

Exhibit J

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY
MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: VICENTE B. ANTIPASO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$4.98 \times 50\% = 2.49$	
b. Students (50%)		$5.0 \times 50\% = 2.50$	
Total for Instruction	75 %	4.99	3.74
2. Research			
a. Client/Dir. For Research (50%)		$\times 50\% =$	
b. Dept. Head/Center Director (50%)		$\times 50\% =$	
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)		$2.42 \times 50\% = 1.21$	
b. Dept. Head/Center Director (50%)		$2.42 \times 50\% = 1.21$	
Total for Extension	10%	2.42	.24
4. Admin Support Services	15%	5.0	.75
TOTAL	100%		4.73

Equivalent numerical rating 4.73
Add: additional Points if any: _____
Total Numerical Rating: 4.73
Adjectival rating: OUTSTANDING

Prepared by:


VICENTE B. ANTIPASO
Name of Faculty


Reviewed by:


MARY JEAN M. SAPAN
Director

Recommending Approval:


ALELI A. VILLOCINO
College Dean


Approved:



BEATRIZ S. BELONIAS
Vice-President for Instruction

Visayas State University
INSTRUCTION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VICENTE B. ANTIPASO, 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 July –December 2018.


VICENTE B. ANTIPASO
Ratee


MARY JEAN M. SAPAN
Director, IHK
Date: 2-15-19

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 2: Total FTE		Total FTE							
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Number of graduate students advised		Acted as adviser to graduate students	6	6	5	5	5	5	
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 1: Total FTE		Total FTE (Phed 11, 13, Phed 101, PrEd 200a)	25	31.65	5	5	5	5	
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO		Revised undergraduate Course Outline & Syllabus compliant to CMO (Phed 11, 13 & Phed 101)	2	3	5	5	5	5	
			Revised graduate Course Outline & Syllabus compliant to CMO (Sports Psychology)	2	2	5	5	5	5	

OVPI MFO 2. Student Management Services									
	PI 8: Number of undergraduate students advised	Supervised/Guided two (2) MAPEH student teachers & acted for approval their Portfolio and submitted 1 week before deadline	4	6	5	5	5	5	
	P12: Number of university committees/boards/council chaired & coordinated	Coordinated university/institute's activities: Faculty & Staff Sportsfest, University Intramural Games, Civil Service Month celebration	2	3	5	5	5	5	
	P17: Forged linkage outside of the university	Forged linkages with agencies outside the university: (Tennis Clubs; Phil Tennis Association, Leyte Chapter; Phil Track and Field Association, Reg. 8; LIGA ng mga Barangays)	2	3	5	5	5	5	
		Has been trained by TESDA in Capability Program for Prospective Lead Assessors in Lifeguard Services NC II and Lifeguard Services NC III		1	5	5	5	5	
	Awards Received	Champion Coach, Athletics Men, SCUAA 2018		1	5	5	5	5	
		Received Award of National Certificate (NC II) as First Lead Assessor of Region VIII in Lifesaving Services		1	5	5	5	5	
	Best practices/new initiatives	Organized the Inter-Club Tennis tournaments	1	2	5	5	5	5	
		Conducted try-outs in Varsity Athletics team	5	6	5	5	5	5	
		Trained VSU Athletics Team	15	18	5	5	5	5	
		Formulated Ground Rules in Athletics for SCUAA 2018		1	5	5	5	5	
		Technical Consultant, SCUAA 2018		1	5	5	5	5	
		Conducted seminar-clinic in Athletics officiating and sports announcing for Student Intrams 2018	1	2	5	1	5	5	
		Organized Officiating Officials for Athletics, Intrams 2018	1	2	5	5	5	5	
		Acted as Tournament Manager in Athletics, Intrams 2018	1	1	5	5	5	5	
		Plotted the scheduled of Events in Athletics, SCUAA 2018	2	3	5	5	5	5	
		Facilitated in the selection of SCUAA 2018 officiating officials and the purchase of standard sports equipment	3	3	5	4	5	4.67	
	Sub-Total							4.98	
UMFO 3. Research Services									
	Sub-Total							0.00	
UMFO 4. Extension Services									
	PI 1. Number of person-days trained weighed by length of training	Conducted seminar on Tennis officiating during 13 th Mayor's Cup in Tennis Championships in Baybay City	40	45	5	5	5	5	

	P1.4 Number of extension projects conducted and/or completed on schedule	Organized the 13 th Mayor's Cup in Tennis Championships in Baybay City	1	3	5	4	5	4.67	
	P1.5 Number of extension proposals submitted	Submitted proposal for Mountaineers Guide Workshop		1	5	5	5	5.00	
	P1.6 Percent of extension proposals approved	Proposal approved		50%	5	5	5	5	
Sub-Total								4.84	
UMFO 5. Support to Operations									
		Managed the Tennis Courts and submit monthly financial report to Cash Division	5	5	5	5	5	5	
		Managed the schedule in the use of the University Sports Facilities	10	12	5	5	5	5	
		Recommend Varsity Team Coaches for approval of the University President	30	41	5	5	5	5	
Sub-Total								5.0	
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Average Rating (Total Over-All rating divided by 4)		4.94
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

PROVIDES COLLEAGUES DIRECTION, DELEGATION,
FEEDBACK & MENTORING

Purpose:

Evaluated by:


MARY JEAN M. SAPAN
Unit Head


Date: 2-15-19

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORMName of Employee: Prof. Vicente B. Antipaso

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.	Conduct different classes as scheduled	Imparting quality knowledge & skills	August 6, 2018, SY 2019-2019	Dec. 7, 2018 End of 1 st Sem.	Dec. 7, 2018	Very Satisfactory		
2	Benchmarking regarding the proper maintenance of the Olympic Size Swimming Pool	Submit the result to Presidents office & come-up with a proposal	July 25, 2018	July 28, 2018	July 28, 2018	Very Satisfactory		
3	Conduct try-outs for Athletics Team	Select potential team members to be trained	July 13, 2018	July 31, 2018	July 31, 2018	Very Satisfactory		
4	Write report to Pres. office regarding benchmarking of Swimming Pool maintenance	Submit report regarding benchmarking of Swimming Pool maintenance	July 25, 2018	July 31, 2018	July 31, 2018	Very Satisfactory		
5	Request General Services Division Office to clean and repair sports venues for Intramural Games 2018	Prepare thoroughly the different sports venues	August 29, 2018	September 14, 2018	September 14, 2018	Very Satisfactory		
6	Conduct Sports Clinic in Athletics Officiating	Organize Officiating Officials for Athletics	September 3, 2018	September 8, 2018	September 8, 2018	Very Satisfactory		
7	Check & monitor the different sports venues for Intramural Games 2018	Totally prepare & clean	August 30, 2018	September 17, 2018	September 17, 2018	Very Satisfactory		
8	Call a meeting of all Tournament Managers & Officials for Intrams 2018	Awareness of the schedule & recent rules of the games	September 15, 2018	September 17, 2018	September 17, 2018	Very Satisfactory		
9.	Manage properly all Athletics events in Intrams 2018	All schedules are followed on time	September 15, 2018	September 17, 2018	September 17, 2018	Very Impressive		
10	Write letter request to President's office to purchase filter machine for Swimming Pool	Approval from the President	September 12, 2018	September 13, 2018	September 13, 2018	Very Impressive		

PERFORMANCE MONITORING FORMName of Employee: Prof. Vicente B. Antipaso

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
11	Conduct Seminar-Clinic in Sports Announcing	Proper announcement of sporting events	September 10, 2018	September 14, 2018	September 14, 2018	Very Impressive		
12	Prepare Mid-Term Examination	Come-up with quality questionnaires	September 27, 2018	October 2, 2018	October 7, 2018	Very Satisfactory		
13	Conduct Mid-Term Examination (Phed 101)	Finish the exam on time	September 29, 2018	October 7, 2018	October 7, 2018	Very Satisfactory		
14.	Monitor and visit Student Teachers	Guide them properly	October 8, 2018	October 11, 2018	October 11, 2018	Very Satisfactory		
15.	Conduct Mid-Term Exam in Physical Education 11 & 13	Finish the Exam on time	October 10, 2018	October 11, 2018	October 11, 2018	Very Satisfactory		
16..	Conduct Pre-Test in Cardio-Vascular Endurance (PE 11)	Students can accomplish the task	October 15, 2018	October 18, 2018	October 19, 2018	Very Satisfactory		
17.	Monitor Varsity Teams regarding their regular practices	Follow regular practices	October 15, 2018	October 18, 2018	October 19, 2018	Very Impressive		
18.	Check test papers & record them	Finish checking & properly record them	October 15, 2018	October 17, 2018	October 17, 2018	Very Satisfactory		
19	Compute Mid-Term Grades	Record grades carefully & pass it to the Registrar	October 24, 2018	October 26, 2018	October 26, 2018	Excellent		
20.	Conduct Pre-Test in Agility ladder & shuttle run (PE 11)	Students can perform it correctly	October 24, 2018	October 26, 2018	October 26, 2018	Very Impressive		
21.	Conduct Practicum in different Basic Skills in Playing Basketball (PE 13)	Can perform the basic skills properly	October 25, 2018	October 31, 2018	October 31, 2018	Very Impressive		

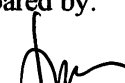
PERFORMANCE MONITORING FORMName of Employee: Prof. Vicente B. Antipaso

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
22.	Follow-up Purchase Request of Filter Machine for Swimming Pool	Process Purchase Order	October 28, 2018	October 31, 2018	October 31, 2018	Very Satisfactory		
23.	Conduct Practical Analysis Exam (Phed 101)	Analyze Specific Movement thru Biomechanics	November 13, 2018	December 6, 2018	December 6, 2018			
24.	Coach & Train VSU Athletics Team	Improve athletes performance	November 13, 2018	December 2018	December 8, 2018			
25.	Process athletes documents for SCUAA 2018	Accomplish documents on time	October 2018	November 2018	November 10, 2018			
26.	Conduct Time-Trial to Athletics Team	Discover their new individual time	November 8, 2018	November 9-10, 2018	November 10, 2018			
27.	Meeting of all Varsity Coaches	Coaches receive all information regarding SCUAA 2018	November 28, 2018	November 29, 2018	November 29, 2018			
28.	General meeting of all Coaches & Athletes for SCUAA 218	Inform them regarding the conduct of SCUAA 2018	November 30, 2018	December 4, 2018	December 4, 2018			
29.	Compute Final Grades of students	Finish computation and submit grades on time	December 16, 2018	December 18, 2018	December 18, 2018			

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

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

Prepared by:


MARY JEAN M. SAPAN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Prof. Vicente B. Antipaso**

Performance Rating: **Outstanding**

Aim: **To improve performance of work**

Proposed Intervention to Improve Performance:

Give a 99% time to assigned tasks

Date: **1st Semester 2018-2019**

Target Date: **1st week of August, September and October 2018**

First Step:

- To make new course outline and syllabus of all subjects taught in the 1st semester SY 2018-2019
- To write letter request to purchase swimming pool equipment and manpower for proper maintenance
- To conduct try-outs of different teams for varsity sports program

Result:

- Come-up with new course outline and syllabus
- OP requested IHK to come up with specific items and respective prices
- Coaches were able to come up with the list of members of their respective teams

Date: **August 2018**

Target Date: **August- November 2018**

Next Step:

Implement/adapt new course outline and syllabus to all subjects taught

All teams will start their trainings for SCUAA participation and tune-up games

Finalize the PR of equipment for the swimming pool

Outcome

All students are very receptive and attracted to the different class activities

Supply office are conducting canvas for equipment purchase

All teams are almost ready for SCUAA Competition and tune-up games


Final Step/Recommendation

Conduct evaluation of different class activities

Process the PO of equipment for the swimming pool

Compete in SCUAA Games and look for possible tune-up games

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


VICENTE B. ANTIPASO