

Exhibit J**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY
MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: JOVEL M. ABERILLA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.80 x 50% = 2.40	
b. Students (50%)		4.75 x 50% = 2.38	
Total for Instruction	75 %	4.78	3.59
2. Research			
a. Client/Dir. For Research (50%)		x 50%=	
b. Dept. Head/Center Director (50%)		x 50%=	
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)		x 50%=	
b. Dept. Head/Center Director (50%)		x 50%=	
Total for Extension	10%		
4. Admin Support Services	15%	5.0	.75
TOTAL	100%		<u>4.34</u>

Equivalent numerical rating 4.34Add: additional Points if any: Total Numerical Rating: 4.34Adjectival rating: VS

Prepared by:


JOVEL M. ABERILLA

Name of Faculty

Reviewed by:


MARY JEAN M. SAPAN

Director

Recommending Approval:


ALELI A. VILLOCINO

College Dean

Approved:



BEATRIZ S. BELONIAS

Vice-President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JOVEL M. ABERILLA, 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 January to June, 2018.


JOVEL M. ABERILLA
 Ratee

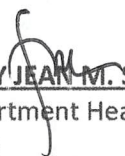

MARY JEAN M. SAPAN
 Head, Institute of Human Kinetics
 Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced Higher Education	FTE - TL								
Higher Education Services	PE 12 (4 SECTIONS), PE 14 (1 SECTION)	Subjects taught	15	20.35	5	5	4	4.67	
	Number of Instructional Materials Revised and Utilized: • Revised IM's	Revised IMs in PE 12 and 14	2	2	5	5	4	4.67	
	Number of Student Field Practice Advising								
	Student Advising and Consultation Services: - Annual Athletic Awards and IHK Anniversary - VSU Goodwill Games	Supervised the performance in the implementation of the different activities Coordinated & Managed different activities	200 30	224 40	5	5	4	4.67	

	Number of Academe/Industry Linkage established: • Local/Regional - Local Government Unit, Baybay - Sinulog Foundation, Inc.	Facilitated in sports activities asked by LGU Coordinated the Judges during the Sinulog Festival Street Dancing	50	100	5	5	5	5	
			1	1	5	5	5	5	
	Total Instruction							4.80	
Extension Services	Technical/Expert Services (national, regional):								
	Number of person-days trained (No. of trainees x no. of days)								
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted and Facilitated clients of the queries	no complaint	no complaint					
Total Over-all Rating					25	25	22	72	
Averaged Rating					5	5	4.4	4.8	

Average Rating (Total Over-all rating divided by 4)	72	4.8
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Evaluated & Rated by:


MARY JEAN M. SAPAN
 Department Head
 Date: _____

Recommending Approval:


ALELI A. VILLOCINO, Ed.D.
 College Dean
 Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Instruction
 Date: _____

Comments and Recommendations for Development Purposes

Must meet deadline & requirements consistently. must improve attitude towards work & personal challenges.

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: JOVEL M. ABERILLA

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 PE subjects (12 and 14)	Deliver quality learning to students in the undergraduate program	January 2018	June 2018	June 2018	Impressive	Very satisfactory	
2	Revise instructional materials in PE 12 and 14	Updated IMs for instruction	January 2018	February 2018	February 2018	Impressive	Very satisfactory	

* 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: **JOVEL M. ABERILLA**

Performance Rating: Very Satisfactory

Aim: To come-up with in service trainings of the institute

Proposed Intervention to Improve Performance:

Collaborate with the faculty of the institute and the university for possible in-service training

Date: August 2018

Target Date: September 2018

First Step:

- Determine the needs of the institute or faculty for the needed in-service training

Result:

- Come up with a proposal for the in-service training or seminar

Date: October 2018

Target Date: November 2018

Next Step:

- Meet the faculty for the proposal for refinement before finalization


Outcome:

- A more equipped faculty

Final Step/Recommendation:

Follow-up request for the implantation of the proposed in-service training

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


JOVEL M. ABERILLA

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Prepared by:

MARY JEAN M. SARA

OIC Director, IHK

Confirmed:

JOVEL M. ABERILLA