

Exhibit J

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 (50%)		$4.96 \times 50\% = 2.48$	
b. Students (50%)		$5.0 \times 50\% = 2.50$	
Total for Instruction	75%	4.98	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%)		$2.50 \times 50\% = 1.25$	
b. Dept. Head/Center Director (50%)		$2.50 \times 50\% = 1.25$	
Total for Extension	10%	2.5	.25
4. Admin Support Services	15%	5.0	.75
TOTAL	100%		4.74

Equivalent numerical rating _____

Add: additional Points if any: _____

Total Numerical Rating: 4.74

Adjectival rating Outstanding

Prepared by:

EDILBERTO A. ARTIGA, JR. II

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 PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, of the EDILBERTO A. ARTIGA JR. II 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 to December, 2018.

EDILBERTO A. ARTIGA JR. II

Ratee

MARY JEAN M. SAPAN

Head of Unit

Date: 2-15-19

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	January to March 2018 (study leave) FTE TL	1 st Semester (2018-2019) Physical Education 11 Movement Enhancement							
		HOPE 3 (Senior High School – Grade 12) Dance	35.15	35.15					
		TOTAL	35.15	35.15	5	5	5	5	

		- Meetings to be attended with COEd SSC members	3	5	4.5	4.5	4.5	4.5	
	- BPED Academic Adviser	- Students to be Advised on Prospectus related concerns	5	7	5	5	5	5	
	- Ultimate Frisbee Club	- Activity Permits Signed	5	8	5	5	5	5	
		- Meetings attended as adviser with the clubs officers	2	3	5	5	5	5	
	• Number of student-related activities assisted								
	- Intramural Games	- Tournament Manager in Athletics	30	40	5	5	5	5	
		- Chairperson, screening of athletes eligibility	300	500	5	5	5	5	
	- SCUAA Meet	- To be Processed Documents	5	5	5	5	5	5	
		- Athletes Eligibility Screened	5	50	5	5	5	5	
		- Coached Athletes	5	10	5	5	5	5	
	- Senior High School Graduation Ushering	- Ushered students and guests for the graduation of the Senior High School	100	200	5	5	5	5	
	- Senior High School Graduation Deliberation of Honors Committee	- Deliberated the different honors and awards to be received by the students	15	20	5	5	5	5	
	• Number of University activities assisted								
	- Regional SCUAA Meet 2018	- Coach Badminton Women	4	5	5	5	5	5	
		- Coaches Meeting	2	4	5	5	5	5	
	Total for Instructions				4.96	4.96	4.96	4.96	

Average Rating (Total Over-all rating by 4)		4.99
Additional Points		
Punctuality		
Approved Additional Points (with copy of Approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development

Purpose:

WORKS WELL IN ACCOMPLISHING
TASKS & ASSIGNMENTS.

Evaluated by:



MARY JEAN M. SAPAN

Department Head

Date: 2-15-19

Recommending Approval:



ALELI A. VILLOCINO

College Dean

Date: _____

Approved:



BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

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 and SHS Grade 12 – HOPE 3	Deliver quality learning to students in the undergraduate program	July 2018	December 2018	December 2018	Very impressive	Outstanding	
2	Supervising Teacher of 4 Student Teachers	Deliver Quality Teaching methods to students in their respective schools	September 2018	December 2018	December 2018	Very impressive	Outstanding	
	Develop ppt in PHED 11 and HOPE 3	A more comprehensive ppt. presentation	August 2018	December 2018	December 2018	Very Impressive	Outstanding	
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 Conducted Practical Examinations 	August to December 2018			Very impressive	Outstanding	
5	Submit reports and other requirements	Submit DTR and grade sheets	August to December 2018			Very Impressive	Outstanding	
6	Organization Adviser on Ultimate Frisbee Club and College of Education Supreme Student Council (COEd SSC)	<ul style="list-style-type: none"> Conduct of Frisbee Tournament Officiate Frisbee Games in the conduct of the Intramural Games Organized quality Activities related to the COEd like the conduct of the Intramural Games CE Tigers Advise students on the conduct of the Intramural Games Advise students on the Activities conducted by the organization specially on the program and sequence of activities Signed Activity Permits on both the said Organizations 	August - December 2018			Very impressive	Outstanding	

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 	August – December 2018	Very Impressive	Outstanding	
8	Facilitated student – related activities	<ul style="list-style-type: none"> Organize the conduct of Athletic Events in the University Intramural Games Screened Athletes Eligibility in the University Intramural Games Coached and Trained Varsity Badminton Athletes 	August – December 2018	Very impressive	Outstanding	
	Assigned and Conducted the Kinetika Radio Program (KRP) over DYDC FM radio 104.7	<ul style="list-style-type: none"> Coordinated and Aired the Dates, Topics of the KRP Participate in the Training on Broadcasting in DYDC 	August to December 2018	Very impressive	Outstanding	
	Assisted in AREA IV – Support to Students in BSED Biological Sciences and BSED Physics Level 1 Accreditation	<ul style="list-style-type: none"> Printed documents in the AREA IV- Support to Students 	July to December 2018	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: **EDILBERTO A. ARTIGA JR. II**

Performance Rating: Outstanding

Aim: To improve the conduct of the Kinetika Radio Program (KRP)

Proposed Intervention to Improve Performance:
In-house training on broadcasting

Date: August 2018

Target Date: September 2018

First Step: Invite faculty or personnel from DYDC to conduct training on broadcasting

Result: A more confident and knowledgeable anchor

Date: October 2018


Target Date: November 2018

Next Step: Regular practice and study of the script

Outcome: Confident anchor and correct dissemination of information to the public

Final Step/Recommendation:
Review and practice for a successful program

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


EDILBERTO A. ARTIGA JR. II