

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)
1. Instruction			
a. Head/Dean (100%)		4.90 x 100% = 4.90	
b. Students			
Total for Instruction	75%	4.90	3.68
2. Research			
a. Client/Dir. For Research (%)			
b. Dept. Head/Center Director 100%)	15%	5.0 x 100% = 5.0	
Total for Research		5.0	.75
3 Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	10%	5.0	.50
2. Admin Support Services			
TOTAL	100%		4.93

EQUIVALENT NUMERICAL RATING: 4.93

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.93

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

"Exhibit B"

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 July to December 2020.

EDILBERTO A. ARTIGA JR. II
Instructor I
Date: May 20, 2020

Approved: 
CHARIS B. LIMBO
Department Head
Date:

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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> 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 Moddle 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	18	30.6	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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	2	1	4	4	4	4.00	Marife S. Gozon

	<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Moodle Training, Philippine Sports Commission Coaching Certification
	<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	20	42	5	5	5	5.00	BPED - Academic Advisee's
	<u>A17</u> . 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							
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		120	5	5	5	5.00	W102, W517, W171, W063, W509, W193, W022, W012, W006 Subjects taught
<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>A21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	PHED 123, PHED 135

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	9	5	5	5	5.00	W102, W517, W171, W063, W509, W193, W022, W012, W006
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	Online Class Rules, Hand Revelation, Personality Check
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	21	5	5	5	5.00	PHED 123-Lesson 1.1 - 1.4 Learning Task and Assessment. PHED 135-Lesson 1.1 - 1.3 Learning Task and Assessment. Midterm Exam Output in PHED 13- Volleyball, PHED 123 and PHED 135. Pre-test and Post test in Module 1 of PHED 123 and PHED 135
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	9	5	5	5	5.00	
	PI 11 . Additional outputs	A 25 . 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										

492 10

4.90

492 10 = 4.90

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>			1	5	5	5	5.00	International Journal of Human Movement and Sports Science	
	<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 fora/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 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								

	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							
	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	2	5	5	5	5.00	Kinetika Online Kumustahan, Langoy sa Kaluwasan in the 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	zero non-conformity						
		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	100% compliant						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	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					74	74	74	74	
	Average Rating					4.93	4.93	4.93	4.93	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.93	Comments & Recommendations for Development Purpose: <i>Honed, polite and straightforward.</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.93	
Adjectival Rating	Outstanding	

Evaluated & Rated by:

CL
CHARIS B. LIMBO

Department Head

Date:

Recommending Approval

BSB
BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

KB
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *2/2/21*

PERFORMANCE MONITORING FORM

Name of Employee: EDILBERTO A. ARTIGA JR. II

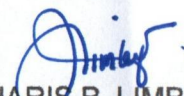
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output	Remarks/ Recommendation
1	Teach PHED 11, PHED 13 – Volleyball, PHED 123 and PHED 135	Deliver quality teaching and learning to students in the undergraduate program	July 2020	December 2020	December 2020	Very impressive	Outstanding	All students have passed requirements
2	Develop Learning Guides in PHED 123 and PHED 135	Deliver Quality Learning Guides to the students of PHED 123 and 1PHED 135	July 2020	December 2020	December 2020	Very impressive	Outstanding	Task done promptly
3	Develop PPT for PHED 11, PHED 13, PHED 123 and PHED 135	Create a more comprehensive ppt. presentation to better enhance students learning	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Task was done on time
4	Develop evaluation and assessment tools to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs Conducted students assessment in the Midterm Examination Check and Return Students outputs 	July to December 2020		December 2020	Very impressive	Outstanding	Task was given to students on time and returned on time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan and Work From Home Planned outputs	July to December 2020		December 2020	Very Impressive	Outstanding	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> Assisted in conduct of the Enrolment Advise students on the 	July to December 2020		December 2020	Very impressive	Outstanding	Task was done promptly

		conduct of the Enrolment • Answered questions with regards to their academic standing • Advise students on prospectus related concerns					
7	Student consultation	• Advise undergraduate students on subject related concerns • Advise and coached undergraduate students in Badminton • Advise students on prospectus related concerns	July to December 2020	December 2020	Very Impressive	Outstanding	Task was done promptly
8	Facilitated student – related activities	• Co-hosted the Kinetika Kamustahan in DYDC FM • Facilitated the Wellness Week with IHK	July to December 2020	December 2020	Very impressive	Outstanding	Task was done on time and with precision
9	Coordinated the maintenance of the Sports Facilities in the University	• Addressed problems and concerns from approached coaches • Coordinated with sports facilities personnel to properly maintain sports facilities	July to December 2020	December 2020	Very impressive	Outstanding	Task was done on time

* 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 both modular and online students

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 modular and online students that aims at no students left behind.

Date: July 2020

Target date: December 2020

First Step:

- Conducted direct messaging to coaches on the problems encountered in the use of sports facilities and what would their suggestions be to solve the problem.
- Study ahead the given subjects and find resources for the content of each subject.

Result:

- Collaborative effort in coming up with Solutions to problems encountered and issues a request for the cleanliness of the sports facilities and its surrounding areas.
- Contents are well organized and making it simpler for students to understand the subject taught

Date: July 2020

Target Date: December 2020

Next Step:

- Maintain the issuance and direct messaging to workers and coaches respectively
- Be very patient to students with internet problems and still maintain a fair learning environment

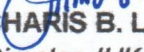
Outcome:

- 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