

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Sheena Eunice B. Tabudlong (Asst. Prof. I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.99	2.00
b. Students	40	5.00	2.00
Total for Instruction	80		4.00
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	20	4.94	0.99
4. Administration			
5. Production	-		
TOTAL	100		4.98

EQUIVALENT NUMERICAL  
RATING:

4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.98

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SHEENA EUNICE B. TABUDLONG

Name of Faculty

Reviewed by:

CHARIS B. LIMBO-RIVERA

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

Dean, College of Education

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

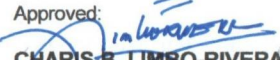


"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period July to December 2023.

  
SHEENA EUNICE B. TABUDLONG  
Assistant Professor I  
Date: JAN 19 2024

Approved:   
CHARIS B. LIMBO-RIVERA  
Department Head  
Date: JAN 19 2024

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1.35	5	5	5	5.00	PhEd 209
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	26	5	5	5	5.00	M Ed 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	6	20	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 Moodle or Google Classroom							
	<b>PI 10 . Additional outputs:</b>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	15	21.85	5	5	5	5.00	PrEd 200, PhEd11, PhEd13, PhEd 103
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	8	5	5	4.6	4.87	PhEd 11 (3) , PhEd13 (2) , PrEd200(1), PhEd 103(2)
		<b>A 11.</b> 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	5	5	5	5	5.00	PhEd11 and PhEd13
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	28th Summer Institute in the Natural Sciences and Mathematics , Basic Life Support Provider's Course-
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	PhEd11, PhEd13, PhEd 103
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	12	5	5	5	5.00	PhEd11, PhEd13, PhEd 103
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							



	<b>PI 8:</b> Number of students advised: *	<b>A16:</b> Number of students advised:	<i>Acts as academic adviser to students</i>	65		5	5	5	5.00	Bachelor of Physical Education
		<b>A17:</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18:</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	600	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19:</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	2	5	5	5	5.00	
		<b>A20:</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	10	5	5	5	5.00	Salingkusog 2023, SCUAA 2023, PASUC 2023, Student Teaching Pinning Ceremonies, Student Teaching Orientation, Student
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	PrEd200
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	6	5	5	5	5.00	PhEd103
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	9	5	5	5	5.00	Written, Practical and Term Exams
		<b>A 23:</b> 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							
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11:</b> Additional outputs	<b>A 25:</b> Number of Additional outputs accomplished:								

[illegible]



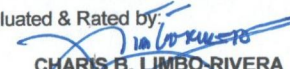
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor/ Sports Trainer		1	3	5	5	5	5.00	VSU Amis Team, Action Research
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports		1	4	5	5	5	5.00	Vsu Amis Team, Student Teaching Orientation and Apprenticeship Orientation,


	Convenor/Organizer	Convenor/Organizer		1	7	5	5	5	5.00	Salingkusog 2023, Student-Led Community Outreach, SCUAA 2023, PASUC 2023, Student Teaching Pinning Ceremonies, Student Teaching Orientation, Student Teaching Culmination
	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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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								
<b>UMFO 6. General Admin. &amp; Support Services</b>										




	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>					100	100	100	99.87	
	<b>Average Rating</b>					5	5	5	4.99	
	<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose:
Additional Points			<i>Keep up your strong commitment to professional growth.</i>
Approved Additional Points (with copy of approval)			
Final Rating		4.99	
Adjectival Rating			

Evaluated & Rated by:   
**CHARIS B. LIMBO-RIVERA**  
 Department Head  
 Date: **JAN 18 2024**

Recommending Approval:   
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: **JAN-19-2024**

Approved by:   
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: **01/29/24**



### PERFORMANCE MONITORING FORM

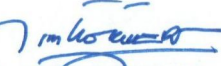
Name of Employee: SHEENA EUNICE B. TABUDLONG

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 course	Deliver quality learning to students in the undergraduate program	July 2023	July 2023- December 2023		Very impressive	Outstanding	
2	Develop ppt in Phed103, PE11, PHed 209	A more comprehensive ppt presentation	July 2023	July 2023- December 2023		Very impressive	Outstanding	
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	July 2023- December 2023			Very impressive	Outstanding	
4	Submit reports and other requirements	Submitted DTR and grade sheets	July 2023- December 2023			Very impressive	Outstanding	
5	Coordinated University Intramural Games	<ul style="list-style-type: none"> <li>Conducted a Meeting with the College Deans</li> <li>Conducted a Meeting with the Intramural Council</li> <li>Conducted special meetings with Intramural working Committees and Tournament Managers</li> <li>Screened athletes eligible for University intramurals</li> <li></li> </ul>	July 2023	July 2023-Septemeber 2023		Very impressive	Outstanding	
6	Coordinated Student Teaching program	<ul style="list-style-type: none"> <li>Facilitated Orientation Program for Student Teachers</li> <li>Assigned Student Teachers to a Cooperating</li> </ul>	July 2023	July 2023- December 2023		Very impressive	Outstanding	

		Schools and Supervising Teachers <ul style="list-style-type: none"> <li>Organized Pinning Ceremony for Student Teachers</li> <li>Deployed the student teachers to their respective cooperating school and cooperating teachers</li> <li>Conducted a Meeting to finalize Student Teaching Portfolio</li> <li>Conducted Culmination for Student Teaching Internship</li> </ul>					
7	Organized SCUAA Athlete Documents	<ul style="list-style-type: none"> <li>Critically Screened the Documents of the VSU Varsity Athletes in University level</li> <li>Screened Varsity Athletes Documents for Regional SCUAA</li> </ul>	July 2023	November 2023-December 2023	Very impressive	Outstanding	
8	Coaching, Training and Student Consultation	<ul style="list-style-type: none"> <li>Trained and Coach VSU Varsity ArnisMen</li> </ul>	July 2023	July -December 2023	Very impressive	Outstanding	
10	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	July 2023- December 2023		Very impressive	Outstanding	

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

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

Prepared by:   
**CHARIS B. LIMBO-RIVERA**  
 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 SALINKUSOG Student Intramural Games in the

Proposed Intervention to Improve Performance:

- Review proposal for internship, apprenticeship, field study plan
- Review Guidelines of SALINKUSOG Intramural Games

Date: July 2024

Target date: August 2024

First Step:

- Meet BCAED and BPED Coordinator for internship
- Conduct a Meeting that involves the Committee, Students, Faculties in preparation of the SALINKUSOG Student Intramural Games

Result:

- Create MOA for potential for Internship
- Create a Timeline of Scheduled Activities for SALINKUSOG Student Intramural Games

Date: August 2024

Target Date: September 2024

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
- Consistency of the Guidelines of the Student Intramural Games

Prepared by:

  
**CHARIS B. LIMBO-RIVERA**

Director, IHK

Conforme:

  
**SHEENA EUNICE B. TABUDLONG**