

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

Name of faculty Member: ANNA BETH A. VARRON

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.96 x 100% = 4.96	
b. Students			
Total for Instruction	75%	4.96	3.72
2. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director 50%)		x50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.96 x 100% = 4.96	
Total for Extension	25%	4.96	1.24
4. Support to Operations			
TOTAL	100%		4.96

EQUIVALENT NUMERICAL RATING: 4.96
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ANNA BETH A. VARRON
 Name of Faculty

Reviewed by:

CHARIS B. LIMBO
 Department Head

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, Anna Beth A. Varron, 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- December 2020.

ANNA BETH A. VARRON

Instructor I

Date:

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										
	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								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>							

	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	26.7	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							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	5	4.5	5	5	4.83	Webinar on "Enhancing Resilience in the Workplace", PSC-PSJ National Coaching Certification Online, International Webinar on Sports Coaching "A Tale of City Youth", International Webinar on Sports Coaching "Changing the Coach Education Model for Malaysia" and, VSU Moodle Workshop.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	W001 & W014 (Phed11) W400 & W160 (CAEd115) W181, W199, W189, W174, W164 (Phed13)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	15	30	5	5	4.7	4.90	BCAED Academic Advisers
		A17. 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							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	23	5	4.5	5	4.83	Intertained through online platform, via e-mail, facebook messenger and google classroom.
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	USSC Wellness Week
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course were developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	Phed 13 Philippine Folk Dance CAEd 115 Foundations of Dance

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	9	5	5	5	5.00	W001 & W014 (Phed11) W400 & W160 (CAEd115) W181, W199, W189, W174, W164 (Phed13)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	34	5	5	5	5.00	1 ppt VSU Vision & Mission 1 Google form Personal Information 1 Safety Guidelines 1 ppt Class orientation and rules 2 Fundamental Arms & Feet YouTube videos 28 Dance Terms YouTube videos
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	26	5	5	5	5.00	(6) CAEd 115 Module 1-3 Pretest & Posttest, (8) Learning Tasks, and (2) Learning Assessments (4) PhEd 13 Module 1-2 Pretest & Posttest (4) Learning Tasks (2) Midterm Output PhEd 13 & CAEd 115
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	10	5	5	5	5.00	1 PhEd 200 2 Phed 11 2 CAEd 115 5 Phed 13 Philippine Folk Dance
	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										
	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-referred 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, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							

	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							
	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	4.7	5	4.90	Langoy sa Kaluwasan
	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							
	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/ Dance Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelists/Coach								
	Resource Persons	Resource Persons/ Coach of Different Sports/Dance Adjudicator		1	1	5	5	4.8	4.93	Swimming Coach
	Convenor/Organizer	Convenor/Organizer		1	4	5	5	5	5.00	CSC Anniversary "Fitness Friday" , Wellness Week, Online Kantahan, BCAED Syllabus Making
	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							

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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	1	1	5	5	5	5.00	DYDC Radio Program: Kinetika Program episode "Dance as Therapy "
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										
	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						75	74	75	74.4	
Average Rating						5	4.9	5	4.96	
Adjectival Rating										

Average Rating (Total Over-all rating dividedby 4)		4.96	Comments & Recommendations for Development Purpose: <i>always ready to help other faculty members.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.96	
Adjective Rating		Outstanding	

Evaluated & Rated by:

[Signature]
CHARIS B. LIMBO

Department Head

Date:

[Signature]
Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *2/2/21*

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ANNA BETH A. VARRON**

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 course	Deliver quality learning to students in the undergraduate program	January 2020	July 2020- December 2020		Very impressive	Outstanding	All students passed
2	Enrollment Focal Person	<ul style="list-style-type: none"> Assisted the enrollment of BPED, BCAED students Reviewed conflict schedules of service Physical Education subjects Printed faculty workloads 	July 2020			Very impressive	Outstanding	Tasks done on time
3	Faculty subject workload and schedule	Make the individual IHK faculty subject workload AY 2019-2020 second semester and their schedules.	July 2020			Very impressive	Outstanding	Tasks done on time
4	Service Physical Education coordinator	<ul style="list-style-type: none"> Entertain students on changing subject, dropped, withdrawal, enrollment, and adding and conflict schedule on service physical education subject. 	July 2020- December 2020			Very impressive	Outstanding	Tasks done on time


5	Train and Coach Athletes for the National Meet	Produce winning athletes	January 2020	July 2020- December 2020	Very impressive	Outstanding	Was able to produce National players
6	Advice BCAED students	<ul style="list-style-type: none"> Empowered students to graduate on time and face challenges courageously Assisted and follow-up during enrolment 	January 2020	July 2020- December 2020	Very impressive	Outstanding	Was able to cater advice to students
7	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	July 2020- December 2020		Very impressive	Outstanding	Tasks done on time
8	Submit reports and other requirements	Submitted DTR and grade sheets	July 2020- December 2020		Very impressive	Outstanding	Was able to submit on time
9	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> Attended meetings in the institute and department Up to date knowledge and information on the current status of the institute, the college and university as a whole. 	July 2020- December 2020		Very impressive	Outstanding	Attended meetings promptly
10	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> Attended regular meetings of VSU Alumni Association as alumni communicator 	July 2020- December 2020		Very impressive	Outstanding	Responsible in all assigned task
11	Junior Artistic Director of VSU Dance Company, Culture and Arts Center	<ul style="list-style-type: none"> Trained the members of VSU Dance Company Presented dance performances to 	July 2020- December 2020		Very impressive	Outstanding	Was able to trained good performers

		International visitors of VSU for several occasions.					
12	Create virtual classroom	9 virtual classrooms using google classroom ready for AY 2019-2020 second semester	January 2020	July 2020	Very impressive	Outstanding	Responsible in all assigned task
13	Prepare Learning Modules	Make the PhEd 13n Physical Activities Towards Health and Fitness I (Philippine Folk Dance) Learning Module and CAEd 115 Foundations of Dance	April 2020	July 2020- December 2020	Very impressive	Outstanding	Was able to submit on time
14	Attended mandated Trainings	Professional growth and development	May 2020	July 2020- December 2020	Very impressive	Outstanding	Attended virtual training promptly

* 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: ANNA BETH A. VARRON

Performance Rating: Outstanding

Aim: To come up with attractive university wellness activities

Proposed Interventions to Improve Performance: Survey of the activities that constituents in the university like to do

Date: January 2021

Target date: June 2021

First Step:

- Conduct a survey on the activities that the university constituents like to perform
- Recall and reactivate the wellness coordinators in each offices/department.

Result:

- Collaborative effort in coming up with the wellness activities

Date: January 2021

Target date: June 2021

Next Step:

- Study the result of the survey


Outcome:

- A more attractive and enjoyable activity for the employees of the university

Final Step/Recommendation:

Consistent in the implementation of the program regardless of the number of attendance.

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


ANNA BETH A. VARRON
Name of Ratee Faculty/Staff