

# 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)
<b>1. Instruction</b>			
c. Head/Dean (100%)		$4.95 \times 50\% = 2.48$	
d. Students		$4.78 \times 50\% = 2.39$	
Total for Instruction	75%	4.87	3.65
<b>2. Research</b>			
c. Client/Dir. For Research (50%)		$\times 50\% =$	
d. Dept. Head/Center Director 50%)		$\times 50\% =$	
Total for Research			
<b>3. Extension</b>			
c. Client/Dir. For Extension			
d. Dept. Head/Center Director (100%)		$5.00 \times 100\% = 5.00$	
Total for Extension	25%	5.0	1.25
<b>4. Gen. Admin. &amp; Support Services</b>			
<b>TOTAL</b>	<b>100%</b>		<b>4.90</b>

EQUIVALENT NUMERICAL RATING: 4.90  
 Add: Additional Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

EDILBERTO A. ARTIGA JR. II  
 Name of Faculty

Reviewed by:

CHARIS B. LIMBO-RIVERA  
 Director, IHK

Recommending Approval:

BAYRON S. BARREDO  
 College Dean


Approved:

BEATRIZ S. BELONIAS  
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDILBERTO A. ARTIGA JR. II, a faculty member of the Institute of Human Kinetics commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.

EDILBERTO A. ARTIGA JR. II  
Instructor I  
Date: July 28, 2023

Approved:   
CHARIS B. LIMBO-RIVERA  
Department Head  
Date:

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	Timelines	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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							



	<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							
		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							
	<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	7	33.2	5	5	5	5.00	PHED 126, PHED 132, PHED 14(Swimming & Badminton), PRED 200, PRED 153b and PRED
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	4	4	4.33	PHED 132, PHED 14(Swimming & Badminton), PRED 200, PRED 153b and PRED
		<b>A 11.</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	2	8	5	5	5	5.00	PHED 12 & PHED 14

	<b>A12. Number of trainings attended related to instruction</b>	Attend mandated trainings	1	1	5	5	5	5.00	FAD Diets
	<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught							
	<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	6	12	5	5	5	5.00	PHED 126, PHED 132, PHED 14(Swimming & Badminton)
	<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
<b>PI 8:</b> Number of students advised: *	<b>A16. Number of students advised:</b>	<i>Acts as academic adviser to students</i>	25	42	5	5	5	5.00	BPED Students
	<b>A17. Number of students advised on thesis/ field practice/special problem:</b>			16	5	5	5	5.00	Action Reseach for PHED 200 requirement and PHED 154b Action research Proposal
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		16	5	5	5	5.00	Action Reseach for PHED 200 requirement and PHED 154b Action research Proposal
	<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	8	500	5	5	5	5.00	Subject, Academic, Sports facilities reservation and Varsity related concerns
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19. Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	BPEDSS
	<b>A20. Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related</i>	1	4	5	5	5	5.00	UI SB Sports Fest, Mugna, Goodwill Games, Election
<b>PI 10:</b> Number of instructional materials developed *	<b>A21:</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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	22	5	5	5	5.00	PHED 126, PHED 132, PHED 14(Swimming & Badminton)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	25	5	5	5	5.00	PHED 126, PHED 132, PHED 14(Swimming & Badminton)
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<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 evaluation							
		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 year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							



		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<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							
	<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							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<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							
	<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			1	5	5	5	5.00	Badminton Women
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			5	5	5	5	5.00	Final / Proposal Action Research Defense Pannelist
	Resource Persons	Resource Persons/Coach of Different Sports			1	5	5	5	5.00	Badminton Women
	Convenor/Organizer	Convenor/Organizer			1	5	5	5	5.00	Co-Chairperson Goodwill Games
	Consultancy	Consultant								
	Evaluator	Evaluator								

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</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>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</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 under ISO 9001:2015*	<b>A 44.</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>A 45.</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>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</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							



		A 48. 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>					5	4.94	4.94	4.95	
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by 4)		Comments & Recommendations for Development Purpose: <i>Respectful and obedient.</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.95	
Adjectival Rating	Outstanding	

Evaluated & Rated by:

**CHARIS B. LIMBO-RIVERA**

Department Head

Date:

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

### 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 14, PHED 126& PHED 132 - Team Sports	Deliver quality teaching and learning to students in the undergraduate program	January 2023	June 2023	June 2023	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Syllabus in PHED 126 and PHED 132	Deliver Quality Syllabus to the students of PHED 126 and PHED 132	January 2023	June 2023	June 2023	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 14, PHED 132 and PHED 126	Create a more comprehensive PPT presentation to enhance students learning	January 2023	June 2023	June 2023	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> <li>Collect Learning and assessment tasks, assignments, develop rubrics to assess students in answering activities and develop alternative activities for students with special needs</li> <li>Conducted students assessment in the Midterm Examination</li> <li>Check and Return Students outputs</li> </ul>	June 2022		December 2022	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan	January 2023		June 2023	Impressive	Very Satisfactory	Task was done



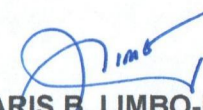
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> <li>Assisted in the conduct of the Enrolment</li> <li>Advised students on the conduct of the Enrolment</li> <li>Answered questions with regards to their academic standing</li> <li>Advise students on prospectus related concerns</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done promptly
7	Student consultation	<ul style="list-style-type: none"> <li>Advise undergraduate students on subject related concerns</li> <li>Advise and coached undergraduate students in Badminton</li> <li>Advise students on prospectus related concerns</li> </ul>	January 2023	June 2023	Very Impressive	Outstanding	Task was done promptly
8	Facilitated student – related activities as BPEDSS club adviser	<ul style="list-style-type: none"> <li>Helped in organizing and facilitating BPEDSS related Concerns on activities conducted</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done on time and with precision
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> <li>Addressed problems and concerns from approached coaches</li> <li>Coordinated with sports facilities personnel to properly maintain sports facilities</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done on time

10	Facilitated students or School activities given to the IHK	<ul style="list-style-type: none"> <li>Helped in facilitating the proper conduct of the IHK related activities</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done promptly
11	Coordinated the Maintenance of Sports Facilities	<ul style="list-style-type: none"> <li>Addressed problems occurring in sports facilities</li> <li>Facilitated the preparation and restoration of sports facilities before, during and after university related events</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done promptly
12	Coordinated the Coaches and Varsity Athletes as the Varsity Sports Coordinator	<ul style="list-style-type: none"> <li>Facilitated equipment PR's and requested coaches for equipment Specifications</li> <li>Conducted meetings regarding the Varsity Related Concerns and announcements</li> </ul>	January 2023	June 2023	Very impressive	Outstanding	Task was done promptly

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

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

Prepared by:

  
**CHARIS B. LIMBO-RIVERA**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDILBERTO A. ARTIGA JR. II**

Performance: Very Satisfactory

Aim: To come up with better ways to maintain and facilitate the university sports facilities as the sport facilities coordinator

To come up with better ways to improve the over-all performance of the Varsity Sports Program

To be able to deliver quality instruction to my students and render expert service to the school and community.

Proposed Intervention to Improve Performance:

To meet and sit down with engineers and talk about ways to maintain better the Sports Facilities in the University.

To orient coaches of how to properly make a year round training program to enhance students performance not only in their respective sporting events but also academically.

To download and read more resources beforehand and to not only give students the course syllabus on time but also make sure that the contents are of the highest quality possible

Date: January 2023

Target date: June 2023

First Step:

- To meet VSU engineers and ask for their opinions and suggestions on how to properly maintain a sports facility as they have designed it.
- Provide format / template on making a Training Program
- Study ahead the given subjects and find resources for the content for better delivery of the lessons and achievement of the objectives.
- Research updated resources for lessons and expert delivery services

Result:

- Collaborative effort in coming up with the proposal and its contents in maintaining the sports facilities
- Training's will be more balanced with academic performance and will give coaches a map to how the training will be conducted.
- Deliver quality instruction and expert services for both the students and the community

Date: January 2023

Target Date: June 2023

Next Step:

- Maintain the collaborative effort and provide updates on the requests also hear coaches and caretakers suggestions and complaints to provide better service to the users.
- Impliment Training Programs and monitor the progress of the athletes
- Be very patient to students with problems and still maintain a fair learning environment for all

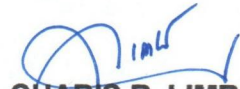
Outcome:

- Properly maintained sports facilities
- Well balanced sports and Academic performance for student athletes
- Zero percent complaints from the students

Final step/recommendation:

- Consistent Follow up and more Brainstorming
- Consistent Monitoring of Student Athletes
- Maintain tenacity and never stop learning for better improvement of skills and expertise.

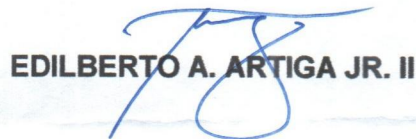
Prepared by:



**CHARIS B. LIMBO-RIVERA**

Director, IHK

Conforme:



**EDILBERTO A. ARTIGA JR. II**