

Exhibit K

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 x 50% = 2.50	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	75 %	4.84	3.63
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 (50%)	5 %	50%	
b. Dept. Head/Center Director (50%)		50%	
Total for Extension			
4. Support to Organizations	20 %	5.0	1.0
TOTAL	100%		4.63


Equivalent Numerical Rating: 4.63
Add: Additional Points, if any:
TOTAL Numerical Rating: 4.63

Adjectival Rating: Outstanding

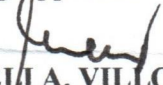
Prepared by:


ANDREW A. MAZO
Name of Faculty

Reviewed by: *


CHARIS B. LIMBO
Department Head

Recommending Approval:



ALELI A. VILLOCINO
College Dean

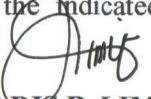
Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDREW A. MAZO of the Institute of Human Kinetics commit 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, 2019.


ANDREW A. MAZO
 Ratee


CHARIS B. LIMBO
 Head of Unit
 Date: 02-06-20

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	FTE TL	1st Semester, SY 2019-2020 <ul style="list-style-type: none"> • PhEd 11 (128 students) • PhEd 101 (35 students) • PhEd 121 (21 students) • PrEd 200 (1 student) • PHED 211 (17 Grad Students) 	22	24.45	5.00	5.00	5.00	5.00	
CORE FUNCTIONS As Faculty	Implementation of Instructional Programs, Projects and Activities: Teaching Guides/teaching aids	<ul style="list-style-type: none"> • Course syllabi in PhEd 121 • IMs and other devices prepared and utilized • Mid-term Examinations Conducted • 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 	1 8 5 5 8	1 10 7 7 12	5 5 5 5 5	5 5 5 5 5	5 5 5 5 5	5.00 5.00 5.00 5.00 5.00	

	Submission of reports and other requirements	<ul style="list-style-type: none"> • DTR • Grade Sheets • Parental Consent for Varsity Athletes • Performance Monitoring • IPCR (Jul-December 2019) 	10 8	14 8	5 5	5 5	5 5	5.00 5.00	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	• Attendance in institutional/collegiate orientation, seminar	2	3	5	5	5	5.00	
	Student Advising	• Number of Student-Teaching Advisee	1	1	5	5	5	5.00	
	Student Consultation Service	• Number of hours spent on Student Consultation/Semester	30 hrs	35 hrs	5	5	5	5.00	
		• Advise students on subject-related concerns/Semester	10hrs	12 hrs	5	5	5	5.00	
		• Number of checked, corrected and signed Portfolio of MAPEH major student	1	1 portfolio	5	5	5	5.00	Only 1 Student Teacher was assigned
	TOTAL FOR INSTRUCTION				5.00	5.00	5.00	5.00	
SUPPORT TO OPERATIONS	Coordinator (program, varsity, etc)	• Number of Athletes Coached in the Varsity Softball Team for the 2019 Regional SCUAA Games	15	15	5	5	5	5.00	
	Attendance in regular, emergency & special meetings	• IHK regular and, special and emergency meetings	10	12	5	5	5	5.00	
	Committee assignments as member/chairperson in Institute and University affairs	• No. of Games Managed/Facilitated as Tournament Manager of Softball games, University-Wide Intramural Games 2019	17	20	5	5	5	5.00	Facilitated 8 teams, comprising 150 athletes that competed in the said event


		<ul style="list-style-type: none"> • Conducted a Seminar-Workshop on Management and Officiating Swimming Events to BPEd students in preparation for swimming events in the University-Wide Intramural Games 2019 • Member, University Intramural Council 2019 • Chairperson, University-Wide Intramural Games 2019 Opening Parade • No. of Runners Facilitated as Chairperson during the Fun Run of the VSU-Civil Service Commission Anniversary Celebration 2019 	1	1	5	5	5	5.00	Conducted the Seminar-Workshop to 150 BPEd students in preparation to officiate the swimming events in the 2019 University-Wide Intramural Games
			1	1	5	5	5	5.00	Facilitated 4 colleges in the main campus and 4 colleges in the satellite campuses, including 4 faculty/staff teams
			1	1	5	5	5	5.00	Invited 9 diff. bands (elem and HS) from the neighboring schools; Facilitated the Parade of all the competing factions for students, faculty and staff and external campuses
			150	200	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 OPERATIONS				5.00	5.00	5.00	5.00	
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint		5	5	5	5.00	
	TOTAL FOR GENERAL ADMINISTRATION AND SUPPORT SERVICES								
Total Over-all Rating					5.00	5.00	5.00	5.00	

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Evaluated & Rated by:

Recommending Approval:

Approved by:


CHARIS B. LIMBO
 Head of Unit


ALELI A. VILLOCINO, Ed.D.
 College Dean


BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Instruction

Date: 02-06-20

Date: _____

Date: _____

Comments and Recommendations for Development Purposes

*student friendly. Displays respect towards
the time of others. Keep it up!*

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

PERFORMANCE MONITORING FORM


Name 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	Teaches graduate course, major courses in BPEd and PhEd11	Deliver quality learning outcomes to students in the undergraduate, graduate and senior high school programs	July – December 2019		December 2019	Very impressive	Outstanding	
2	Prepares and utilizes 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	July – December 2019		December 2019	Very impressive	Outstanding	
3	Submits reports and other required documents: * grade sheets * list of athletes, parental consent forms for the Regional SCUAA 2019 and National SCUAA 2020	Timely submission of all the required documents to avoid delay in the processing	July – December 2019		December 2019	Impressive	Outstanding	
4	Coaches student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	July – December 2019		December 2019	Very impressive	Outstanding	
5	Attends 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	July – December 2019		December 2019	Impressive	Outstanding	
6	Functions 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	July – December 2019		December 2019	Very impressive	Outstanding	

* 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: **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 2019

Target Date: September 2019

First Step:

- Meeting with faculty members to discuss possible research problems

Result:

- Come up with possible research title

Date: October 2019

Target Date: November 2019

Next Step:

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

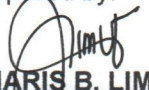
Outcome:

- Doable research proposal

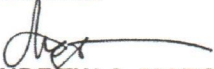
Final Step/Recommendation:

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

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


ANDREW A. MAZO