

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: CHARIS B. LIMBO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
<b>1. Instruction</b>			
a. Head/Dean (100%)		4.98 x 50% = 2.49	
b. Students		4.40 x 50% = 2.2	
Total for Instruction	45%	4.69	2.1
<b>2. Research</b>			
c. Client/Dir. For Research			
d. Dept. Head/Center Director (100%)		5.0 x 100% = 5.00	
Total for Research	5%	5.00	.25
<b>3. Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.00	
Total for Extension	5%	5.00	.25
<b>4. Support to Operations</b>			
<b>4. Gen. Admin &amp; Support Services</b>	45%	5.0	2.25
<b>TOTAL</b>	<b>100%</b>		<b>4.85</b>


EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
CHARIS B. LIMBO  
Name of Faculty

Recommending Approval:

  
BAYRON S. BARREDO  
College Dean


Approved:

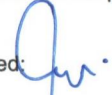
  
BEATRIZ S. BELONIAS  
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHARIS B. LIMBO, 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.

  
**CHARIS B. LIMBO**  
 Assistant Professor II  
 Date: 07-11-22

Approved:   
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: 7-12-22

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
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented &	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	0	0.15	5	5	5	5.00	PhEd 211
	<b>PI 8:</b> Number of graduate students	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students	0	6	5	5	5	5.00	M.Ed Graduate Students
		<b>A3.</b> Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0	6	5	5	5	5.00	M.Ed Graduate Students

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	28	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)
		<b>A.23 :</b> 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							
		<b>A.24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)
	<b>PI 11.</b> Additional outputs	<b>A.25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A.26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A.28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0	1	5	5	5	5.00	Graduate Tracer's Study and Employer's Feedback



		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	12	5	5	5	5.00	Student Onboarding, Virtual Pinning Ceremony, Anniversary Mass, Kaalam: Creative Forms and Narratives in the Contemporary Webinar Series, Kaalam: Pedagogy and Challenges of Teaching Physical Education in the Next Normal, Swim and Survive Training, Kabataan: Paduwaon ug Lingawon, IHK Community Outreach Program, Anniversary Culmination Program, Run for A Cause, Kabataan sa Kantagnos: Paduwaon ug Lingawon, BPED and BCAED Action Research Defense, Department-based
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	3	5	4	5	4.60	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	37	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)

		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	7	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)
		<b>A15.</b> Number of lab reports and term papers checked and	Checks lab reports and term papers submitted as							
	<b>PI8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	4	12	5	5	5	5.00	BPEd -1 Advisees
		<b>A17.</b> 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							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	103	5	5	5	5.00	Enrollment, dropping and inquiries of advisees, and students asking regarding course matters.
	<b>PI9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	USSC-Baybay Campus

		<b>A11.</b> 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	1	7	5	5	5	5.00	INC forms submitted for 2nd semester, AY 2020-2021 and 1st semester, SY 2021-2022
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	11	5	5	5	5.00	Disaster Risk Reduction and Management (DRRM) Training for LGU-Baybay City, PAFTE Regional Midyear Convention , Graduates Employability and Employers' Feedback in Visayas State University Webinar Workshop, 7th National Research Conference and Teachers' Convention, PASSEM National VirTalk, PEASMEI National Webinar, Dept.-Based LEPT Review, Kaalam: Creative Forms and Narratives in the Contemporary Webinar Series, Kaalam: Pedagogy and Challenges of Teaching Physical Education in the Next
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	7	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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	0	1	5	5	5	5.00	PhEd 211
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	6	5	5	5	5.00	PhEd 211 Powerpoint Presentation, Videos and Reading Activity
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	5	5	5	5	5.00	PhEd 211 Assessment Tasks
		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	0	1	5	5	5	5.00	PhEd 211
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	2	13.30	5	5	5	5.00	PhEd 124, PhEd 211, PrEd 191
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	5	5	5	5	5.00	PhEd 124 (2 sections), PhEd 211, PrEd 191 (2 sections)

UMFO 4. EXTENSION SERVICES										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	3	3	5	5	5	5.00	Brgy. Pangasugan, Brgy. Guadalupe, Brgy. Bunga
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	299	5	5	5	5.00	Langoy sa Kaluwasan Participants
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	95%	100%	5	5	5	5.00	Participants of Langoy sa Kaluwasan
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor/ Sports Trainer								
	Peer	Peer								
	Resource Persons	Resource Persons/Coach of Different Sports		0	3	5	5	5	5.00	LEPT-Based LEPT Review, Qualitative Research Analysis Webinar, MSU



	Convenor/Organizer	Convenor/Organizer		1	12	5	5	5	5.00	Student Onboarding, Virtual Pinning Ceremony, Anniversary Mass, Kaalam: Creative Forms and Narratives in the Contemporary Webinar Series, Kaalam: Pedagogy and Challenges of Teaching Physical Education in the Next Normal, Swim and Survive Training, Kabataan: Paduwaon ug Lingawon, IHK Community Outreach Program, Anniversary Culmination Program, Run for A Cause, Kabataan sa Katarungan
	Consultancy	Consultant								
	Evaluator	Evaluator		0	1	5	5	5	5.00	Action Research Defense, IHS Research Congress
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department	<b>A44.</b> 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							
	<b>A45.</b> 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									
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
<b>PI 2.</b> Zero percent complaint from clients served	<b>A46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint							
<b>PI 3:</b> Additional Outputs	<b>A47.</b> 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	Group and Individual Faculty Coaching, Target Setting	
	<b>A48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal								
<b>Total Over-all Rating</b>					155	155	155	154.6		
<b>Average Rating</b>					5.00	5.00	5.00	4.99		
<b>Adjectival Rating</b>										

Average Rating (Total Over-all rating divided by 4)		<b>4.99</b>	Comments & Recommendations for Development  <i>keep up the good work!</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		<b>4.99</b>	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

*Bw*  
**BAYRON S. BARREDO**  
Dean, College of Education  
Date: *7-12-22*

Recommending Approval:

*Bw*  
**BAYRON S. BARREDO**  
Dean, College of Education  
Date: *7-12-22*

Approved by:

*Bg*  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date:



## PERFORMANCE MONITORING FORM

Name of Employee: CHARIS B. LIMBO

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 service M.Ed major subjects and BPED courses	Empower students to do regular physical activities through dance for health and fitness  Design physical activities to address the needs of students with disability in a class  Design a LEPT review materials	January 2022	June 2022	June 2022	Very impressive	Outstanding	no failed students
2	Submit reports and other required documents:  * grade sheets * INC Forms * Submission of deferred grades	Timely submission of all the required documents to avoid delay in the processing	January 2022	June 2022	January- June 2022	Impressive	Outstanding	Tasks were done on time


	* Accomplishment report							
3	Prepare and utilize instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students' assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	January 2022	June 2022	June 2022	Very impressive	Outstanding	Instructional materials must be updated regularly
4	Attend regular meetings, emergency meetings, institutional meetings	Up to date knowledge and information on the current status of the Institute, College and the University as a whole	January 2022	June 2022	June 2022	Impressive	Outstanding	Actual attendance/participation and online participation
5	Attend mandated and essential trainings/seminar/workshop	Faculty development and professional growth	January 2022	June 2022	June 2022	Impressive	Outstanding	Have attended
6	Develop student assessment and evaluation tool	Checking of student output and make a report grade)	January 2022	June 2022	June 2022	Impressive	Outstanding	Well-prepared

7	Student Consultation	Advise courses to be taken graduate M.Ed and BPEd Advisees  Facilitates students in their completion of the course	January 2022	June 2022	June 2022	Impressive	Outstanding	Assisted students' concerns
8	Facilitated and supervised IHK activity	Coordinated with the proper conduct of related activities	January 2022	June 2022	June 2022	Impressive	Outstanding	Assigned task were accomplished

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

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

Prepared by:

  
**BAYRON S. BARREDO**  
 Dean, College of Education



EMPLOYEE DEVELOPMENT PLAN

*Name of Employee:* **CHARIS B. LIMBO**

*Performance Rating:* Outstanding

*Aim:* To execute and implement university and office orders relative to academic and other assigned tasks and concerns with 90% accuracy.

*Proposed Intervention to Improve Performance:*

Manage time wisely and collaboration with colleagues not only in the office but in the university as a whole.

*Date:* July- December 2022

*Target Date:* July-December 2022

*First Step:*

- Make a time table and list of things to do according to its priority (instructions, research, extension and others)

*Result:*

- Can submit reports on time
- Can closely monitor faculty of their attendance
- Can closely monitor faculty on reports to be submitted

*Date:* July 2022

*Target Date:* July-December 2022

*Next Step:*

- Carefully plan for the up-coming Institute and University Activities and wisely supervise the faculty and its performance to work to assigned tasks

*Outcome:*

- Effectively and efficiently conduct of the activities

*Final Step/Recommendation:*

Close monitoring of plan implementation.

Prepared by:

**BAYRON S. BARREDO**  
Dean, College of Education

Conforme:

  
**CHARIS B. LIMBO**  
Director, IHK