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 (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75 %	5.0	3.75
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			
4. **Support to Operations**	10 %	~~4.83~~ 4	~~.48~~
5. **Gen. Admin. & Support Services**	15%	~~5.0~~ 4	~~.75~~ .6
TOTAL	100%		~~4.98~~ 75

EQUIVALENT NUMERICAL RATING: 4.~~98~~ 75
Add: Additional Points, if any: 75
TOTAL NUMERICAL RATING: 4.~~98~~

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ANDREW A. MAZO
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Department Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANDREW A. MAZO**, 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 - JUNE 2020**

ANDREW A. MAZO
Instructor III
Date:

Approved:

CHARIS B. LIMBO
Department Head
Date:

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	Eficiency	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	HandleD subjects in the graduate course (PHED 209)	1	2.85	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	19	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	5	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	15	5	5	5	5.00	
	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 Moddle 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	To handle subjects in Service PE (PhEd 11, 12, 13 and 14); subject in the Major offerings (PhEd 101 and PhEd 121)	15	24.8	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	5	5.00	
	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	1	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	8	5	5	5	5.00	
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	15	5	5	5	5.00	
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	12	5	5	5	5.00	

		A17. Number of students advised on thesis/ field practice/special problem:		10	28	5	5	5	5.00	
		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	15	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *		*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
		A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	1	1	5	5	5	5.00	
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	1	5	5	5	5.00	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	1	5	5	5	5.00	
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	
		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	1	1	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
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 oroject 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									
		In refereed int'l journals										
		In refereed nat'l/regional journals										
	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 scienfic for a/conferences									
		In int'l fora/conferences										
		In nat'l/regional fora/conferences										
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of 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 faculty or student w/ faculty)										
		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								
	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								
	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								
	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								
	Research Mentoring	*Research Mentor*									
	Peer reviewers/ Panelists	*Peer reviewers/Panelists*									
	Resource Persons	*Resource Persons*									
	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								
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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 theQMS 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	zero non-conformity	~~5~~ 4	~~5~~ 4	~~4.5~~ 4	~~4.83~~ 4	
	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	100% compliant	~~5~~ 4	~~5~~ 4	~~4.5~~ 4	~~4.83~~ 4	
	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	Zero % complaint	~~5~~ 4	~~5~~ 4	~~5~~ 4	~~5.00~~ 4	
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 performfing 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		112	112	112	112	
Total Average Rating				~~115~~	~~115~~	~~114~~	~~114.07~~	
Average Rating				~~5~~ 4.81	~~5~~ 4.81	~~5~~ 4.81	~~4.98~~ 4.80	19.93652174

Average Rating (Total Over-all rating divided by 4) Additional Points Punctuality Approved Additional Points (with copy of approval) FINAL RATING ADJECTIVAL RATING	19.94	~~4.98~~ 87 Outstanding	**Comments and Recommendations for Development Purposes** Very skillful, however, must be more prompt in accomplishing assigned tasks.	

Evaluated & Rated by:

CHARIS B. LIMBO
Department Head
Date: _____

Recommending Approval

ALELI A. VILLOCINO
Dean, College of Education
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs
Date: _____

Exhibit 1

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 graduate courses, major courses in BPED	Deliver quality learning outcomes to students in the undergraduate and graduate programs	January – June 2020		June 2020	Very impressive	Outstanding	
2	Prepares and utilizes instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	January – June 2020		June 2020	Very impressive	Outstanding	
3	Submits reports and other required documents: * grade sheets * list of athletes, parental consent forms for the National SCUAA 2020	Timely submission of all the required documents to avoid delay in the processing	January – June 2020		June 2020	Impressive	Outstanding	
4	Coaches student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	January – June 2020		June 2020	Very impressive	Outstanding	

| 5 | 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 – June 2020 | June 2020 | Impressive | Outstanding | |
| 6 | Functions as member/chairperson in committee assignments in Institute and University affairs | Deliver the expected output either as a member or chairman on the assigned committee | January – June 2020 | June 2020 | Very impressive | Outstanding | |

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CHARIS B. LIMBO
Unit Head

Exhibit L

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 colleagues to come up with a research proposal

Date: January 2020

Target Date: February 2020

First Step:
   • Meet selected colleagues to discuss possible research problems

Result:
   • Come up with possible research problem

Date: April 2020

Target Date: May 2020

Next Step:
   • Assign faculty based on area of specialization to work the research proposal

Outcome:
   • Research proposal

Final Step/Recommendation:

   Review the proposal for comments and suggestions and improvements before forwarding it to the College of Education.

Prepared by:

CHARIS B. LIMBO
Director, IHK

Conforme:

ANDREW A. MAZO
Faculty