

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$4.95 \times 50\% = 2.48$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	25 %	4.98	1.25
2. Research			
a. Client/Dir. For Research (50%)		$2.35 \times 50\% = 1.18$	
b. Dept. Head/Center Director 50%)		$2.35 \times 50\% = 1.18$	
Total for Research	5%	2.36	.19
3. Extension			
a. Client/Dir. For Extension (50%)		$2.5 \times 50\% = 1.25$	
b. Dept. Head/Center Director 50%)		$2.5 \times 50\% = 1.25$	
Total for Extension	5%	2.5	.13
4. Support to Operations	65%	5.0	3.25
TOTAL	100%		4.82


Equivalent Numerical Rating: 4.82

Add: Additional Points, if any: _____

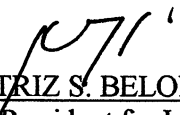
TOTAL Numerical Rating: 4.82

Adjectival Rating: **OUTSTANDING**

Prepared by:


ALELI A. VILLOCINO
Name of Faculty

Recommending Approval:



BEATRIZ S. BELONIAS
Vice-President for Instruction

“Exhibit A”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, 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 January – June 2018.


ALELI A. VILLOCINO
 Ratee

Approved:

MARY JEAN M. SAPAN
 Director, IHK

MFO	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating		Remarks		
					Q ¹	E ²	T ³	A ⁴	
Higher Education Services	FTE TL	2nd Semester, SY 2017 - 2018 <ul style="list-style-type: none"> MAPEH 117 Special Education for PHED 206 Administration in Physical Education PE 11 Physical MAPEH 102 Organization & Administration in Phys. Educ 	14.40	14.40	5	5	5	5.0	
	Implementation of Instructional Programs, Projects & Activities: <ul style="list-style-type: none"> Teaching Guides/teaching aids Developed evaluation & assessment tools to rate students' performance 	<ul style="list-style-type: none"> Revised the course outline in MAPE 117 and PhED 206 Developed Power Point presentations in MAPE 117 PHED 206 Projects/assignments collected and checked with 100% completed on due dates Developed rubrics in MAPE 117 to assess students in designing and creating modified games and activities for students with special needs. 	1 25 15 10	2 25 20 15	5 5 5 5	5 5 5 5	5 5 5 5	5.0 5.0 5.0 5.0	

	Submission of reports & other requirements	<ul style="list-style-type: none"> Signed & submitted CSR Signed & Submitted Grade Sheets 	48 50	48 50	5 5	5 5	5 4	5.0 4.7
	Number of student-related activities assisted							
	<ul style="list-style-type: none"> Organized in-service trainings to BEEd & BSEd students 	<ul style="list-style-type: none"> Conducted a workshop on Innovative Learning Strategies and Outcomes-Based Education Course Syllabi making 	2	2	5	5	5	5.0
		<ul style="list-style-type: none"> Conducted in-service training for MAPEH student teachers & faculty in organizing camps for special groups 	1	1	5	5	5	5.0
		<ul style="list-style-type: none"> Assisted the department in planning and coordinating programs & activities for BSED & BEEd Student Teachers' Orientation, Pre-deployment and Pinning Ceremonies 	10	15	5	5	5	5.0
	<ul style="list-style-type: none"> Student Consultation & Member, Graduate Admissions Committee 	<ul style="list-style-type: none"> Advised undergraduate on the requirements for graduation (student portfolio and documents required for clearance) 	60	60	5	5	5	5.0
		<ul style="list-style-type: none"> Advised and coached graduate students on the requirements for taking the oral comprehensive examination 	9	9	5	5	5	5.0
		<ul style="list-style-type: none"> No. of hours spent on student consultation per semester (BSED-MAPE and Masters of Education major in MAPE) 	25	25	5	5	5	5.0
		<ul style="list-style-type: none"> Conducted a comprehensive exam graduate students 	9	9	5	5	5	5.0

Advanced Education Services	FTE TL									
	Total for Instruction					5.0	5.0	4.9	4.9	
Research Services		<ul style="list-style-type: none">▪ Number of research proposals▪ Advised & encouraged faculty to write research proposals	1 1	1 4	5 5	5 5	5 5	4 4	4.7 4.7	
	Total for Research				5	5	4	4.7		
Extension	<ul style="list-style-type: none">▪ Number of extension projects/programs conducted and/or completed on schedule	<ul style="list-style-type: none">▪ Facilitated orientation program to Cooperating Teachers of DepEd Schools from Baybay, Leyte and Ormoc Divisions.▪ Conducted a radio program: "Kinetika" on air over DYDC FM Radio	1 1	1 1	5.0 5.0	5.0 5.0	5.0 5.0	5.0 5.0	5.0	
	Total for Extension Services				5.0	5.0	5.0	5.0	5.0	

Administrative Support Services	Dean, College of Education	<ul style="list-style-type: none"> Conducted Executive Committee Meetings Conducted General Faculty Meetings of CoEd Conducted monthly meetings with the faculty Indorsed faculty for the renewal of their appointments for another school year Indorse newly hired faculty for 1st semester SY 2018-2019 Conduct a selection and recruitment procedure to hire part-time instructors Indorse faculty for VSU Faculty Fellowship Grant Supervised academic related activities Monitored the attendance of the faculty and department heads in varied academic and co-curricular activities. Monitored the faculty and administrative staff members of their attendance in their classes and offices. Created working committees to facilitate in the different workshops and co-curricular activities. Prepared office Orders, Memoranda and other documents related to academic and other concerns Implemented academic policies through issuance of Memoranda & other concerns. Conducted collegiate orientation, seminars, trainings and workshops Signed and submitted DTR on the first week of the following month 	4	4	5.0	5.0	5.0	5.0	5.0
		<ul style="list-style-type: none"> Attended meetings as member of the university committees and/Councils Submitted reports to be respective committees/offices 	10	10	5.0	5.0	5.0	5.0	5.0
	Member, University Library, Curriculum, Graduate, Administrative & Academic Council/Committees								

	Counseling Activities for faculty, staff and students	<ul style="list-style-type: none"> Attended to complaints, issues and concerns of faculty, staff & students 	10	10	5.0	5.0	5.0	5.0	
	Total for Administrative Support Services								
Efficient and customer-friendly frontline service	0% complaint from client friendly frontline service		90% no complaint	100% no complaint					
Total Overall Rating									
Overall divide by number of items					5.0	5.0	4.7	4.8	

Average Rating (Total Over-all rating divided by 4)		4.9
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.9
ADJECTIVAL RATING		

Comments & Recommendations for Development

Purpose:

Very capable of taking up higher responsibilities

Evaluated & Rated by:

MARY JEAN M. SAPAN
Unit Head

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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 117, 206 and Grad, 102	Deliver quality learning to students in the undergraduate program	January 2018	June 2018	June 2018	Very impressive	Outstanding	
2	Revise course outline in 117, 206	OBE syllabus that addresses the needs of learners	January 2018	January 2018	January 2018	Very impressive	Outstanding	
3	Develop ppt in 117 and 206	A more comprehensive ppt presentation	January 2018	January 2018	January 2018	Very Impressive	Outstanding	
4	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 2018 to June 2018			Very impressive	Outstanding	
5	Submit reports and other requirements	Sign CSR, submit grade sheets	January 2018 to June 2018			Very Impressive	Outstanding	
6	Organize in service-trainings to BEED and BSED students	<ul style="list-style-type: none"> Conduct a workshop on innovative learning strategies and outcomes based education course syllabi Conduct in service training for Mapeh students teachers and faculty in organizing camps for special groups Assist the department in planning and coordinating programs and activities for BSED and BEED student teachers orientation, pre-deployment and pinning ceremonies 	January 2018 - June 2018			Very impressive	Outstanding	
7	Student consultation and graduate admission committee	<ul style="list-style-type: none"> Advise undergraduate on the requirements for graduation Advise and coached graduate students in the requirement for taking the oral comprehensive examination 	January 2018	June 2018		Very Impressive	Outstanding	


		<ul style="list-style-type: none"> Conduct a comprehensive exam to graduate students 						
	Facilitate orientation program to cooperating teachers of DepEd Schools from Baybay, Leyte and Ormoc division		January 2018	June 2018	August 2018	Very impressive	Outstanding	
	Conducted a radio program : Kinetika.” on air over DYDC FM radio	Awareness to people on areas related to health, wellness and physical education	January 2018 to June 2018			Very impressive	Outstanding	
	Dean, College of Education	<ul style="list-style-type: none"> Conducted Executive Committee Meetings Conducted General Faculty Meetings of CoEd Conducted monthly meetings with the faculty Indorsed faculty for the renewal of their appointments for another school year Indorse newly hired faculty for 1st semester SY 2018-2019 Conduct a selection and recruitment procedure to hire part-time instructors Indorse faculty for VSU Faculty Fellowship Grant Supervised academic related activities Monitored the attendance of the faculty and department heads in varied academic and co-curricular activities. Monitored the faculty and administrative staff members of their attendance in their classes and offices. Created working committees to facilitate in the different workshops and co-curricular activities. Prepared office Orders, Memoranda and other documents related to academic and other concerns Implemented academic policies through issuance of Memoranda & other concerns. Conducted collegiate orientation, seminars, trainings and workshops 	January 2018 to June			Very impressive	Outstanding	

		<ul style="list-style-type: none"> Signed and submitted DTR on the first week of the following month Attended meetings as member Submitted reports to be respecti Attended to complaints, issues a 				
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:



MARY JEAN M. SAPAN

Unit Head