

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of faculty Member: ANDREW A. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.98 x 50% = 2.49	
b. Students (50%)		4.83 x 50% = 2.42	
Total for Instruction	75 %	4.91	3.68
2. Research			
a. Client/Dir. For Research (50%)		2.50 x 50% =1.25	
b. Dept. Head/Center Director (50%)		2.50 x 50% =1.25	
Total for Research	10%	2.50	.25
3. Extension			
a. Client/Dir. For Extension (50%)		50%	
b. Dept. Head/Center Director (50%)		50%	
Total for Extension			
4. Support to Organizations	15%	5.0	.75
TOTAL	100%		4.68

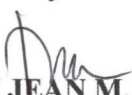
Equivalent Numerical Rating: 4.68
Add: Additional Points, if any:
TOTAL Numerical Rating: 4.68

Adjectival Rating: Outstanding

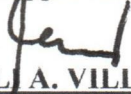
Prepared by:


ANDREW A. MAZO
Name of Faculty


Reviewed by:


MARY JEAN M. SAPAN
Department Head

Recommending Approval:

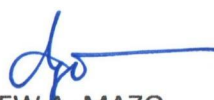

AREL A. VILLOCINO
College Dean


Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDREW A. MAZO of the Institute of Human Kinetics committed to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2019.


ANDREW A. MAZO
Ratee


Approved: 
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	2nd Semester, SY 2018-2019 <ul style="list-style-type: none"> • PhEd 12 (217 students) • MAPEH101 (1) • MAPEH 110 (23 students) • MAPH 110 (34 students) • PHED 209(10 students) 	20	24.50	5	5	5	5.0	
CORE FUNCTIONS As Faculty	Implementation of Instructional Programs, Projects and Activities: Teaching Guides/teaching aids	<ul style="list-style-type: none"> • IMs and other devices prepared and utilized • Mid-term and Final Examinations conducted • Collected and checked Projects/assignments and completed on due date • No. of teaching aids and devices prepared for utilization with 80% acceptance 	15 9 27 8	20 19 27 15	5 5 5 5	5 5 5 5	5 5 5 5	5.0 5.0 5.0 5.0	Presentations are made per topic Video presentations are used as supplemental information per major topic in the major subjects

	Submission of reports and other requirements	<ul style="list-style-type: none"> • CSR • Grade Sheets • Number of Athletes' Parental Consent Forms and other Documents Processed and Submitted for the National SCUAA 	6 10 2	6 10 2	5 5 5	5 5 5	5 4.8 5	5.0 4.8 5.0	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	<ul style="list-style-type: none"> • Attendance in institutional/collegiate orientation, seminar 	1	2	5	5	5	5.0	
	Student Consultation Service	<ul style="list-style-type: none"> • Number of hours spent on Student Consultation/Semester • Advise students on subject-related concerns/Semester 	45 hrs 15hrs	60 hrs 20 hrs	5 5	5 5	5 5	5.0 5.0	
	TOTAL FOR INSTRUCTION				5.00	5.00	4.98	4.98	
EXTENSION SERVICES	Extension Coordinator	IHK Extension Coordinator and Program Leader, Program 3 – College of Education Extension Program IHK "KINETIKA" affiliate broadcast announcer	1 1	1 8	5 5	5 5	5 5	5.0 5.0	
	TOTAL FOR EXTENSION				5.00	5.00	5.00	5.00	
SUPPORT TO ORGANIZATIONS	Coordinator (program, varsity, etc)	<ul style="list-style-type: none"> • Number of Athletes Coached in the Varsity Softball Team 	15	15	5	5	5	5.0	
	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> • IHK regular and, special and emergency meetings 	8	12	5	5	5	5.0	
	Committee assignments as member/chairperson in Institute and University affairs	<ul style="list-style-type: none"> • Race Coordinator IHK Anniversary Fun Run 2019 • Race Coordinator VSU Anniversary Fun Run 2019 	200 150	1,500 2,000	5 5	5 5	5 5	5.0 5.0	Served 1,500 plus students in the event Served 2,000 plus students, faculty and staff and visitors in the event

		• Race Coordinator, yak Race	50	120	5	5	5	5.0	Served 120 students, faculty and staff during VSU anniversary goodwill games
	TOTAL FOR SUPPORT TO ORGANIZATIONS				5.00	5.00	5.00	5.00	
	Efficient and customer-friendly frontline service	Zero percent (0%) complaint from client served	90% no complaint	100% no complaint	5	5	5	5.0	
	TOTAL FOR SUPPORT SERVICES				5.00	5.00	5.00	5.00	
Total Over-all Rating					5.00	5.00	5.00	5.00	

Evaluated by:


MAY JEAN M. SAPAN
 Department Head

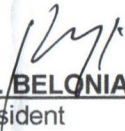
Date: _____

Recommending Approval:


ALELI A. VILLOCINO
 College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

Comments: He can be counted on to carry out assignments with follow-through.

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

PERFORMANCE MONITORING FORM


Name of Employee: **ANDREW A. MAZO**

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	Teaches undergraduate course (PhEd 12), and graduate course (PHED 209)	Delivers quality learning to students in the undergraduate program and graduate programs	January 2019	June 2019	June 2019	Very impressive	Outstanding	
2	Develops and updates instructional materials (powerpoint presentations and lecture guides) in PhEd 12, and PHED 209	Updated and revised ppt. Presentation and other instructional materials necessary for the effective delivery of instruction	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
4	Develops course syllabus in PhEd 101 and PhEd 121	<ul style="list-style-type: none"> • New course syllabus and course outline in PhEd 101 • New course syllabus and course outline in PhEd 121 	January to June 2019			Very impressive	Outstanding	
5	Submits reports and other job related requirements	Submission of monthly DTRs. grade sheets and other required documents on time	January to June 2019			Very Impressive	Outstanding	
6	Conducts Student consultation	<ul style="list-style-type: none"> • Conducts consultation to PhEd 12 students regarding subject related concerns • Conducts consultation to BPED student advisees regarding their subject • Conducts consultation to graduate students in PHED 209 regarding subject related concerns 	January to June 2019			Very Impressive	Outstanding	
8	Facilitates student – related activities	• Coaches and Trains athletes in the Varsity Softball Team	January to June 2019			Very impressive	Outstanding	
9	Conducts a radio segment in the IHKs Kinetika Radio Program (KRP) over DYDC FM radio 104.7	• Participates in the Training on Broadcasting in DYDC	January to June 2019			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: **ANDREW A. MAZO**

Performance Rating: Outstanding

Aim: To come up with a research proposal

Proposed Intervention to Improve Performance:

Collaborate with other faculty to come up with a strong and achievable research proposal

Date: January 2019

Target Date: February 2019

First Step:

- Meeting with faculty members to discuss possible research problems

Result:

- Come up with possible research title

Date: April 2019

Target Date: May 2019

Next Step:

- Assign faculty on areas to work on in the research proposal

Outcome:

- Doable research proposal

Final Step/Recommendation:

Review the proposal as a whole for comments and suggestions before forwarding it to the College.

Prepared by:


MARY JEAN M. SAPAN
Director, IHK

Conforme:


ANDREW A. MAZO