

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.95 x 100% = 4.95	
b. Students			
Total for Instruction	25%	4.95	1.24
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5.0 x 100% =5.0	
Total for Research	5%	5.0	.25
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director 50%)		5.0 x 100% =5.0	
Total for Extension	5%	5.0	.25
4. Support to Operations	15%	5.0	.75
5. General Admin & Support Services	50%	5.0	2.50
TOTAL	100%		4.99

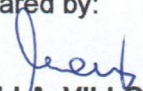
EQUIVALENT NUMERICAL RATING: 4.99

Add: Additional Points, if any:

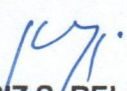
TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALELI A. VILLOCINO
Name of Faculty

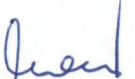
Approved:


BEATRIZ S. BELONIAS
Vice-Pres. for Academic Affairs

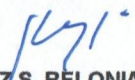
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, 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 2020**.


ALELI A. VILLOCINO
 Assoc. Prof. V
 Ratee
 Date:

Approved:


BEATRIZ S. BELONIAS
 Vice-Pres. for Academic Affairs
 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	Efficiency	Timeline	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	2.10	2.10	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	5	5	5	5	5.00	Harold Ivan P. Sanico, Queencess Izra Aranas, Jhanel Larroy Nablea, Kemvirly Osio Placa, Naomi B. Sudaria, Dennis Joel L. Cerna
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	5	5	5	5	5.00	Harold Ivan P. Sanico, Queencess Izra Aranas, Jhanel Larroy Nablea, Kemvirly Osio Placa, Naomi B. Sudaria
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Shella Mae Caluban

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	15	5	5	5	5.00	Harold Ivan P. Sanico, Queencess Izra Aranas, Jhanel Larroy Nablea, Kemvirly Osio Placa, Naomi B. Sudaria, Shellamae C. Caluban, Aldous Brian C. Astillo, Aris Rex Espinas, Edilberto A. Artiga Jr. II, Juvy Ann Salazar, Kevin S. Sumayang, Louie Gula, maria Elena S. Guy-ab, Neil Decalro, Kim Xyryl Dargantes, Alaisah P. Mama
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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	10	15	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	7	10	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
		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	1	1	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Graduate students where requiried to design a Physiscal Education program in the new normal. (What will sports be like in the new normal?)

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	5	6.25	5	5	5	5.00	PhEd 207
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	PhEd 207
		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	10	12	5	5	5	5.00	EVHEIs -FLMS series of webinars, CHED virtual conferences, DepEd & Educ Forum Virtual conferences on Learning Continuity Plan
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	PrEd 125, PhEd 207 & Grade 12 Work Immersion
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	5	5	5	5.00	PrEd 125, PhEd 207
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
		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	15	30	5	5	5	5.00	PrEd 125 & Grade 12 Workk Immersion
	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	3	5	5	5	5	5.00	CoEd Supreme Student Council, USSC, course -related organizations in CoEd, High School student organizations
	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	4	4	5	4.33	PhEd 207 Current Trends in Physical Education
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	5	4.33	PhEd 207 Current Trends in Physical Education
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
		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	1	5	5	5	5.00	PhEd 207 Current Trends in Physical Education
	PI 11 . Additional outputs	A 25 . Number of Additional outputs accomplished:								

		Program accreditation/evaluation	Prepares documents and /or program profile and other documents and records required during preliminary survey visit and CHED Monitoring of the graduate program.	1	1	5	5	5	5.00	Preliminary Survey Visit of the MEd graduate program and CHED Monitoring.
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers	1	1	5	5	5	5.00	Department of Education, Educ Forum and EVHEIs -FLMS Consortium
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Representing VSU in the EducForum & DepEd Sectoral Group: Capacity of Teachers and School Leaders in crafting DepEd MELC
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	1	1	5	5	5	5.00	Exercise Participation during COVID-19 Enhanced Community Quarantine (Collaborative research with MSU Marawi)
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A29. 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							
		<i>In refereed int'l journals</i>								

		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5.00	Increasing Research Capability among Masters Teachers in the Countryside Area of the Philippines - Bases for Proposed Program Intervention. The Countryside Development Research Program.
	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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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 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	1	1	5	5	5	5.00	Research Fellow, Incorporated Association, Academic Society of North & South Sports, approved by the Ministry of Unification, Republic of Korea utilizing sports activities for peace and development.

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	1	1	5	5	5	5.00	Department of Education, Local Government Unit, Barangay Council of Pangasugan
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								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	1	5	5	5	5.00	DepEd & Educ Forum Sub-group 3: Capacity Development of Teachers & School Leaders (April - June)
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 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	5	5	5	5.00	Internal Quality Auditor
		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				5	5	5	5.00	Preliminary Survey Visit: MEd graduate program Area 1 In-charge. VMGO
		On institutional accreditations				5	5	5	5.00	QS Star Ranking: Chairman, Area in Teaching
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	

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 performing functions resulting to best practice	1	1	5	5	5	5.00	Coordinated with the RotarAct Club of Cebu Fuente to conduct an online webinar on "Psychosocial Support for Frontliners" participated by IHK, DTE, HIS & VFES faculty/teachers.
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	2	5	5	5	5.00	Managing flexible work arrangements and virtual recruitment & selection process (interview and teaching demo)
Total Over-all Rating					178	178	180	178.66	
Average Rating					4.9	4.9	5	4.96	19.85166667
Adjectival Rating									

Average Rating (Total Over-all rating divided by by 4)	19.85	4.9625
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating		
Adjectival Rating		Outstanding

Comments and Recommendations for Development Purposes

✓ She is a very energetic & hands-on dean. A lot of improvements in the College were evident under her leadership.

Evaluated & Rated by:

BEATRIZ S. BELONIAS

Vice-Pres. for Academic Affairs
Date:

Recommending Approval

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs
Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date:

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: **ALELI A. VILLOCINO**

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 PrEd 125 (The Teaching Profession) PhEd 207 (Curriculum Development in Physical Education) and Work Immersion	Deliver quality learning & instruction to BS Physical Education students, graduate students and Grade 12 students.	January 2020	June 2020	May 2020	Very impressive	Outstanding	Need to gather more references and learning materials to fit in the pandemic
2	Design new PPT and learning materials in PrEd 125, PhEd 207 and revisit the Work Immersion to Senior High Students.	A more comprehensive, updated and effective power point presentation/slides and course activities	January 2020	June 2020	May 2020	Very Impressive	Outstanding	Explore more teaching strategies and assessment.
3	Develop evaluation and assessment tools to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and 	January – June 2020			Very impressive	Outstanding	Use TPES as a tool to improve the teaching performance of the faculty not

		with students with special needs <ul style="list-style-type: none"> • Conduct students' assessment in the Midterm and final term • Conduct Practical Exam in Integrated Music Theory 				with satisfactory rating but faculty with outstanding performance may serve as an inspiration or mentor to junior faculty who are still developing their professional skills.
4	Submit reports and other requirements	Submit DTR, grade sheets, committee reports, program report and other documents assigned by immediate supervisor	January – June 2020	Very Impressive	Outstanding	
5	Student Consultation	<ul style="list-style-type: none"> • Advice undergraduate students on subject/course-related activities, projects and assignments • Advice and coach undergraduate students on problems/concerns related to course work • Advice grade 12 students on college and career plans 	January – June 2020	Very impressive	Outstanding	Document the process or procedure in student or academic advising
6	Mentor and coach new department head/director/	<ul style="list-style-type: none"> • Empower leaders, faculty & staff 	January – June 2020	Very Impressive	Outstanding	Young department heads are very


	principal	<ul style="list-style-type: none"> • Commit to coach and mentor the faculty & staff 				responsible to tasks
7	Consultation with department head/institute director & principal	<ul style="list-style-type: none"> • Improve communication, organizational and management performance and decision-making. • Engage faculty in exchange of ideas and information 	January – June 2020	Very impressive	Outstanding	Consultation is not only limited to phone calls, IP message but a virtual office keeps the executive committee connected
8	Oversee the management of the department/institute	<ul style="list-style-type: none"> • Provide the needs of the personnel • Provide a positive working environment 	January – June 2020	Very impressive	Outstanding	
9	Facilitated in cascading ISO 9001:2015 to faculty and staff in the College of Education	<ul style="list-style-type: none"> ▪ Conduct management meetings, attend department regular and emergency meetings, sent/posted important messages on the virtual office (group chats) to remind and update personnel of ISO activities. 	January – June 2020	Very Impressive	Outstanding	Strictly implement the quality procedures & continuously keep the faculty aware of ISO as a tool for continual improvement
10	Attended administrative council meetings, university	<ul style="list-style-type: none"> ▪ Update faculty and staff of university updated guidelines, policies and other university affairs 	January – June 2020	Very Impressive	Outstanding	Attendance in virtual meetings/conferences prepared us

	meetings, quality assurance activities	<ul style="list-style-type: none"> ▪ Empower personnel to actively participate in meetings and decision making 				for distance learning and to be attuned with the new normal
11	Endorsed faculty and staff to attend webinars, video conferences hosted by private and government agencies or organizations.	<ul style="list-style-type: none"> ▪ Level up the morale of the faculty to be more driven, motivated and inspired to accomplish their tasks ▪ Develop the expertise of the faculty on remote or flexible learning. 	January – June 2020	Very impressive	Outstanding	Encourage faculty to connect with professional associations to adapt new programs and strategies in the new normal.

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

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

Prepared by:


BEATRIZ S. BELONIAS
Vice-Pres. For Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim: To increase the level of work productivity of department heads and faculty as government mandates a skeletal work force, travel ban, minimum health standards and protocols in the midst of the pandemic.

Proposed Intervention to Improve Performance:

1. Require faculty to participate or join webinars or video conferences which could be a good alternative to an in-person meeting so they can stay current of continuing professional development while they are working from home or as part of the college or department skeletal workforce.
2. Work closely with administration and the local COVID Task Force to provide a safe and healthy work environment.

Date: April 2020

Target Date: July – December 2020

First Step: Anchor the work plan based on the omnibus guidelines, advisories, and executive orders set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF – MEID), Commission on Higher Education (CHED), Local Government Unit (LGU) and the Office of the President (OP).

Result: Safe and healthy work environment

Date: December 2020

Target Date: June – December 2020


Next Step: Participation of faculty to attend webinars organized by the Eastern Visayas Higher Education Institutions – Flexible Learning Managing system (EVHEIs – FLMSC) series of webinars on Online Teaching Demonstration and conferences via Zoom and Facebook.

Outcome: Faculty will be able to adapt to cope with the current situation for the betterment of the teaching and learning process.
Smooth and successful transition of learning from a face-to-face environment to distance learning education.

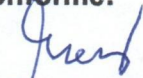
Final Step/Recommendation:

1. Close monitoring of faculty in the workplace.
2. Conduct a needs assessment of interested parties.
3. Provide faculty and students with the safest work and virtual learning environment, respectively.

Prepared by:


BEATRIZ S. BELONIAS
VP for Instruction

Conforme:


ALELI A. VILLOCINO
Instructor & Dean, CoEd