

Exhibit K

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 (50%)		4.97 x 100% = 4.97	
b. Students (50%)	Reinstated April 2018 from Study leave		
Total for Instruction	75 %	4.97	3.73
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 (50%)		2.50 x50% =1.25	
b. Dept. Head/Center Director 50%)		2.50 x50% =1.25	
Total for Extension	10%	2.5	.25
4. Support to Operations	15%	5.0	.75
TOTAL	100%		4.73

Equivalent Numerical Rating: 4.73

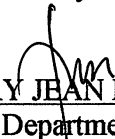
Add: Additional Points, if any: _____

TOTAL Numerical Rating: 4.73Adjectival Rating: Outstanding

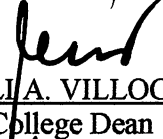
Prepared by:


SHEENA EUNICE B. TABUDLONG
 Name of Faculty

Reviewed by:


MARY JEAN M. SAPAN
 Department Head

Recommending Approval:


ALELI A. VILLOCINO
 College Dean

Approved:

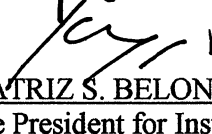
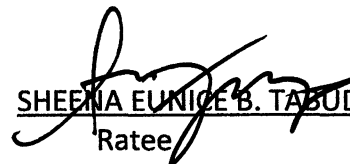


BEATRIZ S. BELONIAS
 Vice President for Instruction

Exhibit J

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, of the SHEENA EUNICE B. TABUDLONG commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period April to November, 2018.


SHEENA EUNICE B. TABUDLONG
 Ratee


MARY JEAN M. SAPAN
 Head of Unit
 Date: _____

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	FTE TL	Summer 2017-2018							
		MAPEH 125	3.45	3.45	5	5	5	5	
		1st Semester 2018-2019							
		PE 11 Movement Enhancement	15	29.1	5	5	4	4.6	
		Phed 103 Philosophical and Soci0 Anthropological Foundations of PE and Sports							
		PE 001 Phy Educ and Health (Senior High School)							
		Pred200a- Student Teaching							

		level • Screened Varsity Athletes Documents for Regional SCUAA • Coaching Photography Participant in Regional PASUC Culture and Arts Competition • Trained and Coach Mister and Miss SCUAA-VSU	200 1 2	250 1 2	5 5 5	5 5 5	5 5 5	5 5 5	
	Total for Instructions				5	5	4.97	4.97	
EXTENSION SERVICES		Kinetika DYDC Radio Program	1	1	5	5	5	5	
	Total for Extension				5	5	5	5	
SUPPORT TO OPERATIONS									
	Attendance in regular, emergency & special meetings	• Number of IHK regular and, special and emergency meetings attended • Number of meetings conducted for University Intramurals	7 3	7 5	5 5	5 5	5 5	5 5	
	Training/seminar/conference participation	Innovative Learning Strategies	16 hours	16hours	5	5	5	5	
		SCUAA Document Officer Training Workshop	16hours	16 hours	5	5	5	5	
		National Dance Workshop	16hours	60hours	5	5	5	5	
		1-star kayak Certification	16hours	24hours	5	5	5	5	
		Philippine Association for Teachers and Educators	16hours	16hours	5	5	5	5	

	Implementation of Instructional Programs, Projects and Activities:								
	Teaching Guides/teaching aids	<ul style="list-style-type: none"> • IMs and other devices prepared and utilized (MAPEH125) 	2	4	5	5	5	5	
		<ul style="list-style-type: none"> • Mid-term and Final Examinations conducted 	5	8	5	5	5	5	
		<ul style="list-style-type: none"> • Projects/assignments collected and checked with 100% completed on due date 	5	5	5	5	5	5	
	Submission of reports and other requirements	<ul style="list-style-type: none"> • No. of teaching aids and devices prepared for utilization with 80% acceptance 	5	5	5	5	5	5	
		<ul style="list-style-type: none"> • Grade Sheets 	8	10	5	5	5	5	
	Number of student-related activities assisted	<ul style="list-style-type: none"> • Assisted in the preparations for College of Education Tribute for the Graduates 	200	200	5	5	5	5	
		<ul style="list-style-type: none"> • Coordinated in the University Intramural Games 	3000	5677	5	5	5	5	
		<ul style="list-style-type: none"> • Coordinated Physical Fitness Test in Ginoong Malakas and Bb Maganda 	100	200	5	5	5	5	
			4	8	5	5	5	5	
		<ul style="list-style-type: none"> • Coordinated Student Teaching Orientation Program 	200	250	5	5	5	5	
		<ul style="list-style-type: none"> • Prepared VSU Varsity Athletes Documents for SCUAA in VSU 	200	250	5	5	5	5	

	Committee assignments as member/chairperson in institute and University affairs	PATHFIT Tertiary Physical Education <ul style="list-style-type: none"> • Preparation of Awards of different sports events; documentation – Annual Athletic Awards • Prepared and printed the program of activities of the VSU Good will Games; • Assisted in the University Civil Service Fun Run 	16hours 100 30	16hours 250 50	5 5 5	5 5 5	5 5 5	5 5 5	
	Number of Academic/Industry Linkage Established Local/Regional	Philippine Folk Dance Society Philippine Association for Teachers and Educators	1 1	1 1	5 5	5 5	5 5	5 5	
	Total for Support to Operations				5	5	5	5	
	Awards/Honors Received by Faculty:								
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint					
Total Over-all Rating									
AVERAGE RATING					5	5	4.98	4.99	

Average Rating (Total Over-all rating by 4)		4.99
Additional Points		
Punctuality		
Approved Additional Points (with copy of Approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for

Development

Purpose:

*Has the potential to
learn new skills for possible
career advancement*

Evaluated and Rated by:


MARY JEAN M. SAPAN

Unit Head

Date: _____

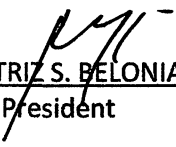
Recommending Approval:


ALELI A. VILLOCINO

College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

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	Demonstrate practical knowledge on integrated arts education	Summer 2017-2018	July 2018	July 2018	Very impressive	Outstanding	
2	Assist in organizing the MAPEH Symposium	Organized and successful symposium	Summer 2017-2018	July 2018	July 2018	Very impressive	Outstanding	

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

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

Prepared by:


MARY JEAN M. SAPAN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance Rating: Outstanding

Aim: To improve the conduct of the university intramural games

Proposed Intervention to Improve Performance:

- evaluation of the program

Date: October 2018

Target Date: October 2018

First Step:

- Call an intramural council meeting for the evaluation of the program

Result:

- Feedbacks/ suggestions and recommendations will be evaluated

Date: November 2018

Target Date: January 2018

Next Step:

- Review the feedbacks/suggestions and recommendations with the faculty of the institute


Outcome:

- Come-up with a better guidelines for the next implementation of the activity

Final Step/Recommendation:

- Careful and thorough planning and review before the next conduct of the activity.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG

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Prepared by:

MARY JEAN M. SAPAN
OIC Director, IHK

Conformer:

SHEENA EUNICE B. TABUOLONG