

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: LYNDON L. MANINGO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.92 x 50% = 2.46	
b. Students		3.80 X 50% =1.9	
Total for Instruction	75%	4.36	3.27
2. Research			
a. Client/Dir. for Research		x50%	
b. Dept. Head/Center Director (100%)		x50%	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5	
Total for Extension	25%	5.0	1.25
4. Gen. Admin & Support Services			
TOTAL	100%		4.52

EQUIVALENT NUMERICAL RATING: 4.52
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.52

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

LYNDON L. MANINGO
 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, LYNDON L. MANINGO, 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 to June 2022.

LYNDON L. MANINGO

Instructor I

Date: July 11, 2022

Approved:

CHARIS B. LIMBO

Department Head

Date: 7-11-22

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . <i>Number of students advised on thesis/special problem/dissertation</i>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							

	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							
		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 Moodle or Google Classroom							
	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	14.25	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	5	5	5	4	4.67	PhEd122(W018), PhEd122(W019), PhEd139(W024), PhEd139(W025),
		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	1	21	5	5	5	5.00	PhEd 128, PhEd123

		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	4	8	5	5	5	5.00	PhEd122, PhEd139, & PhEd14
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	12	5	5	5	5.00	PhEd122, PhEd139, & PhEd14
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		8	5	5	5	5.00	PrEd 200 - Teaching Internship (Action Research)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	81	5	5	5	5.00	BPEd Studetns
		A17. Number of students advised on thesis/ field practice/special problem:			9	5	5	5	5.00	PrEd 200 - Teaching Internship
		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	10	70	5	4	5	4.67	Personal and On-line consultation
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	4	5	4.67	BPEdSS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student		1	5	4	5	4.67	BPEdSS

	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	PhEd122 & PhEd139
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	8	5	5	5	5.00	Modules/Lesson (PhEd122 & PhEd139)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	12	5	5	5	5.00	Modules/Lesson (PhEd122, PhEd139, & PhEd14)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	20	5	5	5	5.00	LT, AT, & Term Exams
		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		2	5	5	5	5.00	PhEd122 & PhEd139
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	5	5	5	5	5.00	PhEd122(W018), PhEd122(W019), PhEd139(W024), PhEd139(W025), PhEd14(W191)
	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							
		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							
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							

PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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>								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. 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>								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
	A 33. 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							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES									

	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	6	395	5	5	5	5.00	Langoy sa Kaluwasan and IHK community Outreach Program
	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	Implementes duly approved extension projects		1	5	5	5	5.00	Langoy sa Kaluwasan and IHK community Outreach Program
	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		100%	5	5	5	5.00	Langoy sa Kaluwasan and IHK community Outreach Program
	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		1	5	5	5	5.00	University Anniversary: Run for a cause
	Research Mentoring	Research Mentor/ Sports Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			1	5	5	5	5.00	LSK-Water Rescue Component Faciliators Refresher Course
	Resource Persons	Resource Persons/Coach of Different Sports								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								

	Evaluator	Evaluator								
	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	5%	100%	5	5	5	5.00	Capacitating DRRMC Chairperson and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and
	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							
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										
	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					115	112	114	113.67	
	Average Rating					5.00	4.87	4.96	4.94	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.94	Comments and Recommendations for Development
Additional Points		Detail-oriented and prioritizes work. keep it up!
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	5.00	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date: 07-11-22

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date: 8-7-22

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

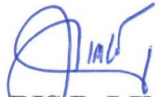
Name of Employee: Lyndon L. Maningo

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 service physical education and major subjects	Students must pass the subject	January 2022	June 2022	June 2022	Impressive	Very satisfactory	no failed students
3	Advice BPED major students	Students to be guided graduate on time	January 2022	June 2022	June 2022	Impressive	Very satisfactory	Attend to students concerns especially with academic, and Facilitate student enrollment.
5	Conduct Approved IHK Extension Project	Revise and conduct approved extension proposal due to pandemic (Covid-19) through DYDC-FM 104.7 Radio.	January 2022	June 2022	June 2022	Impressive	Very satisfactory	On-going
6	Attends regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	January 2022	June 2022	June 2022	Impressive	Outstanding	Actual attendance/participation and Online participation
7	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	January 2022	June 2022	June 2022	Impressive	Outstanding	Well prepared
9	Submit reports and other requirements	Submit Extension Project Report, Guidance-based Facilitator's Report,	January 2022	June 2022	June 2022	Impressive	Outstanding	Have complied

		Updated DTR, IPCR, PMF, FDP, and others						
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by: 
CHARIS B. LIMBO
Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LYNDON L. MANINGO**

Performance Rating: Outstanding

Aim: To Produce a Memorandum Of Agreement signed by the Barangay Captains as a document needed for the continuation of extension project in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Draft a Memorandum Of Agreement and have it reviewed by the legal officer of the University as well as the recipient barangay captains and its council before affixing signatures of both parties.

Date: July 2022

Target Date: July 2022

First step:

- Draft Memorandum Of Agreement for recipient barangays.

Result:

- Come up with a Memorandum Of Agreement and continue with the conduct extension program.

Date: August 2022

Next Step:

- Produce a Memorandum Of Agreement signed by the Barangay Captains of recipient barangays.

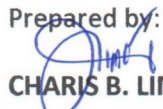
Outcome:

- Continued extension project.

Final Step/Recommendation:

- Submit report to OVPRE

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


LYNDON L. MANINGO
Extension Coordinator, IHK