

**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 (100%)		4.95 x 100% = 4.95	
b. Students			
Total for Instruction	75 %	4.95	3.71
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			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
TOTAL	100%		4.96

EQUIVALENT NUMERICAL RATING: 4.96

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

SHEENA EUNICE B. TABUDLONG
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Department Head

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, SHEENA EUNICE B. TABUDLONG, 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.

SHEENA EUNICE B. TABUDLONG
Instructor I
Date:

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	1	2.7	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	9	5	5	5	5.00	Academic Advisees
		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	1	1	5	5	5	5.00	Phed 208
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	4	5	4.67	Phed 208
		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.	1	4	5	5	5	5.00	Rubrics posted in google classroom
		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	1	1	5	5	5	5.00	Phed 208
	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, oordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15	22.55	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	2	7	5	5	5	5.00	

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	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	5	5	4.67	Moodle Training, How to Manage Sports During Pandemic: Challenges and Opportunities for Coaches, Athletes, and Physical Educators
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	7	5	4	5	4.67	Phed 103 (W003,W255),Phed 11(W020,W027,W089) Phed 13 (W000, W177)
	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							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	13	5	5	5	5.00	BPED Advisees
	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	1	13	5	5	5	5.00	Online consultaion on Groupchats
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	USSC Wellness Week
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 103

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		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	7	5	5	5	5.00	Phed 103 (W003,W255),Phed 11(W020,W027,W089) Phed 13 (W000, W177)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	43	5	5	5	5.00	Phed 103 (8 PPT), Phed 11 (4 PPT), Phed 13 (3 PPT, 28 vids)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	5	5.00	Phed 103 (rubrics on learning task 1.1, Learning task 2.2, Assessment 1.1, Assessment 2.1, Assessment 2.2, , Midterms , Module 1 Pretest, Module 2, Pretest, Module 2 Pre test, Module Post test 2)
		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	7	5	5	5	5.00	Phed 103 (W003,W255),Phed 11(W020,W027,W089) Phed 13 (W000, W177)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms							
		A 26. Other outputs implementing	Designs experiential learning							
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 project within the year							

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$$89.01 \div 18 = 4.945$$

	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-awarded awards (research conducted by faculty, postgraduate, 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								

<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implementes duly approved extension projects							
<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<u>A 39.</u> 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							
<u>PI 5.</u> Number of technical/expert services	<u>A 40.</u> 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	1	5	5	5	5.00	Amis
Convenor/Organizer	Convenor/Organizer		1	2	5	5	5	5.00	Online Kantahan, USSC Wellness Week
Consultancy	Consultant								
Evaluator	Evaluator								
<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	4	5	5	5	5.00	DYDC Kinetika(Is it safe to exercise with your mask on ,Anong kwentong Intrams mo, Healthy VS Unhelathy Coping Skills, IHK Kumustahan)
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		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	103	105	104	
Average Rating						4.95	4.9	5	4.95	
Adjectival Rating										

$$15 \div 3 = 5.0$$

Average Rating (Total Over-all rating divided by 4)		4.95	Comments & Recommendations for Development Purpose: <i>Reliable and dependable employee.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.95	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

[Signature]
CHARIS B. LIMBO
 Department Head
 Date:

Recommending Approval

[Signature]
BAYRON S. BARREDO
 Dean, College of Education
 Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 2/2/21

PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

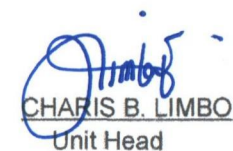
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach undergraduate course	Deliver quality learning to students in the undergraduate program	July 2020	July 2020-	December 2020	Very impressive	Outstanding	
2	Develop ppt in Phed103, PE11, PHED208	A more comprehensive ppt presentation, online courseware and learning guide	July 2020	July 2020-	December 2020	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 2020 - December 2020			Very impressive	Outstanding	
4	Submit reports and other requirements	Submitted DTR and grade sheets	July 2020- December 2020			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 2020	July 2020-	December 2020	Very impressive	Outstanding	

7	Kinetika DYDC Program	<ul style="list-style-type: none"> Is it safe to exercise with your mask on Anong kwentong Intrams mo, Healthy VS Unhealthy Coping Skills, IHK Kumustahan 	July 2020- December 2020	Very impressive	Outstanding	
8	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	July 2020- December 2020	Very impressive	Outstanding	
9	Committee assignments as member/chairperson in institute and University affairs	Assisted in the University Civil Service Fitness Friday	September 2020	Very impressive	Outstanding	

* 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: **SHEENA EUNICE B. TABUDLONG**

Performance: Outstanding

Aim: Collaborate with supervising teachers and coordinating teachers assigned on respective community schools

Proposed Intervention to Improve Performance:
Evaluation of Students Internship Program

Date: July 2020

Target date: December 2020

First Step: Meeting with the assigned supervising teachers and BSED MAPEH student interns on problems encountered

Result: Feedbacks/suggestions and recommendations evaluated

Date: July 2020

Target Date: July to December 2020

Next Step: Review the Feedbacks/suggestions and recommendations
Follow up requirements and clearance needed in application for graduation

Outcome: Come up with better guidelines for the next implementation

Final step/recommendation:

Careful and thorough planning and review on upcoming student apprenticeship /internship of BCAED and BPED

Prepared by:


CHARIS B. LIMBO

Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG