

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: SHEENA EUNICE B. TABUDLONG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.94 x 50% = 2.47	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	75 %	4.97	3.73
2. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director 50%)		x50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)		2.33 x50% = 1.17	
b. Dept. Head/Center Director 50%)		2.34 x50% = 1.17	
Total for Extension	10%	2.34	.23
4. Support to Operations	15%	5.0	.75
TOTAL	100%		4.71

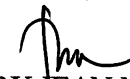
Equivalent Numerical Rating: 4.71
 Add: Additional Points, if any: _____
 TOTAL Numerical Rating: 4.71

Adjectival Rating: Outstanding


Prepared by:


SHEENA EUNICE B. TABUDLONG
 Name of Faculty

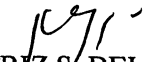
Reviewed by:


MARY JEAN M. SAPAN
 Department Head

Recommending Approval:

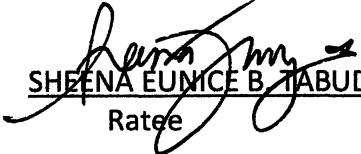

ALELI A. VILLOCINO
 College Dean


Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA EUNICE B. TABUDLONG 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.


SHEENA EUNICE B. TABUDLONG
 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 2018-2019 PE 11 Movement Enhancement Phed 103 Philosophical and Soci0 Anthropological Foundations of PE and Sports PE 001 Phy Educ and Health (Senior High School) Pred200a- Student Teaching	15	29.1	5	5	5	5	

Implementation of Instructional Programs, Projects and Activities:								
Teaching Guides/teaching aids	• IMs and other devices prepared and utilized (Phed103, PE11, PE001)	3	9	5	5	5	5	
	• Mid-term and Final Examinations conducted	6	18	5	5	5	5	
	• Projects/assignments collected and checked with 100% completed on due date	3	5	5	5	5	5	
	Submission of reports and other requirements							
	• No. of teaching aids and devices prepared for utilization with 80% acceptance	3	9	5	5	4	4.67	
• Grade Sheets	5	10	5	5	4	4.67		

	Number of student-related activities assisted	<ul style="list-style-type: none"> • Coordinated in the University Intramural Games • Coordinated Physical Fitness Test in Ginoong Malakas and Bb Maganda • Coordinated Student Teaching Orientation Program • Prepared VSU Varsity Athletes Documents for SCUAA in VSU level • Screened Varsity Athletes Documents for Regional SCUAA • Coaching Photography Participant in Regional PASUC Culture and Arts Competition • Trained and Coach Mister and Miss SCUAA-VSU 	3000	5677	5	5	5	5	
			100	200	5	5	5	5	
			30	50	5	5	5	5	
			200	250	5	5	5	5	
			200	250	5	5	5	5	
			1	1	5	5	5	5	
			1	2	5	5	5	5	
	Total for Instructions				5	5	4.84	4.94	
EXTENSION SERVICES		Kinetika Radio Program	1	1	4	5	5	4.67	
	Total for Extension				4	5	5	4.67	

SUPPORT TO OPERATIONS	Attendance in regular, emergency & special meetings	• Number of IHK regular and, special and emergency meetings attended	6	11	5	5	5	5	
	Training/seminar/conference participation	• Number of meetings conducted for University Intramurals	3	5	5	5	5	5	
		Innovative Learning Strategies	8 hours	16hours	5	5	5	5	
		SCUAA Document Officer Training Workshop	8hours	16 hours	5	5	5	5	
		National Dance Workshop	8hours	60hours	5	5	5	5	
		1-star kayak Certification	8hours	24hours	5	5	5	5	
		Philippine Association for Teachers and Educators	8hours	16hours	5	5	5	5	
		PATHFIT Tertiary Physical Education	8hours	16hours	5	5	5	5	
	Student Advising	Number of Student Teaching Advisee	2	6	5	5	5	5	
Committee assignments as member/chairperson in institute and University affairs	• Assisted in the University Civil Service Fun Run	100	250	5	5	5	5		
	Number of Academic/Industry Linkage Established	Philippine Folk Dance Society	1	1	5	5	5	5	

	Local/Regional	Philippine Association for Teachers and Educators	1	1	5	5	5	5	
	Total for Support to Operations				5	5	5	5	
	Awards/Honors Received by Faculty:								
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5	
Total Over-all Rating									
AVERAGE RATING					4.67	5	4.95	4.87	

Average Rating (Total Over-all rating by 4)		4.87
Additional Points		
Punctuality		
Approved Additional Points (with copy of Approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development

Purpose: *TERMINAL & PERFORMING*

Evaluated by:

MJ
MARY JEAN M. SAPAN
 Unit Head

Date: 2-15-19

Recommending Approval:

[Signature]
ALELI A. VILLOCINO
 College Dean

Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President

Date: _____

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

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	July 2018	July 2018- December 2018		Very impressive	Outstanding	
2	Develop ppt in Phed103, PE11, PE001	A more comprehensive ppt presentation	July 2018	July 2018- December 2018		Very impressive	Outstanding	
3	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	July 2018- December 2018			Very impressive	Outstanding	
4	Submit reports and other requirements	Submitted DTR and grade sheets	July 2018- December 2018			Very impressive	Outstanding	
5	Coordinated University Intramural Games	<ul style="list-style-type: none"> • Conducted a Meeting with the College Deans • Conducted a Meeting with the Intramural Council • Conducted special meetings with Intramural working Committees and Tournament Managers • Screened athletes eligible for University intramurals • Coordinated Physical Fitness Test in Ginoong Malakas and Bb Maganda • Conducted an Evaluation Meeting with the Intramural Council 	July 2018	July 2018-Septemeber 2018		Very impressive	Outstanding	

6	Coordinated Student Teaching program	<ul style="list-style-type: none"> Facilitated Orientation Program for Student Teachers Assigned Student Teachers to a Cooperating Schools and Supervising Teachers Deployed the student teachers to their respective cooperating school and cooperating teachers Conducted a Meeting to finalize Student Teaching Portfolio 	July 2018	July 2018- December 2018	Very impressive	Outstanding	
7	Organized SCUAA Athlete Documents	<ul style="list-style-type: none"> Critically Screened the Documents of the VSU Varsity Athletes in University level Screened Varsity Athletes Documents for Regional SCUAA 	July 2018	November 2018- December 2018	Very impressive	Outstanding	
8	Coaching, Training and Student Consultation	<ul style="list-style-type: none"> Trained and Coach Mister and Miss SCUAA-VSU Coaching Photography Participant in Regional PASUC Culture and Arts Competition 	July 2018	July -December 2018	Very impressive	Outstanding	
	Conducted a radio program : Kinetika." on air over DYDC FM radio	Awareness to people on areas related to health and wellness (yoga)	August 2018	September 2018	Very impressive	Outstanding	
10	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	July 2018- December 2018		Very impressive	Outstanding	
11	Committee assignments as member/chairperson in institute and University affairs	Assisted in the University Civil Service Fun Run	September 2018		Very impressive	Outstanding	

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

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

PREPARED BY:

JML
MARY JEAN M. ORRAN
UNIT HEAD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance Rating: Outstanding

Aim: To improve the conduct of the university intramural games

Proposed Intervention to Improve Performance:

- evaluation of the program

Date: October 2018

Target Date: October 2018

First Step:

- Call an intramural council meeting for the evaluation of the program

Result:

- Feedbacks/ suggestions and recommendations will be evaluated

Date: November 2018

Target Date: January 2018

Next Step:

- Review the feedbacks/suggestions and recommendations with the faculty of the institute


Outcome:

- Come-up with a better guidelines for the next implementation of the activity

Final Step/Recommendation:

- Careful and thorough planning and review before the next conduct of the activity.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG