

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: **SHEENA EUNICE B. TABUDLONG**

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 50% = 2.48	
b. Students		4.44 x 50% = 2.22	
Total for Instruction	75 %	4.70	3.53
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5.0 X 100% = 5.0	
Total for Research	5%	5.0	.25
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	15%	5.0	.75
4. Gen. Admin & Support Services	5%	5.0	.25
TOTAL	100%		4.78

EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

SHEENA EUNICE B. TABUDLONG

Name of Faculty

Reviewed by:

CHARIS B. LIMBO

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

College Dean

Approved:

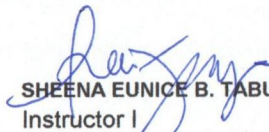
BEATRIZ S. BELONIAS


Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA EUNICE B. TABUDLONG, 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 January to June 2021.


SHEENA EUNICE B. TABUDLONG
Instructor I
Date: July 15, 2021

Approved: 
CHARIS B. LIMBO
Department Head
Date: 08-06-21

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	1	1.95	5	5	5	5.00	Phed 212
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	10	5	5	5	5.00	MEd-PE
		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	1	2	5	5	5	5.00	Phed 14 , TEGR 113
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	4.5	4.83	Phed 14 , TEGR 113
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	4.5	4.83	Phed 14 (6), TEGR 113 (2)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	4.5	4.83	Phed 14 (6), TEGR 113 (4)
		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	1	2	5	5	5	5.00	Phed 14 , TEGR 113
	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	9	16.2	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	4.5	4.83	
		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	11	5	5	5	5.00	
		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	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	12	5	5	5	5.00	
		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	1	14	5	5	5	5.00	Enrollment, dropping and inquiries of advisees, and students asking regarding course matters.
		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							
	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 related activities							
	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	1	2	5	5	5	5.00	Phed 14 Arnis, TEGR 113
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	Learning materials for PhEd14 (6), and TEGr113 (2)

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	12	5	5	5	5.00	Learning tasks for PhEd14 (4), and TEGr113 (8)
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	2	5	5	5	5.00	PhEd14 (Arnis), and TEGr113
	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 oroject 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	1	1	5	5	5	5.00	3rd International Multidisciplinary Research Online
		<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								
		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		2174	5	5	5	5.00	Kinetika Radio Program

	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		15	5	5	5	5.00	Kinetika Radio Prgram
	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		1	16	5	5	5	5.00	Webinar Series on Safeguarding Culture at the Grassroots: Working with local and indigenous cultural communities in the Philippines, The Roles of Philippine Games and the University: Challenges and Opportunities Amidst the Pandemic , Paligsahan sa IHK, Virtual Varsity Awards, Dagan Ghorl, Thanksgiving Mass, Usapang 45th with IHK, Directors, Pride of IHK , Mga Juana sa IHK, Biggest Loser VSU Edition, Viscans, Managan Tal, Sikad, Abante VSU!, Homecoming Virtual Run, Virtual Dance Fitness, Webinar Series on Diet and Nutrition
	Consultancy	Consultant								
	Evaluator	Evaluator		1	2	5	5	5	5.00	Tiktok Phed 211 , VSU CAT Proctor
	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										
	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	1	2	5	5	5	5.00	Updated Webpage Content and Structure, Proposed Events for the for VSU Centennial Cup
		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					5	5	4.9	4.97	
	Average Rating					5	5	4.9	4.97	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.97	Comments & Recommendations for Development Purpose: <i>Dependable and hardworking faculty. Multi-skilled & proactive.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.97	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

[Signature]
CHARIS B. LIMBO

Department Head

Date: *08-06-21*

[Signature]
Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *9/6/21*

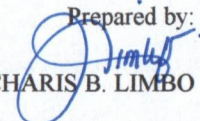
PERFORMANCE MONITORING FORMName of Employee: SHEENA EUNICE B. TABUDLONG

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 and graduate course	Deliver quality learning to students in the undergraduate program	January 2021	June 2021	June 2021	Very impressive	Outstanding	Assigned task were accomplished
2	Develop Learning Guides in Phed14 , TEGR 113, PHED 212	A more comprehensive ppt presentation	January 2021	January 2021	June 2021	Very impressive	Outstanding	Assigned task were
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 2021	January 2021	June 2021	Very impressive	Outstanding	Task was done responsibly
4	Submit reports and other requirements	Submitted DTR and grade sheets	January 2021	January 2021	June 2021	Very impressive	Outstanding	Assigned task were accomplished
5	Student Consultation	<ul style="list-style-type: none"> Advise courses to be taken Graduate MEd and BPED Advisees Facilitates students in their completion of the course 	January 2021	January 2021	June 2021	Very impressive	Outstanding	Assisted students' concerns
6	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	January 2021	January 2021	June 2021	Very impressive	Outstanding	Attended Meetings on time

7	Facilitated Activities in IHK and in the university (Fun Run, Biggest Loser, Sikad Abante VSU)	Coordinated with proper conduct of Related activities	January 2021	January 2021	June 2021	Very impressive	Outstanding	Assigned task were accomplished
8	Committee assignments as member/chairperson in institute and University affairs	Assisted on Faculty Hiring and Recruitment in the institute	January 2021	January 2021	June 2021	Very impressive	Outstanding	Task was done responsibly

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

 CHARIS B. LIMBO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance: Outstanding

Aim:

- Plan internship and apprenticeship on the "new normal"
- Produce Research in the Institute

Proposed Intervention to Improve Performance:

- Come up with a draft proposal for internship and apprenticeship in the new normal set up
- Come up with a research proposal

Date: July 2021

Target date: December 2021

First Step:

- Meet BCAED and BPED Coordinator for plans for apprenticeship and internship
- Encourage faculty to come up with new research proposals

Result:

- Feedbacks/suggestions and recommendations evaluated

Date: July 2021

Target Date: August 2021

Next Step: Review the Feedbacks/suggestions and recommendations

Outcome:

- Come up with better guidelines for the next implementation
- Continue research in the institute

Final step/recommendation:

- Consistency of Implementation of Apprenticeship
- Publish research

Prepared by:


CHARIS B. LIMBO

Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG