

**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%)		4.93 x 100% = 4.93	
b. Students			
Total for Instruction	75%	4.93	3.70
2. Research			
a. Client/Dir. For Research (50%)		x 50%=	
b. Dept. Head/Center Director (50%)		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
5. Admin Support Services			
TOTAL	100%		4.95


EQUIVALENT NUMERICAL RATING: **4.95**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.95**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


EDILBERTO A. ARTIGA, JR. II
Name of Faculty


Reviewed by:


CHARIS B. LIMBO
Director

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, EDILBERTO 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 - JUNE 2020.

EDILBERTO ARTIGA JR. II

Instructor I

Date:

Approved:

CHARIS B. LIMBO

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	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								
	PI 8: Number of graduate students advised *	A2. Number of students advised								
		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:	A 8. Other outputs implementing the new normal due to covid 19	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	25.18	5	5	5	5.00	PHED 14, PHED 126, PRED 125 and PHED 11
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	9	5	5	5	5.00	PHED 14, PHED 126, PRED 125 and PHED 11
		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							

2 - 10

		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	2	3	5	4	5	4.67	PHED 14, PHED 126, PRED 125 and PHED 11
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	18	5	5	5	5.00	PHED 14, PHED 126, PRED 125 and PHED 11
		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	10	15	5	5	5	5.00	BPED students
		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							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	Ultimate Frisbee Club and COED SSC
		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	COED SSC
	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							

24.67

		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	4	5	5	5	5.00	Power Point Presentations on PHED 11, PHED 14, PHED 126 and PRED 125
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	6	5	5	5	5.00	Quizzes and Practical Exams on PHED 11, PHED 14, PHED 126 and PRED 125
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	4	5	4	5	4.67	Google classroom in (PHED 11, PHED 13, PHED 123 and 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							
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 project within the year							

10

17.67

49.3d/10

= 4.93

	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								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	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								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	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									
		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								

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							
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	Implements duly approved extension projects							
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							
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							
<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>	Conducts training among Badminton Varsity Players for men and women	4	10	5	5	5	5.00	VSU Badminton Varsity Men and Women's Team
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists/ Coach</i>	Provides quality sporting advise which includes nutrition	4	8	5	5	5	5.00	VSU Badminton Varsity Men and Women's Team
<i>Resource Persons</i>	<i>Resource Persons/ Coach</i>	Provides quality lessons and lectures to badminton Athletes	1	2	5	5	5	5.00	VSU Badminton Varsity Men and Women's Team
<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
<i>Consultancy</i>	<i>Consultant</i>								
<i>Evaluator</i>	<i>Evaluator</i>								
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						65	63	65	64.33
Average Rating						5	4.8	5	4.94
Adjectival Rating									

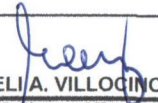
Average Rating (Total Over-all rating divided by 4)		4.94	Comments & Recommendations for Development Purpose: <i>Very respectful! Always ready to help other faculty members.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.94	
Adjectival Rating		Outstanding	

Evaluated & Rated by:


CHARIS B. LIMBO


Department Head

Date:


ALELI A. VILLOCINO

Dean, College of Education

Date:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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 11, PHED 14 – Badminton and PHED 126 and PRED 125	Deliver quality teaching and learning to students in the undergraduate program	January 2020	June 2020	June 2020	Very impressive	Outstanding	All students passed
2	Adviser COED SSC	Deliver Quality Supervision methods to students in their respective organizations	January 2020	June 2020	June 2020	Very impressive	Outstanding	Task done promptly
3	Develop PPT in PHED 11, PHED 14, PHED 126 and PRED 125	Create a more comprehensive ppt. presentation	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Task was done on time
4	Develop evaluation and assessment tools to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs Conducted students assessment in the Midterm Examination Conducted Practical Examinations 	January to June 2020		June 2020	Very impressive	Outstanding	Task was done on time
5	Submit reports and other requirements	Submit DTR and grade sheets	January to June 2020		June 2020	Very Impressive	Outstanding	Task was done

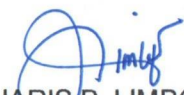
6	Organization Adviser on College of Education Supreme Student Council (COEd SSC)	<ul style="list-style-type: none"> Organized quality Activities related to the COEd like the conduct of the Intramural Games Advise students on the conduct of the Intramural Games Advise students on the Activities conducted by the organization specially on the program and sequence of activities Signed Activity Permits on both the said Organizations Attended meetings with the COEd SSC Officers 	January to June 2020	June 2020	Very impressive	Outstanding	Task was done promptly
7	Student consultation	<ul style="list-style-type: none"> Advise undergraduate students on subject related concerns Advise and coached undergraduate students in Badminton Advise students on prospectus related concerns 	January to June 2020	June 2020	Very Impressive	Outstanding	Task was done promptly

8	Facilitated student – related activities	<ul style="list-style-type: none"> Coached and Trained Varsity Badminton Athletes Assisted and Judged events of the College of Education Week 	January to June 2020	June 2020 March 2020	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"> Submitted a year-round action plan for the University Sports Facilities maintenance Coordinated with sports facilities personnel to properly maintain sports facilities 	January to December 2020	June 2020	Very impressive	Outstanding	Task was done on time

* 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

Proposed Intervention to Improve Performance:

- Make a proposal for a one (1) per year maintenance check on the sports facilities with everything there is to maintain.
- Make a more detailed year – round action plan based on the calendar of activities given by the university.

Date: January 2020

Target date: December 2020

First Step:

- Gather data from previous sports facilities coordinator on how to maintain the sports facilities
- Get proposal format for the 1 per year maintenance check to start the proposal
- Make a more detailed year – round action plan with the help of the previous coordinator and the university calendar of activities

Result:

- Better maintenance and ready to use sports facilities in the university
- Better collaboration with the involved personnel

Date: September 2020

Target Date: December 2020

Next Step:

- Study the result of the collaboration and foresee the maintenance of the sports facilities and take note of unforeseen emergencies


Outcome:

- A more attractive and enjoyable activity for the employees of the university with the better use of the sports facilities

Final step/recommendation:

- Follow-up with the request and proposal for better update of the maintenance of the sports facilities.

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


EDILBERTO A. ARTIGA JR. II