

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ANNA BETH A. VARRON

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%)		$4.97 \times 50\% = 2.49$	
b. Students		$4.00 \times .50\% = 2.00$	
Total for Instruction	75%	4.49	3.37
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		$x50\% =$	
b. Dept. Head/Center Director 50%)		$x50\% =$	
Total for Research			
<b>3. Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		$5.00 \times 100\% = 5.00$	
Total for Extension	20%	5.00	1.00
<b>4. Gen. Admin. &amp; Support Services</b>	5%	5.00	.25
<b>TOTAL</b>	<b>100%</b>		<b>4.62</b>

EQUIVALENT NUMERICAL RATING: 4.62

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.62

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ANNA BETH A. VARRON  
Name of Faculty

Reviewed by:

CHARIS B. LIMBO  
Department Head

Recommending Approval:

BAYRON S. BARREDO  
College Dean

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Anna Beth A. Varron, 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 2021.

ANNA BETH A. VARRON

Instructor I

Date: July 15, 2021

Approved:

CHARIS B. LIMBO

Department Head

Date: 07-30-21

FO 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	Timelines	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							
	<u>PI 10</u> . 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							
<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	18	24.45	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	7	5	5	5	5.00	Phed 14 Outdoor & Adventure (4), TEGr 113 (1), CAEd 126 (2)
		<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	2	5	5	5	5	5.00	Phed 13 (2) Phed 11 (3)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1						
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	7	5	5	5	5.00	Phed 14 Outdoor & Adventure (2), TEGr 113 (2), CAEd 126 (3)

		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	15	5	5	5	5.00	Phed 14 Outdoor & Adventure (9), TEGr 113 (2), CAEd 126 (4)
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	3	5	5	5	5.00	CAEd 126 (3)
	<b>PI 8</b> : Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	15	32	5	5	5	5.00	Bachelor of Culture and Arts Education
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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	5	100	5	5	5	5.00	Service Physical Education Students and Bachelor of Culture and Arts Education students
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	1	5	5	5	5.00	Bachelor of Physical Education and Bachelor of Culture and Arts Education
	<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	1						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	3	5	5	5	5.00	Phed 14 Outdoor & Adventure, TEGr 113, CAEd 126
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	15	5	4	5	4.67	Phed 14 Outdoor & Adventure (4), TEGr 113 (3), CAEd 127 (8)
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	35	5	5	5	5.00	Phed 14 Outdoor & Adventure (14), TEGr 113 (5), CAEd 127 (16)



		<b>A 23 :</b> 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	1						
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Phed 14 Outdoor & Adventure, TEGr 113, CAEd 126
	<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 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 faculty or student w/ faculty)								
		<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		2714	5	5	5	5.00	Kinetika Radio Program
	<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		15	5	5	5	5.00	Kinetika Radio Program
	<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							



	<b>PI 5. Number of technical/expert services</b>	<b>A 40 . Number of technical/expert services as/in:</b>	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor/Sports Trainer/ Dance Trainer</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists/Coach</i>								
	<i>Resource Persons</i>	<i>Resource Persons/ Coach of Different Sports/Dance Adjudicator</i>		1						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	16	5	5	5	5.00	Webinar Series on Safeguarding Culture at the Grassroots: Working with local and indigenous cultural communities in the Philippines, The Roles of Philippine Games and the University: Challenges and Opportunities Amidst the Pandemic , Patigsahan sa IHK, Virtual Varsity Awards, Dagan Ghorl, Thanksgiving Mass, Usapang 45th with IHK Directors, Pride of IHK , Mga Juana sa IHK, Biggest Loser VSU Edition, Viscans, Managan Tal, Sikad, Abante VSUI, Homecoming Virtual Run, Virtual Dance Fitness, Webinar Series on Diet and Nutrition
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>			5	5	5	5	5.00	Tiktok- Womens Month, PhEd 211 Final Term, Alumni Homecoming Tiktok Competition, VSU-CAT Proctor, VSU-CAT Online Validator
	<b>PI 8. Percent of extension proposals approved *</b>	<b>A 41. Percent of extension proposals approved *</b>	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11. Additional outputs *</b>	<b>A 42. No. of extension-related awards (extrn. conducted by faculty or student &amp; faculty) *</b>								
		<b>A 43. Other outputs implementing the new normal due to covid 19</b>	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>										

	<b>PI 8.</b> 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*	<b>A 44.</b> 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						
		<b>A 45.</b> 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>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	2	5	5	5	5.00	Proposed Evetns for the VSU Centennial Cup and Updated Webpage Content	
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
<b>Total Over-all Rating</b>					90	89	90	89.67		
<b>Average Rating</b>					5	4.9	5	4.98		
<b>Adjectival Rating</b>										

Average Rating ( Total Over-all rating dividedby 4)		<b>4.98</b>	Comments & Recommendations for Development Purpose: <i>Detail-oriented &amp; prioritizes work. keep it up!</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		<b>4.98</b>	
Adjective Rating		Outstanding	

Evaluated & Rated by:

**CHARIS B. LIMBO**

Department Head

Date: 07-20-21

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date: 7-20-21

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 9/8/21



Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ANNA BETH A. VARRON**

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 undergraduate course	Deliver quality learning to students in the undergraduate program	January 2021	January 2021- June 2021		Very impressive	Outstanding	All students passed
2	Enrollment Focal Person	<ul style="list-style-type: none"> <li>Assisted the enrollment of BPED, BCAED students</li> <li>Reviewed conflict schedules of service Physical Education subjects</li> <li>Printed faculty workloads</li> </ul>	January 2021			Very impressive	Outstanding	Tasks done on time
3	Faculty subject workload and schedule	Make the individual IHK faculty subject workload AY 2019-2020 second semester and their schedules.	January 2021			Very impressive	Outstanding	Tasks done on time
4	Service Physical Education coordinator	<ul style="list-style-type: none"> <li>Entertain students on changing subject, dropped, withdrawal, enrollment, and adding and conflict schedule on service physical education subject.</li> </ul>	January 2021- June 2021			Very impressive	Outstanding	Tasks done on time

	Advice BCAED students	<ul style="list-style-type: none"> <li>Empowered students to graduate on time and face challenges courageously</li> <li>Assisted and follow-up during enrolment</li> </ul>	January 2021	Very impressive	Outstanding	Was able to cater advice to students
	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2021- June 2021	Very impressive	Outstanding	Tasks done on time
	Submit reports and other requirements	Submitted DTR and grade sheets	January 2021- June 2021	Very impressive	Outstanding	Was able to submit on time
	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> <li>Attended meetings in the institute and department</li> <li>Up to date knowledge and information on the current status of the institute, the college and university as a whole.</li> </ul>	January 2021- June 2021	Very impressive	Outstanding	Attended meetings promptly
	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> <li>Attended regular meetings of VSU Alumni Association as alumni communicator</li> </ul>	January 2021- June 2021	Very impressive	Outstanding	Responsible in all assigned task
	Junior Artistic Director of VSU Dance Company, Culture and Arts Center	<ul style="list-style-type: none"> <li>Planned performance for upcoming activities</li> <li>Presented dance performances to International visitors of VSU for several occasions via pre-recorded videos.</li> </ul>	January 2021- June 2021	Very impressive	Outstanding	Was able to trained good performers




Organized Webinar Series	Organized a webinar series on Philippine Games, Arts, and Culture in celebration of the 45 <sup>th</sup> IHK Anniversary	February 2021	March 2021	Very impressive	Outstanding	Event was successfully done
Create virtual classroom	3 virtual classrooms in the VSU e-learning portal ready for AY 2020-2021 second semester	January 2021	June 2021	Very impressive	Outstanding	Responsible in all assigned task
Prepare Learning Guides	Make the PhEd 14n Physical Activities Towards Health and Fitness II (Outdoor & Adventure) Learning Guide and CAEd 126 Teaching Dance	January 2021	January 2021- June 2021	Very impressive	Outstanding	Was able to submit on time
Attended mandated Trainings	Professional growth and development	January 2021	January 2021- June 2021	Very impressive	Outstanding	Attended virtual training promptly

\* 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: ANNA BETH A. VARRON

Performance Rating: Outstanding

Aim: To come up with attractive university wellness activities

Proposed Interventions to Improve Performance: Survey of the activities that constituents in the university like to do

Date: July 2021

Target date: December 2021

First Step:

- Conduct a survey on the activities that the university constituents like to perform
- Recall and reactivate the wellness coordinators in each offices/department.

Result:

- Collaborative effort in coming up with the wellness activities

Date: July 2021

Target date: December 2021

Next Step:

- Study the result of the survey


Outcome:

- A more attractive and enjoyable activity for the employees of the university

Final Step/Recommendation:

Consistent in the implementation of the program regardless of the number of attendance.

Prepared by:

  
CHARIS B. LIMBO  
Unit Head

Conforme:

  
ANNA BETH A. VARRON  
Name of Ratee Faculty/Staff