

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			
c. Head/Dean (50%)		$4.96 \times 50\% = 2.48$	
d. Students (50%)		$4.56 \times 50\% = 2.28$	
Total for Instruction	75%	4.76	3.57
2. Research			
c. Client/Dir. For Research (50%)		$\times 50\% =$	
d. Dept. Head/Center Director 50%)		$\times 50\% =$	
Total for Research			
3. Extension			
c. Client/Dir. For Extension (50%)		$2.49 \times 50\% = 1.25$	
d. Dept. Head/Center Director 50%)		$2.48 \times 50\% = 1.29$	
Total for Extension	10%	2.49	.25
4. Support to Operations	15%	4.96	.74
TOTAL	100%		4.56

Equivalent Numerical Rating: _____

Add: Additional Points, if any: _____

TOTAL Numerical Rating: 4.56

Adjectival Rating: Very Satisfactory


Prepared by:


ANNA BETH A. VARRON
Name of Faculty


Reviewed by:


MARY JEAN M. SAPAN
Department Head

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Approved:

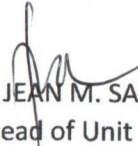

BEATRIZ S. BELONIAS
Vice President for Instruction

Individual Commitment and Review Form (IPCR)

I, Anna Beth A. Varron 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 of January to June 2019.


ANNA BETH A. VARRON
Ratee

Approved:


MARY JEAN M. SAPAN
Head of Unit

Date: _____

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Advance Higher Education									
Higher Education Services	FTE-TL	2ND Semester 2018-2019							
		Physical Education 11							
		Grade 12 H.O.P.E. 3							
		Grade 7 PHEM I (Physical Education, Health & Music I)							
		TOTAL	34	37.50	5	5	5	5.00	
	Instructional Materials Revised and Utilized Teaching guides/aids, exams (written and practical) and reports	IMs and other devices prepared and utilized (PhyEd 11, HOPE 3, PHEM I)	3	4	5	4.97	5	4.99	
		Prepared Midterm and Final examination	1	2	5	5	4.9	4.97	
		Checked quizzes	3	20	5	4.8	5	4.93	
		Conducted practical exams	5	10	4.9	5	5	4.97	
		Checked assignments	8	15	5	5	5	5.00	
		Computed grades	8	20	5	4.99	5	5.00	

	Activities Assisted Number of Student-Related Activities Assisted	Facilitated the Goodwill Games	300	2996	5	5	5	5.00	
		Facilitated Mr. & Ms. VSU	30	200	5	4.7	5	4.90	
		Facilitated IHK Anniversary	200	350	5	5	5	5.00	
	Advisee	Senior High School Immersion	3	6	5	5	5	5.00	
	Coaching	Trained and Coached the VSU Mister & Miss SCUAA Team	1	2	5	4.6	5	4.87	
		TOTAL INSTRUCTION			4.99	4.91	4.99	4.962	
Extension		Coordinated University Wellness Program	15	30	5	4.98	4.9	4.96	
		Alumni Communicator	50	200	5	5	4.9	4.97	
		Women in Sports Coordinator	20	44	5	5	5	5.00	
		TOTAL EXTENSION			5	5	4.9	4.97	
Support to Operations	Attendance in regular and special meetings								
		Number of IHK regular and special meetings	6		5	5	5	5.00	
	Committee Assignment	Coordinated the VSU Anniversary	50	110	5	4.6	5	4.87	
		Choreographer Mister & Miss VSU	15	30	5	5	5	5.00	
		TOTAL SUPPORT TO OPERATIONS			5	4.87	5	4.956	
Total Over-All Rating					5	4.94	4.97	4.971	

Average Rating (Total Over-all rating divided by 4)		4.97	Comments and Recommendations for Development Purposes <i>she will do whatever is necessary to get the job done, even taking extra tasks that are not her own.</i>
Additional Points			
Punctuality			
Approved Additional Points (with copy of approval)			
Final Rating			
Adjectival Rating			

Evaluated & Rated by:

MARY JEAN M. SAPAN

Planning Office

Date: _____

1- Quality

2- Efficiency

Recommending Approval:

ALELI A. VILLOCINO, Ed.D.

College Dean

Date: _____

3- Timeliness

Approved by:

BEATRIZ S. BELONIAS Ph.D.

Vice-President for Instruction

Date: _____

4- Average

PERFORMANCE MONITORING FORM

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

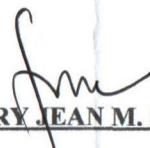
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach PhEd12, HOPE4 SHS G12 & Grade 7 PHEM I	Deliver quality learning to students in the undergraduate program and senior high school	January 2019	June 2019	June 2019	Very impressive	Outstanding	
2	Develop IMs and other devices prepared and utilized (PhyEd 12, HOPE 4, PHEM 1)	A more comprehensive Instructional Materials	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
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 2019 to June 2019			Very impressive	Outstanding	
4	Submit reports and other requirements	Sign DTRs, submit grade sheets	January 2019 to June 2019			Very Impressive	Outstanding	
5	Coordinator of Physical Education 11 and 12 subject	Facilitated and guided physical education students for additional inquiries.	January 2019 to June 2019			Very impressive	Outstanding	
6.	Immersion Teacher Senior High School Grade 12	Adviser of 6 Grade 12 HUMMS senior high school students	January 2019 to June 2019			Very impressive	Outstanding	
7	Activities Assisted of Student-Related Activities Assisted	<ul style="list-style-type: none"> Facilitated the Goodwill games Facilitated Mister and Miss VSU Pageant Facilitated IHK Anniversary 	January 2019 to June 2019			Very Impressive	Outstanding	
8	Extension	<ul style="list-style-type: none"> Coordinated University Wellness Program Alumni Communicator 	January 2019 to June 2019			Very impressive	Outstanding	

		<ul style="list-style-type: none"> Women in Sports Coordinator 						
9	Support to operations; Attendance in regular and special meeting	IHK regular and special meetings	January 2019 to June 2019			Very Impressive	Outstanding	
10	Committee Assignment	<ul style="list-style-type: none"> Coordinated the Goodwill games Officiating and players snacks Choreographer Mister & Miss VSU 2019 				Very impressive	Outstanding	

* 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: **ANNA BETH A. VARRON**

Performance: Outstanding

Aim: To come up with attractive university wellness activities

Proposed Intervention to Improve Performance:

Survey of the activities that constituents in the university like to do

Date: August 2019

Target date: September 2019

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: October 2019

Target Date: October 2019

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:

MARY JEAN M. SAPAN

Director, IHK

Conforme:

ANNA BETH A. VARRON