

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of faculty Member: ANDREW A. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$4.67 \times 50\% = 2.33$	
Total for Instruction	75 %	4.83	3.62
2. Research			
a. Client/Dir. For Research (50%)		$2.47 \times 50\% = 1.24$	
b. Dept. Head/Center Director (50%)		$2.48 \times 50\% = 1.24$	
Total for Research	10%	2.48	.25
3. Extension			
a. Client/Dir. For Extension (50%)		50%	
b. Dept. Head/Center Director (50%)		50%	
Total for Extension			
4. Support to Organizations	15%	5.0	.75
TOTAL	100%		4.62


Equivalent Numerical Rating: 4.62
 Add: Additional Points, if any:
 TOTAL Numerical Rating: 4.62

Adjectival Rating: **Outstanding**

Prepared by:


ANDREW A. MAZO
 Name of Faculty


Reviewed by:


MARY JEAN M. SAPAN
 Department Head

Recommending Approval:



ALELIA. VILLOCINO
 College Dean


Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDREW A. MAZO 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 July to December, 2018.


ANDREW A. MAZO
Ratee


MARY JEAN M. SAPAN
Head of Unit
Date: 2-15-19


MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	FTE TL	1st Semester, SY 2018-2019 <ul style="list-style-type: none"> • PhEd 11, 4 sections (113 students) • PHED 101 (30) • PrEd 200a (6 students) • PHED 211 (12 Grad Students) 	25	29.90	5	5	5	5.00	
CORE FUNCTIONS As Faculty	Implementation of Instructional Programs, Projects and Activities: Teaching Guides/teaching aids	<ul style="list-style-type: none"> • IMs and other devices prepared and utilized • Mid-term and Final Examinations conducted • Collected and checked Projects/assignments and completed on due date • No. of teaching aids and devices prepared for utilization with 80% acceptance 	15 8 5 3	15 16 10 5	5 5 5 5	5 5 5 5	5 5 5 5	5.00 5.00 5.00 5.00	

	Submission of reports and other requirements	<ul style="list-style-type: none"> • CSR • Grade Sheets • Parental Consent for Varsity Athletes 	6 10 15	6 10 15	5 5 5	5 5 5	5 5 5	5.00 5.00 5.00	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	• Attendance in institutional/collegiate orientation, seminar	2	4	5	5	5	5.00	
	Student Advising	• Number of Student-Teaching Advisee	6	6	5	5	5	5.00	
	Student Consultation Service	• Number of hours spent on Student Consultation/Semester	45 hrs	50 hrs	5	5	5	5.00	
		• Advise students on subject-related concerns/Semester	10hrs	12hrs	5	5	5	5.00	
		• Number of checked, corrected and signed Portfolio of BSEd MAPEH major students	6	6	5	5	5	5.00	
	TOTAL FOR INSTRUCTION				5.00	5.00	5.00	5.00	
RESEARCH SERVICES	Research Coordinator	<ul style="list-style-type: none"> • IHK Research Coordinator • Attendance to "National Quantitative and Qualitative Data Analysis for Research" 	1 1	1 1	4.9 5.0	4.9 5.0	4.9 5.0	4.90 5.00	
	TOTAL FOR RESEARCH				9.9	9.9	9.9	4.95	

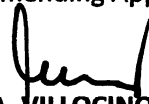
SUPPORT TO OPERATIONS	Coordinator (program, varsity, etc)	<ul style="list-style-type: none"> Number of Athletes Coached in the Varsity Softball Team for the 2018 Regional SCUAA Games 	15	15	5	5	5	5.00	Softball Team won Overall Championship in the Regional SCUAA Games 2018
	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> IHK regular and, special and emergency meetings 	10	10	5	5	5	5.00	
	Committee assignments as member/chairperson in Institute and University affairs	<ul style="list-style-type: none"> Tournament Manager - Swimming, University-Wide Intramural Games 2018 	50	1	5	5	5	5.00	Facilitated 8 teams, comprising 150 athletes that competed in the said event
		<ul style="list-style-type: none"> Member, University Intramural Council 2018 	1	60	5	5	5	5.00	Facilitated 6 colleges in the main campus
		<ul style="list-style-type: none"> Tournament Manager (Kayak Race) -University-Wide Intramural Games 2018 	50	1	5	5	5	5.00	Facilitated 4 faculty and staff factions and 4 student factions
		<ul style="list-style-type: none"> Chairperson, Fun Run Committee – VSU-CSC Anniversary Celebration 2018 	200	1	5	5	5	5.00	Facilitated more than 200 faculty, staff and other VSU personnel in the conduct of the Fun Run
	TOTAL FOR SUPPORT TO ORGANIZATIONS				5.00	5.00	5.00	5.00	
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5.00	
	TOTAL FOR GENERAL ADMINISTRATION AND SUPPORT SERVICES				5.0	5.0	5.0	5.00	
Total Over-all Rating					4.99	4.99	4.99	4.99	

Average Rating (Total Over-all rating divided by 4)		4.99
Additional Points		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Evaluated & Rated by:


MARY JEAN M. SAPAN
 Planning Office
 Date: 2-15-19

Recommending Approval:


ALELI A. VILLOCINO, Ed.D.
 College Dean
 Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Instruction
 Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 - Average

Comments and Recommendations for Development Purposes

ALWAYS PROVIDES SUPPORT TO COLLEAGUES
 WHEN ASKED.


PERFORMANCE MONITORING FORMName of Employee: ANDREW A. MAZO

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 graduate course, major courses in MAPEH, senior high school	Deliver quality learning outcomes to students in the undergraduate, graduate and senior high school programs	July-December 2018			Very impressive	Outstanding	All students passed the subjects
2	Prepare and utilize instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation				Very impressive	Outstanding	Instructional materials must be updated regularly
3	Submit reports and other required documents: * grade sheets * list of athletes, parental consent forms for the National SCUAA 2018	Timely submission of all the required documents to avoid delay in the processing				Impressive	Outstanding	Tasks were done on time
4	Coach student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games				Very impressive	Outstanding	Was able to produce National Players. More trainings for more national players
5	Attend regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole				Impressive	Outstanding	Attends meetings promptly
6	Function as member/chairperson in committee assignments in Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee				Very impressive	Outstanding	Responsible in all task assigned to

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

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

Prepared by:


MARY JEAN M. SAPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANDREW A. MAZO**

Performance Rating: Outstanding

Aim: To come up with a research proposal

Proposed Intervention to Improve Performance:

Collaborate with other faculty to come up with a strong and achievable research proposal

Date: July 2018

Target Date: September 2018

First Step:

- Meeting with faculty members to discuss possible research problems

Result:

- Come up with possible research title

Date: October 2018

Target Date: November 2018

Next Step:

- Assign faculty on areas to work on in the research proposal


Outcome:

- Doable research proposal

Final Step/Recommendation:

Review the proposal as a whole for comments and suggestions before forwarding it to the College.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


ANDREW A. MAZO