

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: CHARIS B. LIMBO

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	40%	5.0	2.00
2. Research			
a. Client/Dir. For Research			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Research	5%	5.0	.25
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.75 x 100% = 4.75	
Total for Extension	5%	4.75	.24
4. Gen. 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:



CHARIS B. LIMBO

Name of Faculty

Recommending Approval:



ALELI A. VILLOCINO

College Dean

Approved:




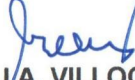
BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARIS B. LIMBO**, a faculty member 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- June 2020**.


CHARIS B. LIMBO
 Assistant Professor II
 Date:

Approved: 
ALELI A. VILLOCINO
 College Dean
 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	Timelines	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	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assement of PE and HE for K to 12
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assement of PE and HE for K to 12
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assement of PE and HE for K to 12
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assement of PE and HE for K to 12
		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	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assement of PE and HE for K to 12
	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	2	25.65	5	5	5	5.00	PhEd 14 (W415), PhEd 124 (W111), PhEd 124 (W117), TEGr 113 (T269) , TEGr 113 (T253) D159 (206)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	5	5.00	PhEd 14 (W415), PhEd 124 (W111), PhEd 124 (W117), TEGr 113 (T269) , TEGr 113 (T253) D159 (206)
		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	2	3	5	5	5	5.00	Training on Google Classroom, Coaching Cert.Training, Training of the State Univ. of Region VIII on Online Learning
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	PHED 124 (2) , TEGr 113 (2)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	10	5	5	5	5.00	PhEd 14 (W415), PhEd 124 (W111), PhEd 124 (W117), TEGr 113 (T269) , TEGr 113 (T253) D159 (206)
	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:	<i>Acts as academic adviser to students</i>							
	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	14	25	5	5	5	5.00	BPED , BCAEd, M.Ed Students and other students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>	5	5	5	5	5	5.00	BPED Club, CAEd Club, CoEd SSC, Mentors Guild, Frisbee Club,
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 125. Curriculum and Assesment of PE and HE for K to 12

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assessment of PE and HE for K to 12
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assessment of PE and HE for K to 12
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assessment of PE and HE for K to 12
		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 Moodle or Google Classroom	1	1	5	5	5	5.00	PhEd 125. Curriculum and Assessment of PE and HE for K to 12
	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 of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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							
		<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	5%	5%	5	5	5	5.00	EVALUATION OF GRADUATES' AND EMPLOYERS' FEEDBACK: A CASE IN COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY
	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	1	1	4	4	4	4.00	LGU-Baybay

	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							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>		1	1	5	5	5	5.00	Arnis (Men's Varsity team)
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists/ Coach</i>		1	1	5	5	5	5.00	Arnis (Men's Varsity team)
	<i>Resource Persons</i>	<i>Resource Persons/ Coach of Diff.Sports</i>		1	1	5	5	5	5.00	Arnis (Men's Varsity team)
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							

19 ÷ 4
= 4.75

	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								
		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 performing functions resulting to best practice	1	1	5	5	5	5.00	Sports Facilities Maintained
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

			Organize a team IHKhuman relations in the institute fellowship/team building activity to enhance and streghthen							
			Number of sports facilities maintained	10	13	5	5	5	5.00	Basketball Courts (lower and upper) , Volleyball Courts (Lower and upper), Soccer field, Tennis Courts (, Badminton Courts, Sepak Takraw Courts, Oval stage, Gym, Swimming Pool, Oval ground (Lower and Upper)
			Approve permits of students, faculty/staff and agencies in the use of the sports							
			Submit budget propoals of sports program							
	Total Over-all Rating					119	119	119	119.00	
	Average Rating					4.96	4.96	4.96	4.96	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.96	Comments & Recommendations for Development Purpose: <i>Can adjust well to changes in the workplace. She will counsel to appropriate offi.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.96	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

ALELI A. VILLOCINO
Immediate Head
Date:

Recommending Approval

ALELI A. VILLOCINO
Dean, _____
Date: _____

Comments & Recommendations for Development Purpose:

Can adjust well to changes in the workplace. She seeks counsel to appropriate officers to gather information needed when making actual decisions.

Approved by:

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

PERFORMANCE MONITORING FORM

Name of Employee: **CHARIS B. LIMBO**

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 Physical Education, SHS Immersion Subject and BPED major subjects	Empower students to do regular physical activities through dance for health and fitness Design physical activities to address the needs of students with disability in a class	January 2020	June 2020	June 2020	Very Impressive	Outstanding	No Failed Students
2	Coach Varsity team	Well-organized, capacitated and productive team	January 2020	March 2020	March 2020	Very Impressive	Outstanding	Was able to produce National players
3	Advice BPED and BCAED major students	Empowered students to graduate on time and face challenges courageously	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Was able to advice students properly
4	Prepare and screen documents of athletes to participate in the National SCUAA	100% to qualify in the National Games	January 2020	February 2020	February 2020	Very Impressive	Outstanding	Tasks were done on time

5	Attend 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 2020	June 2020	June 2020	Very Impressive	Outstanding	Attend all meetings promptly
6	Function 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 2020	June 2020	June 2020	Very Impressive	Outstanding	Responsible in all task assigned
7	Oversee operation of the unit	<ul style="list-style-type: none"> • Make the IHK work schedule • Prepare and submit a work plan • Check and review the faculty work plans of the Institute of Human Kinetics • Print the faculty work plans • Submit the work plans of the faculty. • Sign DTRs of the Part-time Instructors • Submit DTRS of the Part-time Instructors to PRPEO • Sign DTRs and payroll of the JOs • Endorse Faculty on Study-Leave Progress Report. • Follow-up Faculty on Self-quarantine 	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Task were done on time

8	Teaching and learning activities	<ul style="list-style-type: none"> Record quizzes, assignments and projects of the students of the following subjects <ol style="list-style-type: none"> PHED 124: Process of Teaching PE and Health Education PHED 14: Physical Activities Towards Health and Fitness II TEGr 113: Teaching PE and Health in the Elementary Grades Record quizzes, assignments and projects of the students from the class record to Microsoft Excel of the following subjects: <ol style="list-style-type: none"> PHED 124: Process of Teaching PE and Health Education PHED 14: Physical Fitness Towards Health and Fitness II TEGr 113: Teaching PE and Health in the Elementary Grades 	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Tasks were done on time
9	Prepare and utilize instructional materials 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Task were done on time

		for student learning and evaluation						
10	Create virtual classroom using google classroom	Virtual Classroom ready for 1 st semester, 2020-2021	May 2020	June 2020	June 2020	Very Impressive	Outstanding	Responsible in all task assigned
11	Attend mandated Trainings	Professional growth and development	May 2020	June 2020	June 2020	Very Impressive	Outstanding	Attend virtual trainings seriously
12	Entertain students consulting on subject taught, thesis and grades.	Increase number of student entertained for consultation purposes (Face-to-face and Virtual)	May 2020	June 2020	June 2020	Very Impressive	Outstanding	Was able to address concerns properly
13	Assist student organization	Assist student-related activities	January 2020	March 2020	March 2020	Very Impressive	Outstanding	Assisted student activities successfully
14	Prepares research proposals, submits and follows up its approval for immediate action.	Submit Research proposal	May 2020	June 2020	June 2020	Very Impressive	Outstanding	Proposal submitted on time

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

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

Prepared by:


ALELI A. VILLOCINO
 Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHARIS B. LIMBO**

Performance Rating: Outstanding

Aim: To execute and implement university and office orders relative to academic and other assigned tasks and concerns with 90% accuracy.

Proposed Intervention to Improve Performance:

Manage time wisely and collaboration with colleagues not only in the office but in the university as a whole.

Date: July-December 2020

Target Date: July-December 2020

First Step:

- Make a time table and list of things to do according to its priority (instructions, research, Extension and others)

Result:

- Can submit reports on time
- Can closely monitor faculty of their attendance
- Can closely monitor faculty on reports to be submitted

Date: December 2020

Target Date: July-December 2020

Next Step:

- Carefully plan for the up-coming Institute and University Activities and wisely supervise the faculty and its performance to work to assigned tasks

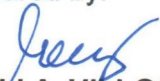
Outcome:

- Effectively and efficiently conduct of the activities

Final Step/Recommendation:

Close monitoring of plan implementation.

Prepared by:


ALELI A. VILLOCINO
Dean, College of Education

Conforme:


CHARIS B. LIMBO
Director, IHK