

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of faculty Member: LYNDON L. MANINGO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75%	5.00	3.75
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director (100%)		5.0 x 100 %	
Total for Research	15%	5.0	.75
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.88 x 100% = 4.88	
Total for Extension	10%	4.88	.49
4. Admin & Support Services	%		
TOTAL	100%		4.99

EQUIVALENT NUMERICAL RATING: 4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LYNDON L. MANINGO

Name of Faculty

Reviewed by:

CHARIS B. LIMBO

Director

Recommending Approval:

BAYRON S. BARREDO

College Dean

Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNDON L. MANINGO, 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 July to December 2020.

LYNDON L. MANINGO

Instructor I

Date: December 22, 2020

Approved:

CHARIS B. LIMBO

Department Head

Date:

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	Timeliness	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							
	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	14	31.6	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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	9	5	5	5	5.00	Received student output online, computed grade, and submitted to registrar's office.

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Moodle Training and Identification of proper and complete Items Technical Specification and parameters and PR of the SPPMIS.
		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							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	P18: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	40	5	5	5	5.00	Academic Advisees (BPEd)
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	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	10	198	5	5	5	5.00	Facebook Messenger and Google classroom engagements for the following sections: 2 PhEd101(w002, w254), 4 PhEd11(w010, w229, w106, w083, w018), and PhEd123(w167).
	P19: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	BPEdSS.
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	BPEdSS Online CBL Ammendment.

	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	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	8	5	5	5	5.00	w002, w254, w010, w229, w106, w083, w018, w167
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	PPT Class Orientation
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
		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 Moodle or Google Classroom	1	8	5	5	5	5.00	Google classrooms (w002, w254, w010, w229, w106, w083, w018, w167)
	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							


	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject 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		1	5	5	5	5.00	International Journal of Human Movement
		<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 scienfic 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								
		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	1	6	5	5	5	5.00	Gabas, Guadalupe, Pangasugan, Marcos, San Agustin, Bunga
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	100	370	5	5	5	5.00	Online Training Through DYDC-FM Radio Station
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	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	80	100	4	4	4	4.00	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			1	5	5	5	5.00	VSU Swimming Team
Convenor/Organizer	Convenor/Organizer			4	5	5	5	5.00	IHK Wellness Program, Online kantahan, OBE Syllabus Training/Workshop, CSC wellness.
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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		1	5	5	5	5.00	Swim and Survive Module	
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	8	5	5	5	5.00	Module overview, Module 1-4, BPed Kumustahan, Pilot Episode of Kinetika Radio Program	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. 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*	A 44. 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						
		A 45. 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								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	PI 3: Additional Outputs	A 47. 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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating					104	104	104	104	
	Average Rating					4.95	4.95	4.95	4.95	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.95	Comments and Recommendations for Development Purpose
Additional Points		<i>always at work & displays initiative during every day work.</i>
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.95	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO
 Department Head
 Date:

Recommending Approval

BAYRON S. BARREDO
 Dean, College of Education
 Date:

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *2/2/21*

PERFORMANCE MONITORING FORM

Name of Employee: Lyndon L. Maningo

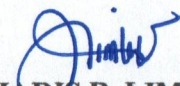
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/Recommendation
1	Teach service physical education and major subjects	Students must pass the subject.	August 2020	February 2021		Very impressive	Outstanding	Classes still on-going
2	Advice BPEd major students	Students to be guided graduate on time.	August 2020	February 2021		Impressive	Very satisfactory	Still on-going, conduct regular communication to students especially with academic concerns, Facilitate student enrollment.
3	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	August 2020	February 2021		Very Impressive	Outstanding	Still on-going, was able to give athletes a training program applicable to the pandemic and in line with the IATF protocols.
4	Conduct Approved IHK Extension Project	Present to OVPRE In-house review, seminar-workshop.	August 2020	December 2020	December 2020	Very impressive	Outstanding	Was able to present in the In-House review of all extension projects/programs of OVPRE
5	Conduct Extension Project	Deliver extension project in accordance with the IATF protocol due to COVID-19 pandemic.	August 2020	December 2020	December 2020	Impressive	Outstanding	Was able to deliver module topic On-Air through DYDC-FM 104.7
6	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.	August 2020	February 2021		Impressive	Outstanding	Still on-going, actual attendance/participation and Online participation

7	Attend mandated and essential trainings/seminar/workshop	Faculty development and professional growth.	August 2020	February 2021		Impressive	Outstanding	Still on-going, have attended
8	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	August 2020	February 2021		Impressive	Outstanding	Still on-going, well prepared
9	Submit reports and other requirements	Submit Extension Project Report, Guidance-based Facilitator's Report, Updated DTR, IPCR, PMF, FDP, and others	August 2020	December 2020	December 2020	Impressive	Outstanding	Have complied
10	Institute and University Committee Assignments as member/chairperson	-Assisted on Institute's Faculty Hiring and Recruitment -BAC Technical Working Group (Sports Equipment) -DFP Student Learning Materials (Courier Services and others)	August 2020	December 2020	December 2020	Very impressive	Outstanding	Responsibly handled the task

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

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

Prepared by:


CHARIS B. LIMBO
 Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LYNDON L. MANINGO**

Performance Rating: Outstanding

Aim: To revise approved extension proposal due to pandemic (Covid-19) that has affected the ongoing extension project.

Proposed Intervention to Improve Performance:

Collaborate with other faculty to develop new strategy in addressing concerns in the effective delivery of goods to the participants in the selected community.

Date: January-June 2021

Target Date: February 2021

First step:

- Meeting with the faculty with skills in using online facilities to develop tools for effective delivery of extension project despite the pandemic.

Result:

- Come up with a decision on what tools/application to be used.

Date: June 2020

Next Step:

- Assign faculty to help develop online material to be disseminated to the participants.

Outcome:

- Continued extension project.

Final Step/Recommendation:

- Submit report to OVPRE

Prepared by:

CHARIS B. LIMBO
Director, IHK

Conforme:

LYNDON L. MANINGO