESSAW. NAZAL

TPES in-Charge

Date: May 08, 2024

Received by:

MARY JEAN M. SAPAN. Name and Signature of Faculty

Date: MAY 2 2

Distribution of copies: ODIE, College, Department, Faculty

Attested by:

MA. RACHELKIM L. AURE

Director, Instruction and Evaluation

Date: May 08, 2024

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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