

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)
1. Instruction			
a. Head/Dean (100%)		4.86 x 50% = 2.43	
b. Students		4.08 x 50% = 2.04	
Total for Instruction	75%	4.47	3.35
2. Research			
a. Client/Dir. For Research (%)		x .50%	
b. Dept. Head/Center Director 100%)	%	x 50%	
Total for Research			
3 Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
2. Gen. Admin Support Services			
TOTAL	100%		4.60

EQUIVALENT NUMERICAL RATING: 4.60

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.60**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

EDILBERTO A. ARTIGA, JR. II

Name of Faculty

Reviewed by:

CHARIS B. LIMBO

Director, IHK

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, 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 targets in accordance with the indicated measures for the period January to December 2021.

EDILBERTO A. ARTIGA JR. II
Instructor I
Date: January 15, 2022

Approved: 
CHARIS B. LIMBO
Department Head
Date: 01-18-22

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 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	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							

	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 Moddle or Google Classroom							
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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		5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	4	4	4	4.00	Phed 135, Phed 123, Phed 13 & FS 1
		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	1	1	5	5	5	5.00	Phed 135
		A12. Number of trainings attended related to instruction	Attend mandated trainings							

		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	6	6	5	5	5	5.00	PHED 123 , 135 major subjects
		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	50	5	5	5	5.00	BPED 1st, 2nd and 3rd Years
		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	8	10	4	4	4	4.00	Students in Phed 13, 123 and 135 with subject related concerns
	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	BPED Student Organization
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	BPED Election of new set of Officers
	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	2	5	5	5	5.00	PHED 123 & PHED135
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	PHED 123 & PHED 135

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	PHED 123 and PHED 135 Modules, PPT's and Handouts
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	6	5	5	5	5.00	PHED 123 , 135 Midterm and Assessment Tasks
		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 123 & PHED 135
	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							
		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	1	1	5	5	5	5.00	Langoy sa Kaluwasan "Learn to Swim Learning Guide for New normal Implementation
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 or 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 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 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 maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	Langoy sa Kaluwasan "Learn to Swim" at Brgy. Pangasugan
	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	8	12	5	5	5	5.00	Langoy sa Kaluwasan "Learn to Swim" at Brgy. Pangasugan
	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 "Learn to Swim" at Brgy. Pangasugan
	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	1	100%	5	5	5	5.00	Langoy sa Kaluwasan
	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/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports		1	1	5	5	5	5.00	LET Review for Special Topics
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	Component Leader Learn to Swim "Langoy sa Kaluwasan"
	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 (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 implement new normal							
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					4.9	4.9	4.9	4.9	
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.90	Comments & Recommendations for Development Purpose:
Additional Points		Very respectful! Always ready to help other members.
Approved Additional Points (with copy of approval)		
Final Rating		
Adjectival Rating	Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date: 01-18-22

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 13, PHED 135, PHED 123 & FS1	Deliver quality teaching and learning to students in the undergraduate program	July 2021	July 2021	December 2021	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Learning Guides in PHED 135 and PHED 123	Deliver Quality Learning Guides to the students of PHED 135 and PHED 123	July 2021	July 2021	December 2021	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 14, PHED 126 and PHED 132	Create a more comprehensive PPT presentation to enhance students learning	July 2021	July 2021	December 2021	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in answering and activities with students with special needs Conducted students assessment in the Midterm Examination Check and Return Students outputs 	July 2021		December 2021	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan and Work From Home Accomplishment Report	July to December 2021		December 2021	Very Impressive	Outstanding	Task was done

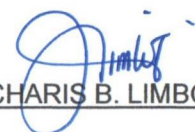
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> Assisted in the conduct of the Enrolment Advised students on the conduct of the Enrolment Answered questions with regards to their academic standing Advised students on prospectus related concerns 	July to December 2021	December 2021	Very impressive	Outstanding	Task was done promptly
7	Student consultation	<ul style="list-style-type: none"> Advised undergraduate students on subject related concerns Advised and coached undergraduate students in Badminton Advised students on prospectus related concerns Advised students on shifting and dropping related concerns 	July to December 2021	December 2021	Very Impressive	Outstanding	Task was done promptly
8	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> Addressed problems and concerns from approached coaches Coordinated with sports facilities personnel to properly maintain sports facilities 	July to December 2021	December 2021	Very impressive	Outstanding	Task was done on time

9	Assisted in the conduct of the Biggest Loser Version 2.0 and Regional Padyak Caravan	<ul style="list-style-type: none"> Helped in facilitating the proper conduct of the IHK related activities 	July to December 2021	December 2021	Very impressive	Outstanding	Task was done promptly
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* 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: **EDILBERTO A. ARTIGA JR. II**

Performance: Outstanding

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 Learning Guides that are applicable for online learning and for the students

Proposed Intervention to Improve Performance:

To ask for mentoring from the previous facilities coordinator on how he handles specific facilities and try to improve it.

To broaden and widen my knowledge on the new courses offered by the Institute and create better Course Syllabus which is applicable to online learning that will aim for the "No students left behind" as a target.

Date: July 2021

Target date: December 2021

First Step:

- Conducted a direct messaging to coaches on the problems encountered in the use of sports facilities and what would their suggestions be to solve the problem even with the varsity program on hold.
- Study ahead the given subjects and find resources for the content of each subject.

Result:

- Collaborative effort in coming up with Solutions to problems encountered and issues a request for the cleanliness of the sports facilities and its surrounding areas and proper maintenance of the sports facilities.
- Contents are well organized and making it simpler for students to understand the subject taught

Date: July 2021

Target Date: December 2021

Next Step:

- Maintain the issuance and direct messaging to workers and coaches respectively
- Be very patient to students with internet problems and still maintain a fair learning environment


Outcome:

- Properly maintained sports facilities
- Zero percent complains from the students from both modular and online.

Final step/recommendation:

- Should be consistent in the implementation of the program regardless of the number of attendance and users.

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


EDILBERTO A. ARTIGA JR. II