

## Exhibit J

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

Name of faculty Member: EDILBERTO A. ARTIGA, JR. II

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 (50%)		5.0 x 100% = 5.0	
b. Students (50%)	Reinstated April 2018 from Study leave		
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>			
a. Client/Dir. For Extension (50%)		2.0 x 50% =1.0	
b. Dept. Head/Center Director (50%)		2.0 x 50%= 1.0	
Total for Extension	10%	2.0	.20
<b>4. Admin Support Services</b>	15%	5.0	.75
<b>TOTAL</b>	<b>100%</b>		<b>4.70</b>

Equivalent numerical rating \_\_\_\_\_

Add: additional Points if any: \_\_\_\_\_

Total Numerical Rating: 4.70

Adjectival rating Outstanding

Prepared by:

EDILBERTO A. ARTIGA, JR. II  
Name of Faculty

Reviewed by:

MARY JEAN M. SAPAN  
Department Head

Recommending Approval:

ALELIA VILLOCINO  
College Dean

Approved:

BEATRIZ S. BELONIAS  
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDILBERTO A. ARTIGA JR. II of the Institute of Human Kinetics 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.

EDILBERTO A. ARTIGA JR. II  
Ratee

MARY JEAN M. SAPAN  
Head of Unit

MFO	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Advanced Higher Education Services	FTE								
Higher Education Services	TL	1 <sup>st</sup> Semester (2018-2019)	35.15	35.15	5	5	5	5	
		Physical Education 11 Movement Enhancement							
		HOPE 3 (Senior High School – Grade 12) Dance							
		<b>TOTAL</b>	35.15	35.15	5	5	5	5	

	Number of Instructional Materials Revised and Utilized:	- Develop Instructional Materials for PE 11, & SHS G12)	5	10	5	5	5	5	
	Number of Student Field Practice Advising (MAPEH Major)	- Supervising Teacher (Caridad National High School, Bunga National High School & Gabas Integrated School)	4	4	5	5	5	5	
	Student Advising and Consultation Services:								
	• Number of organizations advised								
	- Student Consultation	- Advise students on subject related concerns	50	100	4.5	4.5	4.5	4.5	
	- Varsity Badminton Team Consultation	- Advise Varsity badminton players on Varsity Sports Program Concerns	6	10	5	5	5	5	
	- College of Education Supreme Student Council (COEd SSC)	- Activity Permits to be Signed	3	5	5	5	5	5	
		- Meetings to be attended with the COEd SSC officers	3	5	4.5	4.5	4.5	4.5	
		- Meetings to be attended with COEd SSC members	3	5	4.5	4.5	4.5	4.5	
	- BPED Academic Adviser	- Students to be Advised on Prospectus related concerns	10	15	5	5	5	5	
	- Ultimate Frisbee Club	- Activity Permits Signed	5	8	5	5	5	5	
		- Meetings attended as adviser with the clubs officers	2	3	5	5	5	5	
• Number of student-related activities assisted									
- Intramural Games	- Tournament Manager in Athletics	30	40	5	5	5	5		
	- Chairperson, screening of athletes eligibility	300	500	5	5	5	5		

[illegible]

<b>Extension Services</b>	Technical/Expert Services (national, regional):  Coordinator/Facilitator: - Learn to Swim	- Program Facilitator	5	7	4	4	4	4	
	Number of person-days trained								
	Number of beneficiaries served:								
<b>Administrative Support Services</b>									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of the queries	No Complaint	100% no complaint	5	5	5	5	
Total Overall rating					4.64	4.64	4.64	4.64	
Average Rating									

Average Rating (Total Over-all Rating divided by 4)		4.64
Additional Points		
Punctuality		
Approved Additional points		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

Comments and Recommendations for Development Purposes


*Resourceful to have the capability to turn concerns to opportunities.*


Received by:

Recommending Approval:

Approved by:

  
MARY JEAN M. SAPAN  
Department Head

  
ALEL A. VILLOCINO  
College Dean

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

Date: \_\_\_\_\_  
1 – Quality      2 – Efficiency

Date: \_\_\_\_\_  
3 – Timeliness      4 – Average

Date: \_\_\_\_\_

**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	Deliberate Senior High school candidates for Honors	Come up with the qualified honors	June 2018	June 2018	June 2018	Very impressive	Outstanding	
2	Graduation Facilitator	Orderly and successful graduation	June 2018	June 2018	June 15, 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: **EDILBERTO A. ARTIGA JR. II**

Performance Rating: Outstanding

Aim: To improve the conduct of the Kinetika Radio Program (KRP)

Proposed Intervention to Improve Performance:  
In-house training on broadcasting

Date: August 2018

Target Date: September 2018

First Step: Invite faculty or personnel from DYDC to conduct training on broadcasting

Result: A more confident and knowledgeable anchor

Date: October 2018


Target Date: November 2018

Next Step: Regular practice and study of the script

Outcome: Confident anchor and correct dissemination of information to the public

Final Step/Recommendation:  
Review and practice for a successful program

Prepared by:

  
**MARY JEAN M. SAPAN**  
OIC Director, IHK

Conforme:

  
**EDILBERTO A. ARTIGA JR. II**

EDILBERTO A. ARTIGA JR. II

Conformer:

MARY JEAN M. SARAN  
OIC Director, IHK

Prepared by:

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EMPLOYEE DEVELOPMENT PLAN