

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: MARY JEAN M. SAPAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$4.92 \times 50\% = 2.46$	
b. Students (50%)		$4.50 \times 50\% = 2.25$	
Total for Instruction	75 %	4.71	3.53
2. Research	5%	0.0	0.0
3. Extension	20%	4.73	.95

Equivalent Numerical Rating: 4.48

Add: Additional Points, if any: _____

TOTAL Numerical Rating: 4.48

Adjectival Rating:

VERY SATISFACTORY

Prepared by:

MARY JEAN M. SAPAN

Name of Faculty

Reviewed by:

ALELI A. VILLOCINO

Department Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

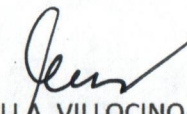
President

Individual Commitment and Review Form (IPCR)

I, Mary Jean M. Sapan of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2016.

MARY JEAN M. SAPAN
Ratee

Approved:


ALELI A. VILLOCINO
Head of Unit

Date: _____

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Higher education services	FTE-TL	First Semester							
		Physical Education 11	25	30.80	5	5	5	5.00	
		Mapeh 106							
		Mapeh 127							
		Mapeh 114							
		Senior High School							
		TOTAL	40						
	Instructional Materials Revised and Utilized	Developed Course Outline and Syllabus in PE 11, 12 and Mapeh 114	2	3	5	5	5	5.00	
	Number of Student Advising (Mapeh Majors) and Consultation Services								
	Supervised the performance		14	14	5	5	5	5.00	
	Approved Portfolio	of Student Teacher in Ormoc, Albueva and Caridad							
	Academic Advising	Advised and counselled graduating students, transferees, shiftee and second courser and other students	30	35	5	5	5	5.00	
	Number of VSU Related Activities Assisted								

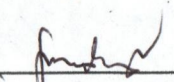
	Faculty and Staff Sportfest and Students Intramural Games	printed copies of programs printed	50	55	5	5	5	5.00	
		Assisted the Chess Tournament	60	60	5	4.8	4.8	4.86	
		Acted as Secretariat, incharge of the over-all results of the sportfest	34	40	5	5	5	5.00	
		attended faculty sportfest meeting	2	3	5	4.8	4.6	4.80	
		prepared the sportfest kit	22	24	5	5	5	5.00	
		printed final results copy	20	30	5	5	4.5	4.83	
		facilitated the Laro ng Lahi games	200	220	5	5	4.5	4.83	
		Gathered and tabulated the over-all results of the activity	25 events	27 events	5	4.9	4.9	4.93	
	Number of VSU-Related Activities Assisted Good will Games SCUAA Games	assited in making the program prepared the athletes documents	5 200	7 270	4.8 5	4.5 5	4.6 5	4.63 5.00	
		encoded athletes info of gallery	200	250	5	5	5	5.00	
		checked and printed eligibility forms	200	250	5	5	5	5.00	
		checked athletes documents (All)	200	250	5	5	5	4.83	
		evaluated athletes grades	200	270	5	5	5	5.00	
		Organized Gallery by event	22	22	5	4.8	4.6	4.80	
		screened VSU athletes TOR	200	270	5	5	5	5.00	
		screened VSU athletes birth certificate	200	250	5	5	4.5	4.83	
		prepared gallery of VSU Athletes	200	205	5	5	5	5.00	
		screened VSU eligibility form	200	250	5	5	5	5.00	
		organized athletes according to event by folder	200	250	5	5	4.5	4.83	
		organized the birth certificates by event by folder	200	250	5	5	4.5	4.83	
		Total for Instruction			125 4.99	124 4.95	121 4.84	123.00 4.92	
Extension	Technical/Expert Services National/Regional								
		Trained the VSU	5	8	5	5	5	5.00	

	Trainer	Chess Womens Team							
		Total for Extension			5	5	5	5.00	
	Total Over-All Rating				5	5	5	5.00	

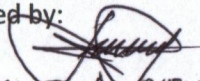
9.94

Average Rating (Total Over-all rating divided by 4)		4.96	Comments and Recommendations for Development Purposes
Additional Points			
Punctuality			
Approved Additional Points (with copy of approval)			
Final Rating			
Adjectival Rating			

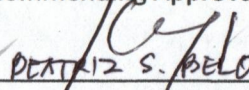
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Planning Office

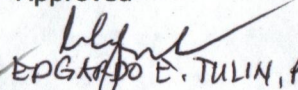
Calibrated by:


R. A. PATINDOL, Ph.D.
PMT

Recommending Approval


PATRICIA S. BELONIAS, Ph.D.
Vice-President

Approved


EDGARDO E. TULIN, Ph.D.
President