

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			
c. Head/Dean (100%)		4.90 x 50% = 2.45	
d. Students		3.86 x 50% = 1.93	
Total for Instruction	75%	4.38	3.29
2. Research			
c. Client/Dir. For Research (50%)		x50% =	
d. Dept. Head/Center Director 50%)		x50% =	
Total for Research			
3. Extension			
c. Client/Dir. For Extension			
d. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	25%	5.0	1.25
4. Gen. Admin. & Support Services			
TOTAL	100%		4.54

EQUIVALENT NUMERICAL RATING: 4.54
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

EDILBERTO A. ARTIGA JR. II
 Name of Faculty

Reviewed by:

CHARIS B. LIMBO
 Director, IHK

Recommending Approval:


BAYRON S. BARREDO
 College Dean


Approved:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

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 2022.


EDILBERTO A. ARTIGA JR. II
Instructor I
Date: January 4, 2023

Approved: 
CHARIS B. LIMBO
Department Head
Date: 1-04-23

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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	7	28.1	5	5	5	5.00	
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	4	4	4	4.00	
		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	3	5	5	5	5.00	PHED 13

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		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	6	12	5	5	5	5.00	PHED 13 - Volleyball, PHED 123 and PHED 135
		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	20	55	5	5	5	5.00	BPED 2nd , 3rd and 4th Year
		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	9	20	5	5	5	5.00	PHED 13 & PHED 12 INC grades
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	BPED SS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	BPED Intramural Games Sports Officiating
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							

		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	1	6	5	5	5	5.00	PHED 13 - Volleyball, PHED 123 and PHED 135
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	12	5	5	5	5.00	PHED 13 - Volleyball, PHED 123 and PHED 135
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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-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 faculty or student w/ faculty)								
		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							
	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							
	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								
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports								
	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								
	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		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					4.9	4.9	4.9	4.9	
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.90	Comments & Recommendations for Development Purpose: <i>always willing to help colleagues & students. very dependable</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.90	
Adjectival Rating	Outstanding	


Evaluated & Rated by:


CHARIS B. LIMBO

Department Head

Date:

Recommending Approval


BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

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 13, PHED 135 – Movement Ed. & PHED 123 - Individual, Dual Sports	Deliver quality teaching and learning to students in the undergraduate program	June 2022	December 2022	December 2022	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Learning Guides in PHED 135 and PHED 123	Deliver Quality Learning Guides to the students of PHED 132 and PHED 126	June 2022	December 2022	December 2022	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 13, PHED 123 and PHED 135	Create a more comprehensive PPT presentation to enhance students learning	June 2022	December 2022	December 2022	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> Collect Learning and assessment tasks, assignments, develop rubrics to assess students in answering activities and develop alternative activities for students with special needs Conducted student's assessment in the Midterm Examination Check and Return Students outputs 	June 2022		December 2022	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan	June 2022		December 2022	Impressive	Very Satisfactory	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> Assisted in the conduct of the Enrolment 	June 2022		December 2022	Very impressive	Outstanding	Task was done promptly


		<ul style="list-style-type: none"> • Advised students on the conduct of the Enrolment • Answered questions with regards to their academic standing • Advise students on prospectus related concerns 					
7	Student consultation	<ul style="list-style-type: none"> • Advise undergraduate students on subject related concerns • Advise and coached undergraduate students in Badminton • Advise students on prospectus related concerns 	June 2022	December 2022	Very Impressive	Outstanding	Task was done promptly
8	Facilitated student – related activities as BPEDSS club adviser	<ul style="list-style-type: none"> • Helped in organizing and facilitating BPEDSS related Concerns 	June 2022	December 2022	Very impressive	Outstanding	Task was done on time and with precision
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> • Addressed problems and concerns from approached coaches • Coordinated with sports facilities personnel to properly maintain sports facilities 	June 2022	December 2022	Very impressive	Outstanding	Task was done on time
10	Facilitated students or School activities given to the IHK	<ul style="list-style-type: none"> • Helped in facilitating the proper conduct of the IHK related activities 	June 2022	December 2022	Very impressive	Outstanding	Task was done promptly
11	Coordinated the Intramural Games Officiating Officials	<ul style="list-style-type: none"> • Addressed problems in the conduct of the Officiating 	June 2022	December 2022	Very impressive	Outstanding	Task was done promptly

		during the intramural Games <ul style="list-style-type: none"> Facilitated the Crash Course on Sports Officiating 					
12	Coordinated the Faculty and Staff Sports Fest	<ul style="list-style-type: none"> Facilitated the F&S Sports Fest Addressed all occurring problems and disagreements during the conduct of the Sports Fest 	June 2022	December 2022	Very impressive	Outstanding	Task was done promptly
13	Coordinated the Preparation of Sports Facilities for the University Intramural Games	<ul style="list-style-type: none"> Addressed problems occurring during the conduct of the intramural Games Facilitated the preparation and restoration of sports facilities before, during and after the University Intramural Games 	June 2022	December 2022	Very impressive	Outstanding	Task was done promptly
14	Coordinated the Coaches and Varsity Athletes as the Varsity Sports Coordinator	<ul style="list-style-type: none"> Facilitated equipment PR's and requested coaches for equipment Specifications Conducted meetings regarding the Varsity Related Concerns and announcements Helped facilitate the conduct of the Regional SCUAA 2022 	June 2022	December 2022	Very impressive	Outstanding	Task was done 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: **EDILBERTO A. ARTIGA JR. II**

Performance: Very Satisfactory

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 ways to Facilitate the Varsity Sports Program as the Varsity Sports Coordinator in a Face to Face setting

To be able to deliver quality instruction to my students and render expert services to the school and community.

Proposed Intervention to Improve Performance:

To submit a proposal on Sports Facilities maintenance that surveys the facilities for repairs and improvements.

To facilitate a draft Training Program for Coaches to follow and improve their quality as Coaches of the University and produce good results

To download and read more resources beforehand to not only give students the course syllabus on time but also to make sure that the contents are of the highest quality possible

Date: June 2022

Target date: December 2022

First Step:

- Make the proposal for the quarterly sports facilities maintenance for corrections and improvements.
- Come up with a draft Training program for all coaches to follow and give coaches the equal opportunity to expose their student athletes in Real competitions.
- Research updated resources for lessons and expert delivery services

Result:

- Collaborative effort in coming up with the proposal and its contents
- Coaches will be able to make and submit their own Training Program that are sports Specific.
- Deliver quality instruction and expert services for both the students and the community

Date: June 2022

Target Date: December 2022

Next Step:

- Maintain the collaborative effort to come up with the proposal despite of the many other responsibilities given to us by the university
- Maintain proper training to student athletes and follow the training program made
- Be very patient to students with internet problems and still maintain a fair learning environment

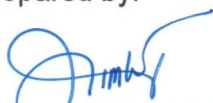
Outcome:

- Properly maintained sports facilities
- Good Regional SCUAA games and Academic Performance for the Athletes
- Zero percent complaints from the students from online learning modality.

Final step/recommendation:

- Should be consistent in the implementation of the program regardless of the number of attendance and users.
- Follow up on the Athletes Performance not only in the Varsity sports Specific but also Academically
- Maintain tenacity and never stop learning for better improvement of skills and expertise.

Prepared by:



CHARIS B. LIMBO

Director, IHK

Conforme:



EDILBERTO A. ARTIGA JR. II