

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: **SHEENA EUNICE B. TABUDLONG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		$4.97 \times 50\% = 2.48$	
b. Students		$4.0 \times 50\% = 2.0$	
Total for Instruction	75 %	4.48	3.53
2. Research			
a. Client/Dir. For Research (50%)		x50%	
b. Dept. Head/Center Director 50%)		x50%	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		$5.0 \times 100\% = 5.0$	
Total for Extension	25%	5.0	1.25
4. Gen. Admin & Support Services			
TOTAL	100%		4.78

EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

SHEENA EUNICE B. TABUDLONG
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director, IHK

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA EUNICE B. TABUDLONG, 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 to June 2022.

SHEENA EUNICE B. TABUDLONG

Instructor II

Date: July 11, 2022

Approved:

CHARIS B. LIMBO

Department Head

Date: 07-11-22

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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1.35	5	5	5	5.00	PhEd 212
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	26	5	5	5	5.00	MEd -PE
		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	1	6	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	1	1	5	5	5	5.00	PhEd 212
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 212
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	PhEd 212
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	Rubrics on Virtual Dance Choreography Practical Examination
		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 Moodle or Google Classroom	1	1	5	5	5	5.00	PhEd 212
	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	16	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	4	4.67	
		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	2	11	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Action Research Massive Open Online Course
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	12	5	5	4	4.67	PhEd 14, Phed 134
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	PhEd 14, Phed 134
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	12	5	5	5	5.00	PrEd 200 Teaching internship
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	66	5	5	5	5.00	Bachelor of Physical Education
		A17. Number of students advised on thesis/ field practice/special problem:		1	12	5	5	5	5.00	PrEd 200 Teaching internship Action Research
		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	1	78	5	5	5	5.00	Bachelor of Physical Education and Student Interns
	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	1	2	5	5	5	5.00	Bachelor of Physical Education and Bachelor of Culture and Arts Education
	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	PhEd 14, Phed 134

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 14, Phed 134
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	PhEd 14, Phed 134
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5.00	PhEd 14, Phed 134
		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	1	3	5	5	5	5.00	PhEd 14, Phed 134
	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 project 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 scientific 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 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									
		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	Implements 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/ Sports Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports								

	Convenor/Organizer	Convenor/Organizer		1	8	5	5	5	5.00	VSU Biggest Loser, CE Virtual Pinning Ceremony, Kaalam: Creative forms and Narratives in the Contemporary, Kaalam: Pedagogy and Challenges in Teaching PE in the New Normal, VSU Fun Run for a cause, CE Student On Boarding, IHK Community Outreach, IHK Culmination Program, Pre Deployment Orientation
	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 (extrn. 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 the QMS 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								

PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

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 undergraduate and graduate course	Deliver quality learning to students in the undergraduate program	January 2022	January 2022-June 2022		Very impressive	Outstanding	Assigned task were accomplished
2	Enhance Learning Guides in Phed14 , PhEd 134, PHED 212	A more comprehensive ppt presentation	January 2022	January 2022	January 2022	Very impressive	Outstanding	Assigned task were
3	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2022	January 2022	January 2022	Very impressive	Outstanding	Task was done responsibly
4	Submit reports and other requirements	Submitted DTR and grade sheets	January 2022	January 2022-June 2022		Very impressive	Outstanding	Assigned task were accomplished
5	Student Consultation	<ul style="list-style-type: none"> Advise courses to be taken Graduate MEd and BPED Advisees Facilitates students in their completion of the course 	January 2022	January 2022-June 2022		Very impressive	Outstanding	Assisted students' concerns
6	Develop an Internship plan for PrEd 200	An Internship plan that is used for PrEd 200 the new normal	January 2022	January 2022	January 2022	Very impressive	Outstanding	Assigned task were accomplished
7	Coordinated the implementation of PrEd 200 Internship Plan	<ul style="list-style-type: none"> Facilitated Orientation Program for Student Teaching Interns 	January 2022	January 2022-June 2022		Very impressive	Outstanding	Assigned task were accomplished

		<ul style="list-style-type: none"> Assigned Online and Face to face Student Teaching to Cooperating Schools , Cooperating Teachers and Supervising Teachers Deployed the apprentice to their respective Apprenticeship Venues, Trainers 					
8	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	January 2022	January 2022-June 2022	Very impressive	Outstanding	Attended Meetings on time
9	Facilitated Activities in IHK and in the university (VSU Biggest Loser, CE Virtual Pinning Ceremony, Kaalam: Creative forms and Narratives in the Contemporary, Kaalam: Pedagogy and Challenges in Teaching PE in the New Normal, VSU Fun Run for a cause, CE Student On Boarding, IHK Community Outreach, IHK Culmination Program, Pre Deployment Orientation)	Coordinated with proper conduct of Related activities	January 2022	January 2022-June 2022	Very impressive	Outstanding	Assigned task were accomplished

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CHARIS B. LIMBO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance: Outstanding

Aim:

- Implement student teaching internship, art apprenticeship and field study
- Facilitate the conduct of the Student Intramural Games in the new Normal

Proposed Intervention to Improve Performance:

- Review proposal for internship, apprenticeship, field study plan in the new normal set up
- Review Guidelines of Intramural Games that is applicable in the new Normal

Date: July 2022

Target date: August 2022

First Step:

- Meet BCAED and BPED Coordinator for internship, apprenticeship, field study Plan in the new normal set up
- Conduct a Meeting that involves the Committee, Students, Faculties in preparation of the Student Intramural games

Result:

- Create MOA for potential for Internship, Apprenticeship and Field Study Partners
- Create a Timeline of Scheduled Activities for Student Intramural Games in the New Normal

Date: August 2022

Target Date: September 2022

Next Step: Review the Feedbacks/suggestions and recommendations

Outcome: Come up with better guidelines for the next implementation

Final step/recommendation:

- Careful and through planning of upcoming Student Intern for in internship, apprenticeship, field study Plan
- Consistency of the Guidelines of the Student Intramural Games in the new Normal

Prepared by:

CHARIS B. LIMBO

Director, IHK

Conforme:

SHEENA EUNICE B. TABUDLONG