SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: **MARY JEAN M. SAPAN**

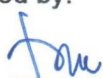| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2 x 3)
1. Instruction			
c. Head/Dean (100%)		4.48 x 100% = 4.48	
d. Students (NO TPES-)		0	
Total for Instruction	75 %	4.48	3.36
2. Research			
c. Client/Dir. For Research (50%)		x50%	
d. Dept. Head/Center Director 50%)		x50%	
Total for Research			
3. Extension			
c. Client/Dir. For Extension			
d. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
4.Gen. Admin & Support Services			
TOTAL	**100%**		**4.61**

EQUIVALENT NUMERICAL RATING: _____4.61_____
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.61**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

MARY JEAN M. SAPAN
Name of Faculty

Reviewed by:

CHARIS B. LIMBO-RIVERA
Director, IHK

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mary Jean M. Sapan, a faculty member of the <u>INSTITUTE OF HUMAN KINETICS</u> commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January- June 2023</u>.

MARY JEAN M. SAPAN
Assoc Prof. 1
Date: July 27, 2023

Approved:

CHARIS LIMBO-RIVERA
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	Timelines s	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. 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							
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*							
	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*							

						5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	0	5	4	5	4.66	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	0	5	5	5	5.00	
		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	Handles and teaches courses assigned	15	40.8	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	18	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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	7	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	21	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	2	7	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	13	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	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	4	224	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							
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	0	0	0	0	0.00	
	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*	3	16	5	5	5	5.00		
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	31	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								
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or								
		Agency/firm/Industry linkages	Coordinates with potential firms and								
		A 26. Other outputs implementing	Designs experiential learning								
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	1	0	0	0	0	0.00	
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or								
		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			1	5	5	5	5.00	

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		3	5	5	5	5.00	
Research Mentoring	Research Mentor/Sports Trainer/ Dance Trainer			1	5	5	5	5.00	
Peer reviewers/Panelists	Peer reviewers/Panelists/Coach			1	5	5	5	5.00	
Resource Persons	Resource Persons/ Coach of Different Sports/Dance Adjudicator			1	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	
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						
	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						
	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						
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							89.66	
Total Over-all Rating									89.66	
Average Rating									4.48	
Adjectival Rating										

Average Rating (Total Over-all rating dividedby 4)		4.48	Comments & Recommendations for Development Purpose:
Additional Points			
Approved Additional Points (with copy of approval)			*Reliable & always on time*
Final Rating		4.48	
Adjective Rating		Very Satisfactory	

Evaluated & Rated by:

CHARIS B. LIMBO-RIVERA
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 8 - 22 - 20

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Exhibit I

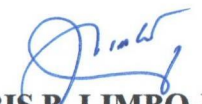# PERFORMANCE MONITORING FORM

Name of Employee: MARY JEAN M. SAPAN

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	Undergraduate Students (BPEd)	Students who met all course requirements will pass the subject and students failing must comply the minimum course requirements to avoid failing grade of the subject.	Jan 2023	June 2023	June 2023	Impressive	Very satisfactory	Streamline deserving students and undeserving students are advised to re-enrol.
2	Advise Action Research undergraduate students	Students to pass the action research proposal	Jan 2023	June 2023	June 2023	Impressive	Very satisfactory	Attend to students concerns especially with academic concerns
3	Submission of Grades	Submit all grades on or before the deadline	January 2023	June 2023	June 2023	Impressive	Outstanding	Grades were submitted ahead and on time.
4	Attendance to meetings	Attendance to regular or emergency meetings and other meeting in the Institute, College or university	January 2023	June 2023	June 2023	Impressive	Very Satisfactory	Actual attendance/participation and Online participation
5	Develop student assessment and evaluation tool	Make quizzes, long exams, practical exams and develop rubrics.	January 2023	June 2023	June 2023	Impressive	Outstanding	Well prepared

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

Prepared by:

CHARIS B. LIMBO-RIVERA
Director, IHK

<u>EMPLOYEE DEVELOPMENT PLAN</u>

Name of Employee: SAPAN, MARY JEAN

Performance Rating: Very Satisfactory

Aim: To revise existing syllabus in BPED (PhEd 130 Emergency Preparedness and Safety Management, PhEd 136 Drug Education, Consumer Health and Nutrition and PhEd 122 Philippine Games and Sports) subjects in accordance with ISO9000.

Proposed Intervention to Improve Performance:
    Review and update existing syllabus to align to the new teaching modality in the new normal and incorporate new trends in education toward Education 5.0.

Date: January 2023

Target Date: January 2023

First step:
- Revisit the existing syllabus identified.

Result:
- Updated course syllabus in BPED (PhEd 130 Emergency Preparedness and Safety Management, PhEd 136 Drug Education, Consumer Health and Nutrition, and PhEd 122 Philippine Games and Sports.

Date: February 2023

Next Step:
- Produce the updated syllabus.

Outcome:
- Revised syllabus in selected BPED syllabus.

Final Step/Recommendation:
- Submit to the Office of Instructional Materials Development (OIMD) after being reviewed by the IHK Curriculum Committee.

Prepared by:

CHARIS B. LIMBO-RIVERA
Director, IHK

Conforme:

MARY JEAN M. SAPAN
Faculty, IHK