

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: LYNDON L. MANINGO

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%)		$4.96 \times 50\% = 2.48$	
b. Students		$3.80 \times 50\% = 1.9$	
Total for Instruction	75%	4.38	3.29
<b>2. Research</b>			
a. Client/Dir. for Research		x50%	
b. Dept. Head/Center Director (100%)		x50%	
Total for Research			
<b>3. Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		$5.0 \times 100\% = 5$	
Total for Extension	25%	5.0	1.25
<b>4. Gen. Admin &amp; Support Services</b>			
<b>TOTAL</b>	<b>100%</b>		<b>4.54</b>

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

LYNDON L. MANINGO  
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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNDON L. MANINGO, 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 to December 2022.

LYNDON L. MANINGO

Instructor I

Date: Jan. 4, 2023

Approved:

CHARIS B. LIMBO

Department Head

Date: 01-4-23

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 Moodle or Google Classroom							
	<b>PI 10 . Additional outputs:</b>	<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							
<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	5	22.35	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		8	5	5	4.6	4.87	2-PhEd128 (Final Grade-Summer Term), 2-PhEd121, 2-PhEd128, and 2-PhEd14 (Midterm Grade)
		<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	1	11	5	5	5	5.00	INC forms submitted on 2nd semester, SY 2020-2021
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	4.9	4.97	PhEd121, PhEd128, and PhEd14
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	46	5	5	4.84	4.95	PhEd121, PhEd128, and PhEd14



		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	10	80	5	5	5	5.00	Bachelor of Physical Education (1st year, 2nd year, and 3rd year), Med-PE
		<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	76	5	4.5	5	4.83	Service PE students, BCAED and BPEd students, Varsity Athletes, Enrollment, dropping and inquiries of advisees, INC's and students asking regarding course matters.
	<b>PI 9:</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	BPEd Student Society
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		3	5	5	5	5.00	Intramural Games, BPEdSS Election of Officers, BPEdSS Tribute Party, BPEdSS Acquaintance Party,
	<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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	22	5	5	5	5.00	PhEd121, PhEd128, and PhEd14

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	46	5	5	5	5.00	Learning tasks for PhEd121, PhEd128, and PhEd14
		<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 oroject 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 scienfic 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 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									
	<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	6	26	5	4.8	4.9	4.90	Langoy sa Kaluwasan	
<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		1	5	4.9	4.9	4.93	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		26	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		2	5	5	5	5.00	Learn-to-swim and life-saving and water rescue
Research Mentoring	Research Mentor/ Sports Trainer								
Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
Resource Persons	Resource Persons/Coach of Different Sports								
Convenor/Organizer	Convenor/Organizer		1	3	5	4.9	5	4.97	Kayak, Fun Run, and Padyak
Consultancy Evaluator	Consultant 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%						
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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
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								
<b>UMFO 6. General Admin. &amp; Support Services</b>									
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					5	4.94	4.95	4.963333	
	Average Rating					5	4.94	4.95	4.963333	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4	4.96	Comments and Recommendations for Development Purpos
Additional Points		Prioritize work, dependable & detail-oriented.
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.96	
ADJECTIVAL RATING	outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date: 01-4-23

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM

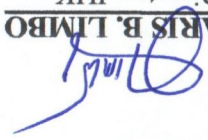
Name of Employee: Lyndon L. Maningo

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 physical education and major subjects	Students must pass the subject	July 2022	Feb. 2023	Feb. 2023	Impressive	Very satisfactory	no failed students
2	Facilitates students in their completion of the subject	Submits completion forms with grade within prescribed period.	July 2022	Feb. 2023	Feb. 2023	Impressive	Very satisfactory	
3	Advice BPED major students	Students to be guided graduate on time .	July 2022	Feb. 2023	Feb. 2023	Impressive	Very satisfactory	Attend to students concerns especially with academic, and facilitate student enrollment.
4	Conduct Approved IHK Extension Project	Conducted approved extension program, "Langoy sa Kaluwasan" with target barangay's, VSU-ROTC Unit, and Baybay City Bureau of Fire Protection.	July 2022	Feb. 2023	Feb. 2023	Very Impressive	Outstanding	On-going
5	Conduct of IHK Summer Recreation Program	Teaching Learn-to-swim with kids ages; 5 years old and above.	July 2022	July 2022	July 2022	Impressive	Very satisfactory	Teach basic skills in swimming.
6	Attends regular, emergency and special meetings; collegiate institutional/institute, the college and current status of the	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	July 2022	Feb. 2023	Feb. 2023	Impressive	Outstanding	Actual attendance/participation and Online

	orientation, seminar								
7	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	July 2022	Feb. 2023	Feb. 2023	Impressive	Outstanding	Well prepared	
8	Prepares gradesheet and submits on or before deadline	Submit grades of students to the cumulos and Registrars Office.	July 2022	Feb. 2023	Feb. 2023	Impressive	Outstanding	Submitted on-time	
9	Submit reports and other requirements	Submit Extension Project Report, Guidance-based Project Report, IPCR, PMF, FDP, and others	July 2022	Feb. 2023	Feb. 2023	Impressive	Outstanding	Have complied	

Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**CHARIS B. LIMBO**  
 Director, IHK



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LYNDON L. MANINGO**

Performance Rating: Outstanding

Aim: To Produce a Memorandum Of Agreement signed by the Barangay Captains as a document needed for the continuation of extension project in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Draft a Memorandum Of Agreement and have it reviewed by the legal officer of the University as well as the recipient barangay captains and its council before affixing signatures of both parties.

Date: July 2023

Target Date: July 2023

First step:

- Draft Memorandum Of Agreement for recipient barangays.

Result:

- Come up with a Memorandum Of Agreement and continue with the conduct extension program.

Date: August 2023

Next Step:

- Produce a Memorandum Of Agreement signed by the Barangay Captains of recipient barangays.

Outcome:

- Continued extension project.

Final Step/Recommendation:

- Submit report to OVPRE

Prepared by:

**CHARIS B. LIMBO**  
Director, IHK

Conforme:

**LYNDON L. MANINGO**  
Extension Coordinator, IHK