

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ALELI A. VILLOCINO

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x 3) |
|------------------------------------|---|--|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 5.0 x 50% = 2.50 | |
| b. Students (50%) | | 5.0 x 50% = 2.50 | |
| Total for Instruction | 25 % | 5.0 | 1.25 |
| 2. Research | | | |
| a. Client/Dir. For Research (50%) | | 2.35 x 50% = 1.18 | |
| b. Dept. Head/Center Director 50%) | | 2.35 x 50% = 1.18 | |
| Total for Research | 5% | 2.36 | .12 |
| 3. Extension | | | |
| a. Client/Dir. For Extension (50%) | | 2.5 x 50% = 1.25 | |
| b. Dept. Head/Center Director 50%) | | 2.5 x 50% = 1.25 | |
| Total for Extension | 5% | 2.5 | .13 |
| 4. Support to Operations | 65% | 5.0 | 3.25 |
| TOTAL | 100% | | 4.75 |

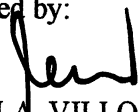
Equivalent Numerical Rating: 4.75

Add: Additional Points, if any: _____


TOTAL Numerical Rating: 4.75

Adjectival Rating: **OUTSTANDING**


Prepared by:


ALELI A. VILLOCINO
Name of Faculty

Recommending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:



EDGARDO E. TULIN
President

“Exhibit A”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, 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 July – December 2018.


ALELI A. VILLOCINO
 Ratee

Approved: 
BEATRIZ S. BELONIAS
 Vice-President for Instruction

| MFO | Success Indicators | Task assigned | Target | Actual Accomplishment | Rating | | Remarks | | |
|----------------------------------|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|--|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Higher Education Services | FTE TL | 1st Semester, SY 2018- 2019 | | | | | | | |
| | | <ul style="list-style-type: none"> SpEd 117 Foundations of Special & Inclusive Education PHED 208 Curriculum Development in PE PE 11 Movement Enhancement PrEd 200a Student Teaching | 6.70 | 6.70 | 5 | 5 | 5 | 5.0 | |
| | Implementation of Instructional Programs, Projects & Activities: Teaching Guides/teaching aids | <ul style="list-style-type: none"> Revised the course outline in PE 11and SpEd 117 | 2 | 2 | 5 | 5 | 5 | 5.0 | |
| | | <ul style="list-style-type: none"> Developed Power Point presentations in SpEd 117 PHED 208 | 25 | 25 | 5 | 5 | 5 | 5.0 | |
| | | <ul style="list-style-type: none"> Projects/assignments collected and checked with 100% completed on due dates | 15 | 20 | 5 | 5 | 5 | 5.0 | |
| | | <ul style="list-style-type: none"> Facilitated learning through course work activities & projects | 10 | 15 | 5 | 5 | 5 | 5.0 | |
| | Developed evaluation & assessment tools to rate students' performance | <ul style="list-style-type: none"> Developed rubrics in PE 11 to assess students in performance | 5 | 5 | 5 | 5 | 5 | 5.0 | |
| | | <ul style="list-style-type: none"> Monitored & evaluated teaching demonstration of student teachers | 2 | 2 | 5 | 5 | 5 | 5.0 | |

| | | | | | | | | |
|--|--|---|----------|----------|--------|--------|--------|------------|
| | Submission of reports & other requirements | <ul style="list-style-type: none">Signed & submitted CSRSigned & Submitted Grade Sheets | 48 50 | 48 50 | 5 5 | 5 5 | 5 4 | 5.0 4.7 |
| | Number of student-related activities assisted | | | | | | | |
| | <ul style="list-style-type: none">Organized in-service trainings to BEEd & BSEd students | <ul style="list-style-type: none">Conducted a workshop on Innovative Learning Strategies and Outcomes-Based Education Course Syllabi making | 2 | 2 | 5 | 5 | 5 | 5.0 |
| | | <ul style="list-style-type: none">Conducted in-service training for MAPEH student teachers & faculty in organizing camps for special groups | 1 | 1 | 5 | 5 | 5 | 5.0 |
| | | <ul style="list-style-type: none">Assisted the department in planning and coordinating programs & activities for BSED & BEEd Student Teachers' Orientation, Pre-deployment and Pinning Ceremonies | 10 | 15 | 5 | 5 | 5 | 5.0 |
| | <ul style="list-style-type: none">Student Consultation & Member, Graduate Admissions Committee | <ul style="list-style-type: none">Advised undergraduate on the requirements for graduation (student portfolio and documents required for clearance) | 60 | 60 | 5 | 5 | 5 | 5.0 |
| | | <ul style="list-style-type: none">Advised and coached graduate students on the requirements for taking the oral comprehensive examination | 9 | 9 | 5 | 5 | 5 | 5.0 |
| | | <ul style="list-style-type: none">No. of hours spent on student consultation per semester (BSED-MAPE and Masters of Education major in MAPE) | 25 | 25 | 5 | 5 | 5 | 5.0 |
| | | <ul style="list-style-type: none">Conducted a comprehensive exam graduate students | 9 | 9 | 5 | 5 | 5 | 5.0 |

| | | | | | | | | | |
|------------------------------------|--|---|------------|------------|----------------|----------------|----------------|----------------|--|
| | | | | | | | | | |
| Advanced Education Services | FTE TL | | | | | | | | |
| | Total for Instruction | | | | 5.0 | 5.0 | 4.9 | 4.9 | |
| Research Services | | <ul style="list-style-type: none"> Number of research proposals Advised & encouraged faculty to write research proposals | 1 1 | 1 4 | 5 5 | 5 5 | 4 4 | 4.7 4.7 | |
| | Total for Research | | | | 5 | 5 | 4 | 4.7 | |
| Extension | <ul style="list-style-type: none"> Number of extension projects/programs conducted and/or completed on schedule | <ul style="list-style-type: none"> Facilitated orientation program to Cooperating Teachers of DepEd Schools from Baybay, Leyte and Ormoc Divisions. Conducted a radio program: "Kinetika" on air over DYDC FM Radio | 1 1 | 1 1 | 5.0 5.0 | 5.0 5.0 | 5.0 5.0 | 5.0 5.0 | |

| | | | | | | | | | |
|--|--|--|----|----|------------|------------|------------|------------|--|
| Extension | <ul style="list-style-type: none"> Number of extension projects/programs conducted and/or completed on schedule | <ul style="list-style-type: none"> Facilitated orientation program to Cooperating Teachers of DepEd Schools from Baybay, Leyte and Ormoc Divisions. | 1 | 1 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Facilitated the department/institute to produce a radio program: "Kinetika" & "Educere" over DYDC FM Radio | 2 | 2 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | Total for Extension Services | | | | 5.0 | 5.0 | 5.0 | 5.0 | |
| Administrative Support Services | Dean, College of Education | <ul style="list-style-type: none"> Conducted Executive Committee Meetings | 4 | 4 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Conducted General Faculty Meetings of CoEd | 3 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Conducted monthly meetings with the faculty | 4 | 4 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Indorsed faculty for the renewal of their appointments for another school year | 12 | 12 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Indorse newly hired faculty for 1st semester SY 2018-2019 | 8 | 8 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Conduct a selection and recruitment procedure to hire part-time instructors | 3 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Indorse faculty for VSU Faculty Fellowship Grant | 4 | 4 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Indorse faculty to attend and present papers in regional, national and international conferences | 15 | 10 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Supervised academic related activities | 10 | 15 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Monitored the attendance of the faculty and department heads in varied academic and co-curricular activities. | 15 | 15 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Monitored the faculty and administrative staff members of their attendance in their classes and offices. | 50 | 50 | 5.0 | 5.0 | 5.0 | 5.0 | |

| | | | | | | | | | |
|--|------------------------------|---|----|----|-----|-----|-----|-----|--|
| | Total for Extension Services | | | | 5.0 | 5.0 | 5.0 | 5.0 | |
| Administrative Support Services | Dean, College of Education | <ul style="list-style-type: none"> Conducted Executive Committee Meetings | 4 | 4 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Conducted General Faculty Meetings of CoEd | 3 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |
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| | | <ul style="list-style-type: none"> Indorsed faculty for the renewal of their appointments for another school year | 12 | 12 | 5.0 | 5.0 | 5.0 | 5.0 | |
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| | | <ul style="list-style-type: none"> Conduct a selection and recruitment procedure to hire part-time instructors | 3 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Indorse faculty for VSU Faculty Fellowship Grant | 3 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Supervised academic related activities | 10 | 10 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Monitored the attendance of the faculty and department heads in varied academic and co-curricular activities. | 15 | 15 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Monitored the faculty and administrative staff members of their attendance in their classes and offices. | 50 | 50 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Created working committees to facilitate in the different workshops and co-curricular activities. | 25 | 25 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Prepared office Orders, Memoranda and other documents related to academic and other concerns | 20 | 20 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Implemented academic policies through issuance of Memoranda & other concerns. | 10 | 10 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Conducted collegiate orientation, seminars, trainings and workshops | 5 | 5 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | | <ul style="list-style-type: none"> Signed and submitted DTR on the first week of the following month | 60 | 60 | 5.0 | 5.0 | 5.0 | 5.0 | |
| | Member, University Library, | <ul style="list-style-type: none"> Attended meetings as member of the university committees | 10 | 10 | 5.0 | 5.0 | 5.0 | 5.0 | |

| | | |
|--|--|------|
| Average Rating (Total Over-all rating divided by 4 | | 4.92 |
| Additional Points | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | 4.92 |

Comments & Recommendations for Development

Purpose:

Evaluated & Rated by:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORM


VILLOCINO, ALELI A.

| TASK No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output | Over-all Assessment | Remarks/ Recommendations |
|----------|---|--|---------------|-----------------------------|--------------------------|-------------------|---------------------|---|
| 1 | Implement instructional programs, projects and activities | Delivery of quality teaching & learning process to students in the undergraduate and graduate program; develop instructional materials (technology-assisted and blended teaching & learning approach). | August 2018 | December 2018 | December 2018 | Very impressive | Outstanding | |
| 2 | Revise the course syllabus of PE 11 | OBE-compliant course syllabus | May 2018 | July 2018 | August 2018 | impressive | Very satisfactory | Needs improvement |
| 3 | Develop evaluation/assessment tools to rate student's performance | Developed and/or adopt rubrics for specific individual/group learning activities | May 2018 | July 2018 | August 2018 | Very impressive | Outstanding | Need to collaborate with faculty |
| 4 | Compute grades of students | Submission of grade sheets online and to URO | October 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | |
| 5 | Conduct orientation, classroom observation, evaluation, consultation with practice teachers and cooperating teachers/mentors deployed in community schools. | Facilitate the conduct of course program orientation, observation and supervision of practice teachers | July 2018 | November 2018 | November 2018 | Very Impressive | Outstanding | Post-evaluate the activities "work in progress" |
| 6 | Consultation with students | Advise undergraduate students of requirements for graduation & other school rules, regulations and policies | August 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | Report to Academic Advisers, Department Based-Guidance Facilitators |
| 7 | Attendance in institutional/collegiate orientations, meetings and other university affairs | Provide inputs, committee reports, represent and cascade to departments heads, faculty, students, staff of matters transpired during meetings. | January 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | Contribute more inputs and connect with other departments/offices/ colleges |

| TASK No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output | Over-all Assessment | Remarks/ Recommendations |
|-----------------|--|---|----------------------|------------------------------------|---------------------------------|--------------------------|----------------------------|--|
| 8 | Identify training needs, priorities, materials for procurement | Submission of Project proposals, repairs and maintenance requirements | August 2018 | December 2018 | December 2018 | Very impressive | Outstanding | |
| 9 | Facilitate and organize learning and development program for faculty, staff and students. | In-service trainings, post-evaluation activities/sessions, recommend faculty to attend/participate in regional, local, national and international conferences; encourage faculty to publish research in peer-reviewed journals (national and international accreditation) . | January 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | Post-evaluate trainings and other activities conducted for curricular programs, research and extension as basis of improvement and to move forward to achieve college goals. |
| 10 | Disseminate information of university, college & department programs/activities/projects | Post information/announcement on website, obelisk newsletter, CoEd FB page, EDUCERE & KINETIKA radio program, bulletin boards, memorandum. | January 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | Consider other platforms to advertise and disseminate information. |
| 11 | Monitoring of faculty and staff attendance | DTRs submitted to PREPEO, implement the policy of attendance using the biometric machine | January 2018 | December 2018 | December 2018 | Impressive | Very Satisfactory | Needs more time to focus on monitoring performance & coaching |
| 12 | Contribute to university-wide initiatives in order to improve understanding and ownership of vision, mission, goals and objectives. Call for meetings (executive committee, working committees, program chair & other standing committees of CoEd) | Attend meetings, strategic planning, academic and administrative council meetings & other committee meetings approved by the university. Promote and represent the university or college both internally and externally in trainings, seminars, workshops, conferences & exit conference/meetings. | January 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | |
| 13 | Carry out policies, standards and guidelines to ensure both compliance and improvement of curricular programs and human resource management. | Revise curricular programs to align to CHED mandated degree programs; submit programs for accreditation (AACUP) and quality assessment (RQuAt), | January 2018 | December 2018 | December 2018 | Very Impressive | Outstanding | Work in progress |

Prepared by:

ALELI A. VILLOCINO
Dean, CoEd


BEATRIZ S. BELONIAS
Vice-President for Instruction

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: ALELI A. VILLOCINO

PERFORMANCE RATING:

- AIM:**
1. Ensure that department/institute director/principals, faculty and staff in the college Fully understand performance expectations.
 2. Sets specific, measurable, aligned realistic work goals for the college.
 3. Increase involvement in research and extension activities.
 4. Produce instructional materials on courses taught.
 5. Present and publish research

PROPOSED INTERVENTIONS TO IMPROVE PERFORMANCE:

Date: December 2018 **Target Date:** January – June 2019

- First Step:**
1. Identify priorities or agenda in a meaningful length of time.
 2. Keep all faculty and staff informed of current policies, rules & regulations, academic events & other university affairs.
 3. Establish checkpoints to evaluate the progress of each department.
 4. Collaborate with faculty who are into research & extension.

Result: Faculty/Staff are constantly accessible to the entire organization

Date: December 2018 **Target Date:** January – June 2019

- Next Step:**
1. Take an active role when attending to meetings in research & extension to conceptualize CoEd research & extension activities.
 2. Submit research and extension proposals.
 3. Route all memorandum order/circular, information and notice of workshops, Trainings by posting at the office counter, virtual office and send out memorandum to departments under the college.
 4. Take on a challenging new assignment: encourage faculty to create or formulate guidelines and policies to improve the management and implementation of programs.

Outcome: Empowered faculty and staff

Final Step/Recommendation:

1. Establish checkpoints to evaluate the progress of each department.
2. Convene the executive committee for further evaluation, report of progress, recommendations and suggestions.
3. Coach/mentor and encourage faculty to set goals to improve their performance.

Conforme:

ALELI A. VILLOCINO
Dean, CoEd

Prepared by:

BEATRIZ S. BELONIAS
Vice-President for Instruction