

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: MARY JEAN M. SAPAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$4.90 \times 50\% = 2.45$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	75 %	4.95	3.71
2. Research	5%	0.0	0.0
3. Extension	15%	4.87	.73
4. Support to Operations	5	4.90	.25

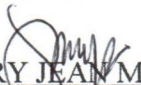
Equivalent Numerical Rating: 4.69

Add: Additional Points, if any:

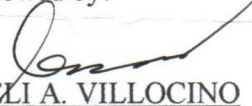
TOTAL Numerical Rating: 4.69

Adjectival Rating: **OUTSTANDING**


Prepared by:


MARY JEAN M. SAPAN
Name of Faculty


Reviewed by:


ALELI A. VILLOCINO
Department Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

Individual Commitment and Review Form (IPCR)

I, Mary Jean M. Sapan 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 of January to June 2016.


MARY JEAN M. SAPAN
Ratee

Approved:


ALELI A. VILLOCINO
Head of Unit

Date: _____

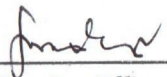
MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Advance Higher Education									
Higher education services	FTE-TL	2nd Semester Physical Education 12 Mapeh 106							
		TOTAL	26	32.60	5	5	5	5.00	
	Instructional Materials Revised and Utilized Teaching guides/aids, exams (written and practical) and reports	Revised and reviewed Course Outline and Syllabus in PE 12	1	1	4.5	5	5	4.83	
		Prepared midterm examination	1	1	4.8	5	5	4.93	
		Conducted practical exams	5	6	4.8	5	5	4.93	
		Submitted CSR	6	6	4.9	5	5	4.97	
		Computed grades	8	8	4.9	5	5	4.97	
		Checked quizzes	3	4	4.8	5	5	4.93	

		checked assignments	2	4	4.8	5	5	4.93	
	Number of Student Advising (Mapeh Majors) and Consultation Services	Advised and counseled Mapeh and other students, transferees, shiftee and second courser	5	10	5	5	5	5.00	
	Academic Advising								
	Approved Portfolio	Supervised the performance and checked the portfolio of student teachers	4	4	4.7	5	5	4.90	
		Advised CE-CSSC officers to accomplished goals	8	8	4.5	5	5	4.83	
		Advised CE-CSSC on organization concerns	4	5	4.8	5	5	4.93	
	Student Consultation Service	Hours spent on student consultation	40	50	4.5	5	5	4.83	
	Activities Assisted								
	Number of Student-Related Activities Assisted								
	Annual Athletic Awards and IHK Anniversary	Assited in the preparation of athletes and coachescertificates	250	300	5	4.8	4.8	4.87	
	Coaching	Trained and Coached the VSU Chess team Men and Women	6	6	4	5	5	4.67	
		TOTAL INSTRUCTION			4.73	4.98	4.98	4.90	
Extension	Arts and Craft Workshop	Assisted in the conduct of the art and workshop	8	10	4.8	5	5	4.87	
		TOTAL EXTENSION			4.8	5	5	4.87	
Support to Operations	Attendance in regular and special meetings								
		Number of IHK regular and special meetings	6	6	4.8	5	5	4.93	


	Committee Assignment	Coordinated the Mapeh Symposium	40	45	4.8	5	5	4.93	
		Called meetings of graduating students	2	2	4.5	5	5	4.83	
		TOTAL SUPPORT TO OPERATIONS			4.7	5	5	4.90	
Total Over-All Rating					4.74	4.99	4.99	4.89	

Average Rating (Total Over-all rating divided by 4)	4.89	Comments and Recommendations for Development Purposes		
Additional Points				
Punctuality				
Approved Additional Points (with copy of approval)				
Final Rating				
Adjectival Rating				

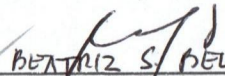
Received by:


 Planning Office

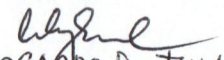
Calibrated by:


 REMEDIOS A. PINEDA
 PMT

Recommending Approval


 BEATRIZ S. DELONIAS
 Vice-President

Approved


 EDGARDO B. TULIN, Ph.D.
 President