

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)
<b>1. Instruction</b>			
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
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		x 50%=	
b. Dept. Head/Center Director (50%)		x 50%=	
Total for Research			
<b>3 Extension</b>			
a. Client/Dir. For Extension (50%)		2.50 x 50% =1.25	
b. Dept. Head/Center Director (50%)		2.50 x 50%= 1.25	
Total for Extension	10%	2.5	.25
<b>4. Admin Support Services</b>	15%	5.0	.75
<b>TOTAL</b>	<b>100%</b>		<b>4.74</b>

Equivalent numerical rating

Add: additional Points if any:

Total Numerical Rating:


4.74

Adjectival rating Outstanding

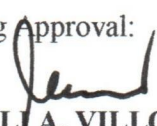
Prepared by:

Reviewed by:


  
**EDILBERTO A. ARTIGA, JR. II**  
Name of Faculty

  
**MARY JEAN M.SAPAN**  
Department Head

Recommending Approval:

  
**ALEL A. VILLOCINO**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, of the EDILBERTO A. ARTIGA JR. II commits to 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, 2019.

Approved:

MARY JEAN M. SAPAN

Head of Unit

Date: \_\_\_\_\_

EDILBERTO A. ARTIGA JR. II

Ratee

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
<b>HIGHER EDUCATION SERVICES</b>	January to March 2018 (study leave)  FTE TL	2 <sup>nd</sup> Semester (2018-2019)							
		Physical Education 12 - Fitness Exercise							
		Physical Education 14 – Individual, Dual and Combative Sports							
		PREd 125 – The Teaching Profession							
		MAPEH 110 – Team Sports	35.60	35.60					
		<b>TOTAL</b>	35.60	35.60	5	5	5	5	

	Implementation of Instructional Programs, Projects and Activities:								
	Teaching Guides/teaching aids	<ul style="list-style-type: none"> <li>• IMs and other devices prepared and utilized ( PHED 12, PE 14, PRed 125 &amp; MAPEH 110)</li> </ul>	2	3	5	5	5	<b>5</b>	
		<ul style="list-style-type: none"> <li>• Mid-term and Final Examinations conducted</li> </ul>	1	2	5	5	5	<b>5</b>	
		<ul style="list-style-type: none"> <li>• Projects/assignments collected and checked with 100% completed on due date</li> </ul>	100	300	5	5	5	<b>5</b>	
	Submission of reports and other requirements	<ul style="list-style-type: none"> <li>• DTR</li> <li>• Grade Sheets</li> </ul>	3 1	4 1	5 5	5 5	5 5	<b>5</b> <b>5</b>	
	Number of Student Field Practice Advising (MAPEH Major)								
	Student Advising and Consultation Services:								
	<ul style="list-style-type: none"> <li>• Number of organizations advised</li> </ul>								
	- Student Consultation	- Advise students on subject related concerns	20	30	5	5	5	5	
	- Varsity Badminton Team Consultation	- Advise Varsity badminton players on Varsity Sports Program Concerns	6	10	5	5	5	5	
	- College of Education Supreme Student Council (COEd SSC)	- Activity Permits Signed	3	5	5	5	5	5	
		- Meetings to be attended with the COEd SSC officers	3	5	4.5	4.5	4.5	4.5	
		- Meetings to be attended with COEd SSC members	3	5	4.5	4.5	4.5	4.5	
	- BPED Academic Adviser	- Students to be Advised on Prospectus related concerns	5	7	5	5	5	5	



	<ul style="list-style-type: none"> <li>- Ultimate Frisbee Club</li> </ul>	<ul style="list-style-type: none"> <li>- Activity Permits Signed</li> </ul>	3	5	5	5	5	5	
	<ul style="list-style-type: none"> <li>• Number of student-related activities assisted</li> </ul>	<ul style="list-style-type: none"> <li>- Meetings attended as adviser with the clubs officers</li> </ul>	2	3	5	5	5	5	
	<ul style="list-style-type: none"> <li>- Senior High School Graduation Ushering</li> </ul>	<ul style="list-style-type: none"> <li>- Ushered students and guests for the graduation of the Senior High School</li> </ul>	100	40	5	5	5	5	
	<ul style="list-style-type: none"> <li>- Senior High School Graduation Deliberation of Honors Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Deliberated the different honors and awards to be received by the students</li> </ul>	15	500	5	5	5	5	
	<ul style="list-style-type: none"> <li>• Number of University activities assisted</li> </ul>		5	5	5	5	5	5	
	<ul style="list-style-type: none"> <li>- College Graduation Marshal</li> </ul>	<ul style="list-style-type: none"> <li>- Assisted students in the graduation ceremony</li> </ul>	500	700	5	5	5	5	
	<b>Total for Instructions</b>				<b>4.94</b>	<b>4.94</b>	<b>4.94</b>	<b>4.94</b>	
<b>EXTENSION SERVICES</b>	KINETIKA Radio Program (KRP) Coordinator	<ul style="list-style-type: none"> <li>• Number of KRP Aired</li> <li>• Faculty Sent to be Aired</li> </ul>	1 2	1 4	5 5	5 5	5 5	<b>5</b> <b>5</b>	
	<b>Total for Extension</b>				<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	
<b>SUPPORT TO OPERATIONS</b>	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> <li>• Number of IHK regular and, special and emergency meetings attended</li> </ul>	3	5	5	5	5	<b>5</b>	
	Training/seminar/conference participation								
	Committee assignments as member/chairperson in the Institute, College and University affairs	<ul style="list-style-type: none"> <li>• Ushered students and guests for the graduation of the Senior High School</li> </ul>	100	200	5	5	5	<b>5</b>	

		<ul style="list-style-type: none"> <li>Deliberated the different honors and awards to be received by the students</li> </ul>	15	20	5	5	5	5	
	<b>Total for Support to Operations</b>				5	5	5	5	
	<b>Awards/Honors Received by Faculty:</b>								
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5	
<b>Total Over-all Rating</b>									
<b>AVERAGE RATING</b>								<b>4.98</b>	


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

#### Comments & Recommendation for Development

Purpose:


He is faithful to his work and remarkable for his punctual attendance.

Evaluated by:

  
 MARY JEAN M. SAPAN  
 Department Head


Date: \_\_\_\_\_

Recommending Approval:

  
 AREL A. VILLOCINO  
 College Dean

Date: \_\_\_\_\_

Approved:

  
 BEATRIZ S. BELONIAS  
 Vice President for Instruction

Date: \_\_\_\_\_

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

# **PERFORMANCE MONITORING FORM**

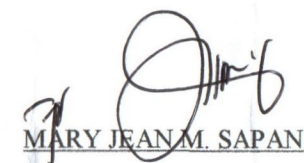
Name of Employee: EDILBERTO ARTIGA JR. II

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 Service PE subjects (12 and 14)	Deliver quality learning to students in the undergraduate program	January 2019	June 2019	June 2019	Impressive	Very satisfactory	
2	Submit reports and other required documents:  * grade sheets	Timely submission of all the required documents to avoid delay in the processing	March/June 2019 January 2019	March/ June 2019 February 2019	March/ June 2019 February 2019	Impressive	Very satisfactory	Tasks were done on time
3	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	January 2019	June 2019	June 2019	Very impressive	Very satisfactory	Was able to produce National Players. More trainings for more national players
4	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	January 2019	June 2019	June 2019	Impressive	Very satisfactory	Attends meetings promptly
5	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	January 2019	June 2019	June 2019	Very impressive	Very satisfactory	Responsible in all task assigned to
6	Revise instructional materials in PE 12 and 14	Updated IMs for instruction	January 2019	February 2019	February 2019	Impressive	Very satisfactory	

\* 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: **EDILBERTO A. ARTIGA JR. II**

Performance: Outstanding

Aim: To improve the conduct of the Kinetika Radio Program (KRP) and The University Goodwill Games

Proposed Intervention to Improve Performance:

Survey of the activities that constituents in the university like to do and to post evaluate all activities to be handled

Date: August 2019

Target date: September and April 2019

First Step:

- Have a meeting together with DYDC to have the fix dates of the Airing of the KRP
- To improve the number of teams to participate in the conduct of the University Goodwill Games

Result:

- Collaborative effort in Airing Recreational and Wellness knowledge to the listeners of the KRP
- To come up with good number of participating teams in the conduct of the university goodwill games to develop our partnership with the participating communities

Date: October 2019

Target Date: November and April 2019

Next Step:

- Study the result of the post evaluation of the Programs

Outcome:

- Confident anchors and the correct dissemination of information to the public
- Develop a lifelong partnership with the communities near or far from the university

Final step/recommendation:

- Review, evaluate and practice for successful programs

Prepared by:

  
**MARY JEAN M. SAPAN**  
Director, IHK

Conforme:

  
**EDILBERTO A. ARTIGA JR. II**  
Instructor, IHK