

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%)		4.97 x 50% = 2.48	
b. Students		4.08 x 50% = 2.04	
Total for Instruction	75 %	4.52	3.39
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		x 100% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
4. Gen. Admin & Support Services			
TOTAL	100%		4.64

EQUIVALENT NUMERICAL RATING: 4.64

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

SHEENA EUNICE B. TABUDLONG

Name of Faculty

Reviewed by:

CHARIS B. LIMBO

Director, IHK

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 2021.

SHEENA EUNICE B. TABUDLONG
Instructor I
Date: January 10, 2022

Approved: 
CHARIS B. LIMBO
Department Head
Date: 01-10-22

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	13	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							

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	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	4.5	5	5	4.83	PhEd 208
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4.5	5	5	4.83	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	1	4.5	5	5	4.83	Rubrics Posted at the VSU E Learning
		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, coordinated, implemented and monitored *	A9: Actual Faculty's FTE	Handles and teaches courses assigned	15		5	5	5	5.00	
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1						
		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	5	5	5	5	5.00	5

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		A12. Number of trainings attended related to instruction	Attend mandated trainings	1						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	5.00	Phed 103, PhEd 151 (W247, W297)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	13	5	5	5	5.00	PhEd 103, PhEd 151 (W247, W297)
		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	26	5	5	5	5.00	BPED Advisees
		A17. Number of students advised on thesis/ field practice/special problem:		1	31	5	5	5	5.00	PrEd 154 B (21), CAEd 143 (10)
		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	26	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							
	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	2	5	5	5	5.00	Phed 103, PhEd 151 (W247, W297)

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		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Phed 103, PhEd 151
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	22	5	5	5	5.00	Phed 103 (12), PhEd 151 (10)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	13	5	5	5	5.00	Phed 103, PhEd 151
		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 Moddle or Google Classroom	1	2	5	5	5	5.00	Phed 103, PhEd 151
	PI 11. Additional outputs	A 25. 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	1	2	5	5	5	5.00	Art Apprenticeship I and II
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Art Apprenticeship I and II
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							

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	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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelist/Coach</i>								
	<i>Resource Persons</i>	<i>Resource Persons/Coach of Different Sports</i>		1	1	5	5	5	5.00	Member Committee, Langoy sa Kaluwasan
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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	1	5	5	5	5.00	DYDC Kinetika (Weigh Loss VS Fat Loss)
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							
		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							
		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							
	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	105	105	105	

Average Rating					4.93	5	5	4.98	
Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.98	Comments & Recommendations for Development Purpose:
Additional Points			<i>with reliable work ethics & possesses</i>
Approved Additional Points (with copy of approval)			<i>discipline. always available to</i>
Final Rating		4.98	<i>other faculty members who need help.</i>
Adjectival Rating		Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date: *01-18-22*

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplish ed	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach graduate and undergraduate courses PhEd 103, PhEd 151, PhEd 154 B, CAEd 143, PhEd 208	Deliver quality learning to students in the undergraduate program	July 2021	July 2021- December 2021		Very impressive	Outstanding	
2	Develop ppt in Phed103,PhEd 151, PhEd 208	A more comprehensive ppt presentation	July 2021	July 2021- December 2021		Very impressive	Outstanding	
	Develop online courseware for students enrolled in PhEd 103, PhEd 151	Develop and enhance the VSU EE for subjects assigned	July 2021	July 2021- December 2021		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 2021- December 2021			Very impressive	Outstanding	
4	Develop an Apprenticeship plan for CAEd 141 and 143	An apprenticeship plan that is used for both CAEd 141 and 143 in the new normal	July 2021- December 2021			Very impressive	Outstanding	
5	Coordinated the implementation of CAEd 141 and 143 Apprenticeship Plan	<ul style="list-style-type: none">Facilitated Orientation Program for ApprenticeAssigned Apprentice to Apprenticeship Venues, Trainers and Supervising TeachersDeployed the apprentice to their respective Apprenticeship Venues, Trainers	July 2021- December 2021			Very impressive	Outstanding	

4	Submit reports and other requirements	Submitted DTR and grade sheets	July 2021- December 2021	Very impressive	Outstanding	
10	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	July 2021- December 2021	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 Rating: Outstanding

- Aim:
- Plan internship and apprenticeship on the "new normal"
 - Produce Research in the Institute

Proposed Intervention to Improve Performance:

- Come up with a draft proposal for internship and apprenticeship in the new normal set up
- Come up with a research proposal

Date: July 2022

Target Date: December 2022

- First Step:
- Meet BCAED and BPED Coordinator for plans for apprenticeship and internship
 - Encourage faculty to come up with new research proposals

Results: • Feedbacks/suggestions and recommendations evaluated

Date: • July 2022

Target Date: • August 2022

Next Step: • Review the feedbacks/suggestions and recommendations


Outcome:

- Come up with better guidelines for the next implementation
- Continue research in the institute

Final Step/Recommendation:

- Consistency of implementation of Apprenticeship
- Publish research

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG
Name of Ratee/Staff