

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

Name of faculty Member: **FLORIFE A. GATCHALIAN**

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 (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75%	5.0	3.75
<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>			
c. Client/Dir. For Extension			
d. Dept. Head/Center Director (100%)		4.5 x 100% = 4.5	
Total for Extension	15%	4.5	.68
<b>4. Admin Support Services</b>	10%	5.0	.50
<b>TOTAL</b>	<b>100%</b>		<b>4.93</b>

EQUIVALENT NUMERICAL RATING: **4.93**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.93**

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

**FLORIFE A. GATCHALIAN**

Name of Faculty

Reviewed by:

**CHARIS B. LIMBO**

Director

Recommending Approval:

**ALELI A. VILLOCINO**  
College Dean

Approved:


**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FLORIFE A. GATCHALIAN, 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 JANUARY - JUNE 2020.

**FLORIFE A. GATCHALIAN**  
Instructor III  
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 28.60								
	PI 8: Number of graduate students advised *	A2. Number of students advised		5	7	5	5	5	5.00	
		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	50	50	5	5	5	5.00	
	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	4	5	5	5	5.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	
		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	1	2	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	8	5	5	5	5.00	
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	2	2	5	5	5	5.00	
<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	18	28.6	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	9	5	5	5	5.00	
		<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	
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<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	4	6	5	5	5	5.00	
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							



<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised: <i>Acts as academic advisor to students</i>	20	20	5	5	5	5.00	
	<b>A17.</b> 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						
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades						
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00
	<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00
	<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	1	1	5	5	5	5.00
	<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00
<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							
		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	2	2	5	5	5	5.00	
<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 oroject 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 scienfic for a/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 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								
		<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	1	1	5	5	5	5.00	
<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	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	40	40	4	4	4	4.00	
	<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	Implementes 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								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	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	2	2	5	5	5	5.00	

## UMFO 5. SUPPORT TO OPERATIONS

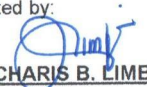
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures 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 (GASS)									
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	1	1	5	5	5	5.00	
Total Over-all Rating					139	139	139	139.00	556
Average Rating					4.96	4.96	4.96	4.96	19.84

Average Rating (Total Over-all rating divided by 4)	19.84	4.96
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating		4.96
Adjectival Raing		

### Comments and Recommendations for Development Purposes


*Willingly accepts additional tasks assigned by the head or by higher offices. Demonstrates mastery & expertise in her line of work.*

Evaluated & Rated by:

  
CHARIS B. LIMBO  
Department Head

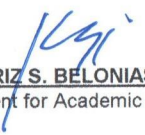
Date:

Recommending Approval

  
ALELI A. VILLOCINO  
Dean, College of Education

Date:

Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: FLORIFE A.GATCHALIAN

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 basic physical education courses to undergraduate students	Deliver quality learning to undergraduate students	January 2020	January 2020	June 20202	Very impressive	Outstanding	Tasks were accomplished
2	Develop ppt. in Table Tennis, Volleyball and Phed 12	More informative presentation	January 2020	January 2020	June 2020	Very impressive	Outstanding	Tasks were accomplished
3	Develop a schematic diagram for class tournament in Table Tennis and Volleyball	Organized class tournament	January 2020	January 2020	June 20202	Very impressive	Outstanding	Tasks were accomplished
4	Develop an assessment tool in Phed. 12	Collects and evaluate student performance using rubrics	January 2020	January 2020	June 20202	Very impressive	Outstanding	Tasks were accomplished
5	Submit reports and requirements	Submission of DTRs and grade sheets	January 2020	January 2020	June 20202	Very impressive	Outstanding	Tasks were accomplished
6	Training and coaching the Volleyball women's Team	Trained and coach the Volleyball women's team	July 2019	January 2020	June 20202	Very impressive	Outstanding	Trained hard for the Nationals

\* 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: Florife A. Gatchalian

Performance Rating: Outstanding

Aim: To provide knowledge and skills in officiating and playing volleyball to Bachelor of Physical Education students and other interested students as part of the basic physical education course.

Proposed Interventions to Improve Performance: Conduct in house training seminar for all Bachelor of Physical Education students and other interested students in the campus.

Date: January 2020

Target Date: June 2020

First Step: Call a meeting with the officers of the organization and plan the exact date to conduct the in house seminar.

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Result: Collate all suggestions from the group and marked the date for the seminar.

Date: February 2020

Target Date: June 2020

Next Step: Create committees to make the plan work

Outcome: Bachelor of Physical Education students to be more confident in playing and officiating the game volleyball.

Final Step/Recommendation: Expose these students in officiating different activities to enhance their skills.

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**FLORIFE A. GATCHALIAN**  
Name of Ratee Faulty/Staff