

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Lyndon L. Maningo (Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.93	1.97
b. Students	40	4.43	1.77
Total for Instruction	80		3.74
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research	20	5.00	1.00
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		4.74

EQUIVALENT NUMERICAL
RATING:

4.74

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.74

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

LYNDON L. MANINGO

Name of Faculty

Reviewed by:

CHARIS B. LIMBO-RIVERA

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

Dean, College of Education

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNDON L. MANINGO, 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 July to December 2023.

LYNDON L. MANINGO
Instructor I
Date: January 17, 2024

Approved:

CHARIS B. LIMBO-RIVERA
Department Head
Date: JAN 19 2024

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							

	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							
		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 Moodle or Google Classroom							
	PI 10. 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 SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15	26.9					
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	9	5	5	5	5.00	PhEd13-Football, PhEd13-Frisbee, Field Study2, PhEd121, PhEd101
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Standard First Aid Training-Health Care Provider

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	18	5	5	4	4.67	PhEd13-Football, PhEd13-Frisbee, PhEd121, PhEd101
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	63	5	5	4	4.67	PhEd13-Football, PhEd13-Frisbee, PhEd121, PhEd101
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required						0.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	80	5	4	5	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:			6	5	5	5	5.00	

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	483	4	5	5	4.67	
	<u>PI 9</u> : Number of student organizations advised/assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	11	5	5	5	5.00	PhEd13-Football, PhEd13-Frisbee, PhEd121, PhEd101
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	45	5	5	5	5.00	PhEd13-Football, PhEd13-Frisbee, PhEd121, PhEd101
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	9	5	5	5	5.00	PhEd14-Table Tennis, PhEd14-Swimming, Field Study1, PhEd139
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							
	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							
UMFO 4. EXTENSION SERVICES										
	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		1	5	5	5	5.00	LGU-San Agustin
	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	6	62	5	5	5	5.00	Langoy sa Kaluwasan, BFP-Baybay City Fire Station
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan, BFP-Baybay City Fire Station
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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		62	5	5	5	5.00	Developing water confidence, Basic swimming strokes, Non-contact Water Rescue, Contact Water Rescue
	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							
	Research Mentoring	Research Mentor/ Sports Trainer			7	5	5	5	5.00	VSU Swimming Team, BPED Student Teachers

	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			2	5	5	5	5.00	Dpartment Research Defense Panel; Coach-VSU Swim Team
	Resource Persons	Resource Persons/Coach of Different Sports			3	5	5	5	5.00	LSK Resource Person Components; Lear-to-swim, Basic First-aid, Water Rescue
	Convenor/Organizer	Convenor/Organizer								
	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	5%	100%	5	5	5	5.00	Langoy sa Kaluwasan
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. 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*	A 44. 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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	PI 3: Additional Outputs	A 47. 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					89	89	88	89
	Average Rating					4.94	4.94	4.89	4.93
	Adjectival Rating								

Average Rating (Total Over-all rating divided by 4)	4.93	Comments and Recommendations for Development Purposes <i>always willing to support his colleagues. Very good!</i>
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING		

Evaluated & Rated by:


CHARIS B. LIMBO-RIVERA

Department Head

Date: **JAN 19 2024**

Recommending Approval


BAYRON S. BARREDO

Dean, College of Education

Date: **JAN-19-2024**

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: **01/29/24**

PERFORMANCE MONITORING FORM

Name of Employee: Lyndon L. Maningo

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 service physical education and major subjects	Students must pass the subject	July 2023	Dec. 2023	Dec. 2023	Impressive	Very satisfactory	no failed students
2	Facilitates students in their completion of the subject	Submits completion forms with grade within prescribed period.	July 2023	Dec. 2023	Dec. 2023	Impressive	Very satisfactory	
3	Advice BPED major students	Students to be guided and graduate on time.	July 2023	Dec. 2023	Dec. 2023	Impressive	Very satisfactory	Attend to students concerns especially with academic, and Facilitate student enrollment.
4	Conduct Approved IHK Extension Project	Conducted approved extension program, "Langoy sa Kaluwasan" with target barangay's, VSU-ROTC Unit, and Baybay City Bureau of Fire Protection.	July 2023	July 2023	July 2023	Very Impressive	Outstanding	On-going
5	Conduct of IHK Summer Recreation Program	Teaching Learn-to-swim with kids ages; 5 years old and above.	July 2023	July 2023	July 2023	Impressive	Very satisfactory	Teach basic skills in swimming.
6	Attends regular, emergency and special meetings; institutional/ collegiate	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	July 2023	Dec. 2023	Dec. 2023	Impressive	Outstanding	Actual attendance/participation and Online participation


	orientation, seminar							
7	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	July 2023	Dec. 2023	Dec. 2023	Impressive	Outstanding	Well prepared
8	Prepares gradesheet and submits on or before deadline	Submit grades of students to the cumulus.	July 2023	Dec. 2023	Dec. 2023	Impressive	Outstanding	Submitted on-time
9	Submit reports and other requirements	IPCR, PMF, FDP, and others	July 2023	Dec. 2023	Dec. 2023	Impressive	Outstanding	Have complied

*

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

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

Prepared by:


CHARIS B. LIMBO
 Director, HHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LYNDON L. MANINGO**

Performance Rating: Outstanding

Aim: To Produce a Memorandum Of Agreement signed by the Barangay Captains as a document needed for the continuation of extension project in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Draft a Memorandum Of Agreement and have it reviewed by the legal officer of the University as well as the recipient barangay captains and its council before affixing signatures of both parties.

Date: January - June 2024

Target Date: January - June 2024

First step:

- Draft Memorandum Of Agreement for recipient barangays.

Result:

- Come up with a Memorandum Of Agreement and continue with the conduct extension program.

Date: January - June 2024

Next Step:

- Produce a Memorandum Of Agreement signed by the Barangay Captains of recipient barangays.

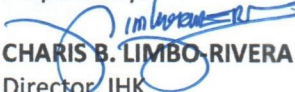
Outcome:

- Continued extension project.

Final Step/Recommendation:

- Submit report to OVPRE

Prepared by:


CHARIS B. LIMBO-RIVERA
Director, IHK

Conforme:


LYNDON L. MANINGO
Extension Coordinator, IHK