

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

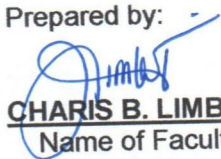
Name of faculty Member: **CHARIS B. LIMBO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.98 x 50% = 2.49	
b. Students		4.50 x 50% = 2.25	
Total for Instruction	40%	4.74	1.90
2. Research			
c. Client/Dir. For Research			
d. Dept. Head/Center Director (100%)		5.0 x 100% = 5.00	
Total for Research	5%	5.00	.25
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.00	
Total for Extension	5%	5.00	.25
4. Support to Operations	5%	5.00	.25
4. Gen. Admin & Support Services	45%	5.0	2.25
TOTAL	100%		


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

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-June 2021**.


CHARIS B. LIMBO
 Assistant Professor II
 Date: 07-22-21

Approved: 
BAYRON S. BARREDO
 College Dean
 Date: 7-23-2021

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	Timeline	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	1	6	5	5	5	5.00	Ibasitas, Capa, Bustillo, Apipi, Mondido, Morales
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	3	5	5	5	5.00	Ibasitas, Capa, Bustillo
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>	1	6	5	5	5	5.00	Ibasitas, Capa, Bustillo, Apipi, Mondido, Morales
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets,</i>							
		<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	2	13.35	5	5	5	5.00	PhEd 124 and PhEd 140
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	2	3	5	5	5	5.00	PhEd 125 and PhEd 211

		A11. 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	1	2	5	5	5	5.00	Ech-Webinar on the TEIC-CHED Flexible Learning Foundation Virtual Conference, Writeshop on Preparation of LET Review Materials
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5.00	PhEd 124 (2 sections) and PhEd 140
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	28	5	5	5	5.00	PhEd 124 (2 sections) and PhEd 140 Learning Task, Assessment Task
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	2	5	5	4	4.67	PhEd 124 and PhEd 140
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		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	14	103	5	5	5	5.00	PhEd 124 and 140 students, USSC - Baybay Officers, BPED Students, BCAEd Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	USSC-Baybay Campus
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	7	5	5	5	5.00	Tabang-Viscan, USSC-Baybay Campus Meetings
	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 124 and PhEd 140
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	37	5	5	5	5.00	PhEd 124, PhEd 140 Powerpoint presentations, learning guides, video presentation, activity and practice exercises
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	28	5	5	5	5.00	PhEd 124 Learning Taks, Assessment Task, Midterm Examinations and Final Requirements and PhEd 140 Learning Taks, Assessment Task, Midterm Examinations and Final Requirements

		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 Moddle or Google Classroom	1	2	5	5	5	5.00	PhEd 140 and PhEd 124
	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	0	2	5	5	5	5.00	M-Ed AACUP Program Accreditation, ISO 9001:2015 First Surveillance Audit
		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	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>		5%	5%	5	5	5	5.00	Journal of Indonesian Physical Education and Sport
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l	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							
		<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							
		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	1	6	5	5	5	5.00	Brgy. Pangasugan, Brgy. Gabas, Brgy. Guadalupe, Brgy. Marcos, Brgy. San Agustin, Brgy. Bunga
	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	10	375	5	5	5	5.00	Participants of the Webinar Series on Indigenous Games, Sports and Dance
	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	1	1	5	5	5	5.00	Langoy sa Kaluwasan
	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	95%	100%	5	5	5	5.00	Participants of the Webinar Series on Indigenous Games, Sports and Dance
	PI 5. <i>Number of technical/expert services</i>	A 40. <i>Number of technical/expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists/ Coach</i>								
	<i>Resource Persons</i>	<i>Resource Persons/ Coach of Diff. Sports</i>								

	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 Ta!, Sikad, Abante VSU!, Homecoming Virtual Run, Virtual Dance Fitness, Webinar Series on Diet and
	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	5%	5%	5	5	5	5.00	Langoy sa Kaluwasan
	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	0	1	5	5	5	5.00	Ani at Kita
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	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	5	5	5	5.00	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		100% compliant	5	5	5	5.00	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	5	5	5	5.00	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							

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 BPED major subjects	Empower students to do regular physical activities through dance for health and fitness (Online/printed) Design physical activities to address the needs of students with disability in a class	January 2021	June 2021	June 2021	Very Impressive	Outstanding	No Failed Students
2	Advice BPED and BCAED major students	Empowered students to face challenges courageously in times of pandemic	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Was able to advice students properly
3	Attend regular, emergency and special meetings; institutional/ collegiate orientation, seminar (face-to-face/virtual)	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Attend all meetings promptly

4	Function as member/chairperson in committee assignments in the Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Responsible in all task assigned
5	Oversee operation of the unit	<ul style="list-style-type: none"> • Sign DTRs of the Part-time, JO, Faculty and Staff • Sign DTRs and payroll of the JOs • Endorse Faculty on Study-Leave Progress Report. • Follow-up Faculty on Self-quarantine • Signed application for leave form and clearances • Required submission of the Table of Specification and Course Syllabus of the faculty • Evaluated the faculty members' TOS and Course Syllabus • Signed PRs and accepted MRs • Check and review the faculty accomplishment reports of the Institute of Human Kinetics • Evaluate the faculty 	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Task were done on time


		members virtual classrooms and conduct virtual classroom observations						
6	Teaching and learning activities	<ul style="list-style-type: none"> Record quizzes, assignments and projects of the students of the following subjects <ol style="list-style-type: none"> PHED 124 PHED 140 Record quizzes, assignments and projects of the students from the class record to Microsoft Excel of the following subjects: <ol style="list-style-type: none"> PHED 124 PHED 140 	March 2021	June 2021	June 2021	Very Impressive	Outstanding	Tasks were done on time
7	Prepare and utilize instructional materials 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Task were done on time
8	Administer virtual classroom using the VSU EE	Virtual Classroom ready for 2 nd semester, 2020-2021	March 2021	June 2021	June 2021	Very Impressive	Outstanding	Responsible in all task assigned
9	Attend mandated Trainings	Professional growth and development	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Attend virtual/Face-to-face trainings seriously

10	Entertain students consulting on subject taught and grades.	Increase number of student entertained for consultation purposes (Virtual)	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Was able to address concerns properly
11	Assist student organization	Assist student-related activities	January 2021	June 2021	June 2021	Very Impressive	Outstanding	Assisted student activities successfully
12	Prepare learning guides	Produce online learning guides	March 2021	June 2021	June 2021	Very Impressive	Outstanding	Task were done on time

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

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

Prepared by:


BAYRON S. BARREDO
 Dean, College of Education

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	6	5	5	5	5.00	Revised Varsity Sports Program, Proposed Virtual Intramural Program, Proposed Events for the for VSU Centennial Cup, Updated Webpage Content and Structure, Submit budget proposals of sports programs and Sports Facilities Maintained
	Total Over-all Rating					150	150	149	149.67	
	Average Rating					5	5	4.97	4.99	
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.99	Comments & Recommendations for Development Purpose: <i>Keep up the good work. show more authority as head of the department.</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.99	
Adjectival Rating	Very satisfactory	

Evaluated & Rated by:

BAYRON S. BARREDO

Immediate Head

Date: 7-23-21

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date: 7-23-21

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 9/8/21

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 2021

Target Date: July-December 2021

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: December 2021

Target Date: July-December 2021

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