

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Edilberto A. Artiga Jr. II (Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.95	1.98
b. Students	40	5.00	2.00
Total for Instruction	80		3.98
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	20	5.00	1.00
4. Administration			0.00
5. Production	-		
TOTAL	100		4.98

EQUIVALENT NUMERICAL  
RATING:

4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.98

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

EDILBERTO A. ARTIGA JR. II

Name of Faculty

Reviewed by:

CHARIS B. LIMBO RIVERA

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

Dean, College of Education

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs



"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period July to December 2023.

EDILBERTO A. ARTIGA JR. II  
Instructor I  
Date: January 4, 2024

Approved:

CHARIS B. LIMBO-RIVERA  
Department Head  
Date: January 18, 2024

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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> 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							



	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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								
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	7	21	5	5	5	5.00		
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	9	4	4	4	4.00		
		<u>A 11</u> . 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	2	5	5	5	5.00	PHED 13	



		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings							
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	10	5	5	5	5.00	PHED 13, PHED 135, PHED 123, PHED 14
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	25	28	5	5	5	5.00	BPED
		<u>A17</u> . 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							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	50	5	5	5	5.00	
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	8	5	5	5	5.00	Intramural Games Colleges and external Campus student Organizations
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							



		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	1	15	5	5	5	5.00	PHED 123, PHED 135, PHED 13 & PHED 14	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	5	5.00	PHED 123, PHED 135, PHED 13 & PHED 14	
		<b>A 23 :</b> 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								
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	0	1	5	5	5	5.00	AACUP AREA VIII - Physical Plant and Facilities	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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								



	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year								
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> 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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								



		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor/ Sports Trainer		0	1	5	5	5	5.00	Badminton Women Trainer
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports		0	1	5	5	5	5.00	Badminton Women Coach
	Convenor/Organizer	Convenor/Organizer		0	2	5	5	5	5.00	REGIONAL SCUAA Games, VSU Intramural Games
	Consultancy	Consultant								
	Evaluator	Evaluator								



	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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					4.95	4.95	4.95	4.95	
	Average Rating					4.95	4.95	4.95	4.95	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.95	Comments & Recommendations for Development Purpose: <i>Keep up the good work!</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.95	
Adjectival Rating	Outstanding	

Evaluated & Rated by:

**CHARIS B. LIMBO-RIVERA**

Department Head

Date: January 18, 2024

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date: 1/18/2024

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 01/29/24



### 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 13, PHED 135 – Movement Ed. , PHED 123 - Individual, Dual Sports & PHED 14	Deliver quality teaching and learning to students in the undergraduate program	July 2023	December 2023	December 2023	Very impressive	Outstanding	90% of the students passed outputs
2	Develop Learning Guides in PHED 135 and PHED 123	Deliver Quality Learning Guides to the students of PHED 132 and PHED 126	July 2023	December 2023	December 2023	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 13, PHED 123, PHED 135 and PHED 14	Create a more comprehensive PPT presentation to enhance students learning	July 2023	December 2023	December 2023	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> <li>Collect Learning and assessment tasks, assignments, develop rubrics to assess students in answering activities and develop alternative activities for students with special needs</li> <li>Conducted students assessment in the Midterm Examination</li> <li>Check and Return Students outputs</li> </ul>	July 2023		December 2023	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan	July 2023		December 2023	Impressive	Very Satisfactory	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> <li>Assisted in the conduct of the Enrolment</li> <li>Advised students on the conduct of the Enrolment</li> </ul>	July 2023		December 2023	Very impressive	Outstanding	Task was done promptly



		<ul style="list-style-type: none"> <li>• Answered questions with regards to their academic standing</li> <li>• Advise students on prospectus related concerns</li> </ul>					
7	Student consultation	<ul style="list-style-type: none"> <li>• Advise undergraduate students on subject related concerns</li> <li>• Advise and coached undergraduate students in Badminton</li> <li>• Advise students on prospectus related concerns</li> </ul>	July 2023	December 2023	Very Impressive	Outstanding	Task was done promptly
8	Inspected all sports facilities	<ul style="list-style-type: none"> <li>• Addressed problems and concerns from facilities caretakers and Varsity Coaches</li> </ul>	July 2023	December 2023	Very impressive	Outstanding	Task was done on time
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> <li>• Addressed problems and concerns from approached coaches</li> <li>• Coordinated with sports facilities personnel to properly maintain sports facilities</li> </ul>	July 2023	December 2023	Very impressive	Outstanding	Task was done on time
10	Requested the maintenance of all sports facilities for the Intramural Games and Regional SCUAA 2023	<ul style="list-style-type: none"> <li>• Coordinated with sports facilities personnel to properly maintain sports facilities for the intramural Games and Regional SCUAA Games 2023</li> </ul>	July 2023	December 2023	Very impressive	Outstanding	Task was done on time

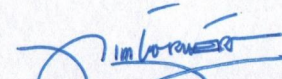


11	Facilitated students or School activities given to the IHK	<ul style="list-style-type: none"> <li>Helped in facilitating the proper conduct of the IHK related activities</li> </ul>	July 2023	December 2023	Very impressive	Outstanding	Task was done promptly
12	Coordinated the Intramural Games Tournament Managers	<ul style="list-style-type: none"> <li>Addressed problems in the conduct of the Officiating during the intramural Games</li> <li>Facilitated the Crash Course on Sports Officiating through the Tournament Managers</li> </ul>	July 2023	December 2023	Very impressive	Outstanding	Task was done promptly
13	Coordinated the Coaches and Varsity Athletes as the Varsity Sports Coordinator	<ul style="list-style-type: none"> <li>Facilitated equipment PR's and requested coaches for equipment Specifications</li> <li>Conducted meetings regarding the Varsity Related Concerns and announcements</li> <li>Helped facilitate the conduct of the Regional SCUAA 2023</li> </ul>	July 2023	December 2023	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-RIVERA**  
 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 ways to Facilitate the Varsity Sports Program as the Varsity Sports Coordinator in a Face to Face setting**

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

Proposed Intervention to Improve Performance:

**To submit an annual Sports Facilities maintenance form that surveys the facilities for repairs and improvements.**

**To give a sample Training Program for Coaches to follow and improve their quality as Coaches of the Varsity Sports Program and produce better results**

**To download and read more resources beforehand and 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 2023**

Target date: **December 2023**

First Step:

- **Make the annual sports facilities maintenance for corrections and improvements.**
- **Come up with a draft Training program for all coaches to follow and give coaches the equal opportunity to expose their student athletes in Real competitions.**
- **Research updated resources for lessons and expert delivery services**

Result:

- **Collaborative effort in the maintenance and improvement of the sports facilities in the campus**
- **Coaches will be able to make and submit their own Training Program that are sports Specific.**
- **Deliver quality instruction and expert services for both the students and the community**

Date: **July 2023**

Target Date: **December 2023**



Next Step:

- Maintain the collaborative effort to maintain the sports facilities and ensure the safety of all our varsity athletes and other users of the sports facilities
- Maintain proper training to student athletes and follow the training program made in relation and with best regard for their academic schedules
- Be very patient to students with internet problems and still maintain a fair learning environment

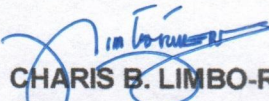
Outcome:

- Properly maintained sports facilities that are safe to use all the time
- Best Regional SCUAA games and Academic Performance results for the Athletes
- Zero percent complaints from the students from face to face learning modality.

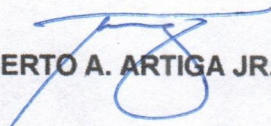
Final step/recommendation:

- Should be consistent in the implementation of the repairs and maintenance of the sports facilities following the annual report regardless of the number of users.
- Follow up on the Athletes Performance not only in the Varsity sports Specific but also Academically
- Maintain tenacity and never stop learning for better improvement of skills and expertise.

Prepared by:

  
**CHARIS B. LIMBO-RIVERA**  
Director, IHK

Conforme:

  
**EDILBERTO A. ARTIGA JR. II**