

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: EDILBERTO A. ARTIGA JR. II

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
c. Head/Dean (100%)		$4.92 \times 50\% = 2.46$	
d. Students		$3.86 \times .50\% = 1.93$	
Total for Instruction	75%	4.39	3.29
2. Research			
c. Client/Dir. For Research (50%)		$\times 50\% =$	
d. Dept. Head/Center Director 50%)		$\times 50\% =$	
Total for Research			
3. Extension			
c. Client/Dir. For Extension			
d. Dept. Head/Center Director (100%)		$5.00 \times 100\% = 5.00$	
Total for Extension	25%	5.0	1.25
4. Gen. Admin. & Support Services			
TOTAL	100%		4.54

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

EDILBERTO A. ARTIGA JR. II
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director, IHK

Recommending Approval:


BAYRON S. BARREDO
College Dean


Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDILBERTO A. ARTIGA JR. II, 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 to June 2022.


EDILBERTO A. ARTIGA JR. II
Instructor I
Date: July 11, 2022

Approved: 
CHARIS B. LIMBO
Department Head
Date: 07-11-22

MFO 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 Moodle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	23.25	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	4	4	4	4.00	
		A 11 . 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	1	2	5	5	5	5.00	PHED 123 & PHED 135

	A12 . Number of trainings attended related to instruction	Attend mandated trainings							
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	8	5	5	5	5.00	PHED 126 , 132 major subjects
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	20	57	5	5	5	5.00	BPED 1st, 2nd and 3rd Years
	A17 . Number of students advised on thesis/ field practice/special problem:		4	12	5	5	5	5.00	BPED 4th year
	<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							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	9	60	5	5	5	5.00	Students in Phed 14, 126 and 132 with subject related concerns, Enrollment and clearance
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	BPEDSS Club
	A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>	1	1	5	5	5	5.00	BPED
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	PHED 126 & PHED132

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	PHED 126 & PHED 132
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	PHED 126 and PHED 132 Module, PPT and Handouts
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	5	5.00	PHED 126 , 132 Midterm, Learning and Assessment Tasks
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	PHED 126 & PHED 132
	PI 11. Additional outputs	A 25. 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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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>									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		A 33. 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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES											

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	1	100%	5	5	5	5.00	Langoy sa Kaluwasan
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor/ Sports Trainer								
Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
Resource Persons	Resource Persons/Coach of Different Sports								
Convenor/Organizer	Convenor/Organizer		1		5	5	5	5.00	Langoy sa Kaluwasan "Learn to Swim"
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							

Average Rating (Total Over-all rating divided by 4)	4.96	Comments & Recommendations for Development Purpose: <i>always willing to help coworkers, students & other clients.</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating		
Adjectival Rating	Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date: 07-11-22

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date: 7-12-22

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: EDILBERTO A. ARTIGA JR. II


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 PHED 14, PHED 132 – Team Sports & PHED 126	Deliver quality teaching and learning to students in the undergraduate program	January 2022	June 2022	June 2022	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Learning Guides in PHED 132 and PHED 126	Deliver Quality Learning Guides to the students of PHED 132 and PHED 126	January 2022	June 2022	June 2022	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 14, PHED 126 and PHED 132	Create a more comprehensive PPT presentation to enhance students learning	January 2022	June 2022	June 2022	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> Collect Learning and assessment tasks, assignments, develop rubrics to assess students in answering activities and develop alternative activities for students with special needs Conducted students' assessment in the Midterm Examination Check and Return Students outputs 	January to June 2022		June 2022	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan	January to June 2022		June 2022	Very Impressive	Outstanding	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> Assisted in the conduct of the Enrolment Advise students on the conduct of the Enrolment Answered questions with regards to their academic standing Advise students on prospectus related concerns 	January to June 2022		June 2022	Very impressive	Outstanding	Task was done promptly
7	Student consultation	<ul style="list-style-type: none"> Advise undergraduate students on subject related concerns Advise and coached undergraduate students in Badminton 	January to June 2022		June 2022	Very Impressive	Outstanding	Task was done promptly

		<ul style="list-style-type: none"> Advise students on prospectus related concerns 					
8	Facilitated student – related activities as BPEDSS club adviser	<ul style="list-style-type: none"> Helped in organizing and facilitating BPEDSS related Concerns 	January to June 2022	June 2022	Very impressive	Outstanding	Task was done on time and with precision
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> Addressed problems and concerns from approached coaches Coordinated with sports facilities personnel to properly maintain sports facilities 	January to June 2022	June 2022	Very impressive	Outstanding	Task was done on time
10	Facilitated students or School activities given to the IHK	<ul style="list-style-type: none"> Helped in facilitating the proper conduct of the IHK related activities 	January to June 2022	June 2022	Very impressive	Outstanding	Task was done 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: **EDILBERTO A. ARTIGA JR. II**

Performance: Very Satisfactory

Aim: To come up with better ways to maintain and facilitate the university sports facilities as the sport facilities coordinator

To come up with better Learning Guide that is applicable for online students

To be able to deliver quality instruction to my students and render expert service to the school and community.

Proposed Intervention to Improve Performance:

To submit a proposal on Sports Facilities maintenance that surveys the facilities for repairs and improvements.

To broaden and widen my knowledge on the new courses offered by the Institute and create a better Course Syllabus which is applicable to online students that aims at no students left behind.

To download and read more resources beforehand to not only give students the course syllabus on time but also to make sure that the contents are of the highest quality possible

Date: July - December 2022

Target date: July - December 2022

First Step:

- Make the proposal for the quarterly sports facilities maintenance for corrections and improvements.
- Study ahead the given subjects and find resources for the content for better delivery of the lessons and achievement of the objectives.
- Research updated resources for lessons and expert delivery services

Result:

- Collaborative effort in coming up with the proposal and its contents
- Contents are well organized and making it simpler for students to understand the subject taught
- Deliver quality instruction and expert services for both the students and the community

Date: July – December 2022

Target Date: July – December 2022

Next Step:

- Maintain the collaborative effort to come up with the proposal despite of the many other responsibilities given to us by the university
- Be very patient to students with internet problems and still maintain a fair learning environment

Outcome:

- Properly maintained sports facilities
- Zero percent complaints from the students from online learning modality.

Final step/recommendation:


- Should be consistent in the implementation of the program regardless of the number of attendance and users.
- Maintain tenacity and never stop learning for better improvement of skills and expertise.

Prepared by:



CHARIS B. LIMBO
Director, IHK

Conforme:



EDILBERTO A. ARTIGA JR. II