

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Sheena Eunice B. Tabudlong (Asst. Prof. III)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.97	1.99
b. Students	40	5.00	2.00
Total for Instruction	80		3.99
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research	10	5.00	0.50
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	10	5.00	0.50
4. Administration			
5. Production	-		
TOTAL	100		4.99

EQUIVALENT NUMERICAL  
RATING:

4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

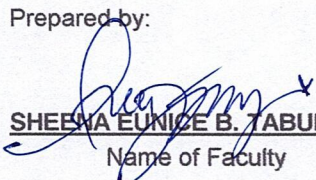
4.99


ADJECTIVAL RATING:

OUTSTANDING

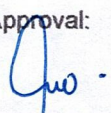
Prepared by:

Reviewed by:


  
**SHEENA EUNICE B. TABUDLONG**  
Name of Faculty

  
**ANDREW A. MAZO**  
Director, IHK

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean, College of Education

Approved by:

  
**ROTACIO S. GRAVOSO**  
VP for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA EUNICE B. TABUDLONG, a faculty member of the Institute of Human Kinetics commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2024.

SHEENA EUNICE B. TABUDLONG

Assistant Professor III

Date: July 10, 2024

Approved:

ANDREW A. MAZO

Department Head

Date: July 10, 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	Timelines	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	1	27	5	5	5	5.00	MEd -PE Advisees
		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	1	2	5	5	5	5.00	Graduate Advisees for Comprehensive Exam, Neil Declaro, Stephanie Pulta
	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							



[illegible]



		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	4	Pred 128, Pred 154, Pred 134, CAED 116	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5		Phed 14, Phed 134	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	14	5	5	5		Pred 153, Pred 154	
	P18. Number of students advised.*	A16. Number of students advised:	Acts as academic adviser to students	1	67	5	5	5	5.00	Bachelor of Physical Education	
		A17. Number of students advised on thesis/ field practice/special problem.		1	12	5	5	5	5.00	Pred 154	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught,	1	500	5	5	5	5.00	Bachelor of Physical Education , Bachelor of Culture and Arts Students, Student Interns, Varsities, PE Students	
	P19. Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advisees student organizations recognized by USOO	1	1	5	5	5	5.00	Ultimate Frisbee	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	USB Spottest, Goodwillgames	
	P110. Number of instructional materials developed *	A21. Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	CAEd 116, Phed 134	
		On-line ready courseware	Prepares Instructional module/workbook or a guide/workbook or a combination thereof	1	1	5	5	5	5.00	CAEd 116, Phed 134	



		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	9	5	5	5	5.00	PhEd 14, 6 PhEd 134, PrEd 128
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	22	5	5	5	5.00	PhEd 14, 6 PhEd 134, PrEd 128
		<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 134, CaEd 116
	<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 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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										
	<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	Implementes duly approved extension projects							
	<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							
	<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	1	1	5	5	5	5.00	Philipie Traditional Games in partnersip with SOPWA
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>		1	2	5	5	5	5.00	AR Adviser, Coach
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelist/Coach</i>		1	1	5	5	5	5.00	AR Panelist
	<i>Resource Persons</i>	<i>Resource Persons/Coach of Different Sports</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	5	5	5	5	5.00	Action Research Defense, Kaugmaran Festival, Good will Games, Aquathlon, VSU Centenial Fun Run
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		1	2	5	5	5	5.00	UI SB Judge, DFOT Judge



	<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								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> 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>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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						
		<b>A 45.</b> 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>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint						
	<b>PI 3.</b> Additional Outputs	<b>A 47.</b> 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								
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	<b>Total Over-all Rating</b>					124	125	124	####		
	<b>Average Rating</b>					5	5	4.9	4.97		



Adjectival Rating									
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Average Rating (Total Over-all rating divided by 4)		4.97	Comments & Recommendations for Development <i>Has very good work ethics and very dependable. Needs very minimal supervision</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.97	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

*[Signature]*  
**ANDREW A. MAZO**

Department Head

Date: *July 10, 2024*

Recommending Approval

*[Signature]*  
**BAYRON S. BARREDO**

Dean, College of Education

Date: *July 11, 2024*

Approved by:

*[Signature]*  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: *09/17/24*



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: INSTITUTE OF HUMAN KINETICS

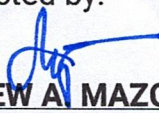
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

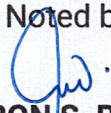
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
<b>Coaching</b>  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:

  
**ANDREW A. MAZO**  
Immediate Supervisor  
Supervisor

Noted by:

  
**BAYRON S. BARREDO**  
Next Higher



### PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

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 undergraduate and graduate course	Deliver quality learning to students in the undergraduate program	January 2024	June 2024	June 2024	Very impressive	Outstanding	Assigned task were accomplished
2	Develop ppt in Phed14, PE12, PHED 134, CAEd 116, PrEd 128	A more comprehensive ppt presentation	January 2024	June 2024	June 2024	Very impressive	Outstanding	Assigned task were
3	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2024	June 2024	June 2024	Very impressive	Outstanding	Task was done responsibly
4	Submit reports and other requirements	Submitted DTR and grade sheets, INC forms	January 2024	June 2024	June 2024	Very impressive	Outstanding	Assigned task were accomplished
5	Coaching and Training Varsity Team	Trained and Coach VSU Varsity Arnis Women	January 2024	June 2024	June 2024	Very impressive	Outstanding	Able to produce athletes eligible for the Nationals
6	Student Consultation	<ul style="list-style-type: none"> <li>Advise undergraduate students requirements for graduation</li> <li>Advised and coached graduate student advisees for taking oral examination</li> </ul>	January 2024	June 2024	June 2024	Very impressive	Outstanding	Assisted students' concerns




		<ul style="list-style-type: none"> <li>Facilitates students in their completion of the course</li> </ul>						
7	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	January 2024	June 2024	June 2024	Very impressive	Outstanding	Attended Meetings on time
8	Attend mandated trainings	Professional growth and development	January 2024	June 2024	June 2024	Very impressive	Outstanding	Completed required hours (both virtual and face to face) of trainings
9	Committee assignments as member/chairperson in institute and University affairs (100 years Founding Anniversary, Kaugmaran Festival, Aquathlon, Centennial Fun Run, IHK Community Outreach, Anniversary Activities	Coordinated with proper conduct of Related activities	January 2024	June 2024	June 2024	Very impressive	Outstanding	Task was done responsibly

\* 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: **SHEENA EUNICE B. TABUDLONG**

Performance: Outstanding

Aim:

- Implement student teaching internship, art apprenticeship and field study
- Facilitate the conduct of the SALINKUSOG Student Intramural Games in the

Proposed Intervention to Improve Performance:

- Review proposal for internship, apprenticeship, field study plan
- Review Guidelines of SALINKUSOG Intramural Games

Date: July 2024

Target date: August 2024

First Step:

- Meet BCAED and BPED Coordinator for internship
- Conduct a Meeting that involves the Committee, Students, Faculties in preparation of the SALINKUSOG Student Intramural Games

Result:

- Create MOA for potential for Internship
- Create a Timeline of Scheduled Activities for SALINKUSOG Student Intramural Games

Date: August 2024

Target Date: September 2024

Next Step:

Review the Feedbacks, suggestions and recommendations


Outcome:

Come up with better guidelines for the next implementation

Final step/recommendation:

- Careful and through planning of upcoming Student Intern for in internship
- Consistency of the Guidelines of the Student Intramural Games

Prepared by:

  
**ANDREW A. MAZO**  
Director, IHK

Conforme:

  
**SHEENA EUNICE B. TABUDLONG**





## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: TABUDLONG, SHEENA EUNICE B.

Department: Institute of Human Kinetics

College: College of Teacher Education

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
PhEd 103	PHILOSOPHICAL AND SOCIO ANTHROPOLOGICAL FOUNDATIONS OF PHYSICAL EDUCATION AND SPORTS	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	5.00	Outstanding	100.0%
PhEd 103	PHILOSOPHICAL AND SOCIO ANTHROPOLOGICAL FOUNDATIONS OF PHYSICAL EDUCATION AND SPORTS	LEC	5.00	Outstanding	100.0%
PHED209	SPORTS PSYCHOLOGY	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

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:

VANESSA W. NAZAL

TPES in-Charge

Date: May 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 08, 2024

Received by:

TABUDLONG, SHEENA EUNICE B.

Name and Signature of Faculty

Date: May 22, 2024

Distribution of copies: ODIE, College, Department, Faculty