

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOVEL M. ABERILLA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.50 x 100%	
b. Students			
Total for Instruction	75 %	4.50	3.38
2. Research			
a. Client/Dir. For Research (50%)		x 50% =	
b. Dept. Head/Center Director (50%)		x 50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.67 x 100%	
Total for Extension	25 %	4.67	1.17
4. Admin Support Services	%		
TOTAL	100%		4.55

EQUIVALENT NUMERICAL RATING: 4.55

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

JOVEL M. ABERILLA
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

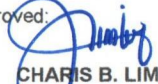
BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOVEL ABERILLA 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- DECEMBER 2020.

JOVEL ABERILLA
Instructor I
Date:

Approved: 
CHARIS B. LIMBO
Department Head
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	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								
	PI 8: Number of graduate students advised *	A2. Number of students advised								
		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 Moodle or Google Classroom							
	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	18	35	5	5	5	5.00	PhEd 13 (5) PhEd 11 (2) CAEd 125 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	12	5	5	5	5.00	TW- MCMP for Flexible Learning, Moddle Training, & Phils. Dance Sport Academy, International Live Seminar-Coaching Sports for Person with Disabilities, PhysEd.Ph- Seminar "Arnis", Phils. Dance Sport Federation National Adjudicator Technical Online Class, Webinar on Re/Setting Performance Studies in the New Normal, PhysEd.Ph Seminar "Phils. Floor Ball", 4th Sustainability Summit for Education, Phils. Sports Commission Seminar on "Indigenous Games", Fit-Fun Webinar, Evidence of Psychosocial Variables, Seminar on Can Overweight Individuals Exercise in Hot Weather
		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							
		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	49	5	5	5	5.00	BCAEd Majors
		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	10	15	4	4	4	4.00	Service PE, MAPEH, BCAEd & BPED Majors
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	4	4	4	4.00	BCAEd- ADARNA Organization
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	4	4	4	4.00	BCAEd- ADARNA Organization Meeting and BCAEd Election

	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	1	1	4	4	4	4.00	CAEd- 125 International Dance & Other Forms
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	4	4	4	4.00	CAEd- 125 International Dance & Other Forms (T037,T044), PhD 11 Movement Enhancement (W004, W088), PhD 13 PATHFIT-1 (W188, W162, W042, W168, W050)
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	12	5	5	5	5.00	Course Assessment& Evaluation, Learning Tasks, Pre Test Modules 1,2,3, Post Test Modules 1,2, 3 (CAED-125)
		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 Moodle or Google Classroom	1	9	5	5	5	5.00	CAEd- 125 International Dance & Other Forms (2 Sections), PhD 11 (2 Sections), PhD 13 (5 Sections)
	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							45/10 4.50
		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 fora/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 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	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	Implements 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	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/Panelists/ Coach								
	Resource Persons	Resource Persons/ Coach		1	1	4	4	4	4.00	IHK- VSU Varsity Coach Dance Sport
	Convenor/Organizer	Convenor/Organizer		1	3	5	5	5	5.00	Wellness Week, CSC Anniversary, IHK Online Kantahan
	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 (extn. conducted by faculty or								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	2	5	5	5	5.00	IHK Radio Kinetika Program- Episode 1 (Dance as Therapy) & Episode 2 (Love vs Exercise)
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					59	59	59	59.00	
Average Rating					4.5	4.5	4.5	4.5	
Adjectival Rating									

Average Rating (Total Over-all divided by 4)	4.5
Additional Points	
Approved Additional Points (with copy of approval)	
Final Rating	4.5
Adjectival Rating	Very Satisfactory

Comments & Recommendations for Development Purpose:

Must improve his sense of urgency in accomplishing his tasks. More so, he is very creative & he is an asset to the team.

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 Academic Affairs

Date: 2/2/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: JOVEL M. ABERILLA


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 course	Deliver quality learning to students in the undergraduate program	January 2020	July 2020- December 2020		Very impressive	Outstanding	All students passed
2	BCAED Students Coordinator	<ul style="list-style-type: none"> Entertain students on some inquiries about flexible learning in the new normal 	July 2020- December 2020			Very impressive	Outstanding	Tasks done on time
3	Advice BCAED Students	<ul style="list-style-type: none"> Empowered students to graduate on time and face challenges courageously Assisted and follow-up during enrolment 	January 2020	July 2020- December 2020		Very impressive	Outstanding	Was able to cater advice to students
4	Advice and Guide ADARNA-BCAEd Club	<ul style="list-style-type: none"> Performed functions relative to activities of ADARNA Club. 	January 2020	July 2020- December 2020		Very Impressive	Outstanding	Was able to cater and share suggestions for the improvement of the group.
5	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	July 2020- December 2020			Very impressive	Outstanding	Tasks done on time

6	Submit reports and other requirements	Submitted DTR	July 2020- December 2020		Very impressive	Outstanding	Was able to submit on time
7	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> Attended meetings in the institute and department 	July 2020- December 2020		Very impressive	Outstanding	Attended meetings promptly
8	Senior Artistic Director of VSU Dance Company, Culture and Arts Center	<ul style="list-style-type: none"> Developed budgetary requirements for the improvement of VSU Dance Company. Functioned as Socio-Cultural Committee in carrying out every task of the different arts and cultural performances. Performed functions relative to VSU Culture and Arts Center. 	July 2020- December 2020		Very impressive	Outstanding	Was able to trained good performers and produced best cultural performances
9	Prepare Learning Modules	Make the BCAEd Major Subject Module CAED 125 (International Dance and other Forms)	April 2020	July 2020	Very impressive	Outstanding	Was able to submit on time
10	Attended mandated Trainings	Professional growth and development	May 2020	July 2020	Very impressive	Outstanding	Attended virtual training 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: **JOVEL M. ABERILLA**

Performance: Outstanding

Aim: To come up with attractive Dance Program in the Institute and the University as a whole.

Proposed Intervention to Improve Performance:

Come up with different performances (Dance Productions and Dance Choreography)

Date: January 2021

Target date: June 2021

First Step:

- Create and orchestrate timeline of the different performances.

Result:

- Collaborative effort in coming up with successful dance performances.

Date: January 2021

Target Date: June 2021

Next Step:

- Study the result of the Program

Outcome:

- A more attractive and enjoyable Dance Program for the employees and stakeholders of the university

Final step/recommendation:

- Consistency of the implementation of the Dance Program.

Prepared by:



CHARIS B. LIMBO

Director, IHK

Conforme:



JOVEL M. ABERILLA