

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

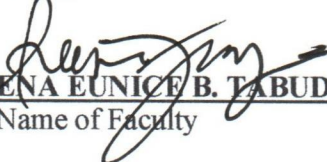
Name of faculty Member: SHEENA EUNICE B. TABUDLONG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.95 x 50% = 2.48	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	75 %	4.98	3.74
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 (50%)		2.33 x50% = 1.17	
b. Dept. Head/Center Director 50%)		2.33 x50% = 1.17	
Total for Extension	10%	2.34	.23
4. Support to Operations	15%	4.88	.73
<b>TOTAL</b>	<b>100%</b>		<b>4.70</b>

Equivalent Numerical Rating: 4.70  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL Numerical Rating: 4.70

Adjectival Rating: Outstanding


Prepared by:

  
SHEENA EUNICE B. TABUDLONG  
Name of Faculty

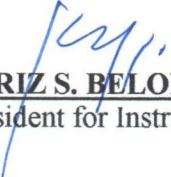
Reviewed by:

  
CHARIS B. LIMBO  
Department Head

Recommending Approval:

  
ALELI A. VILLOCINO  
College Dean


Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, of the SHEENA EUNICE B. TABUDLONG commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period June to December, 2019.

  
SHEENA EUNICE B. TABUDLONG  
Ratee

  
CHARIS B. LIMBO  
Head of Unit  
Date: 01-29-2020

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
<b>HIGHER EDUCATION SERVICES</b>	FTE TL	<b>1<sup>st</sup> Semester 2019-2020</b> PE 11 Movement Enhancement Phed 103 Philosophical and Socio Anthropological Foundations of PE and Sports PhEd 208 Curriculum Development in Physical Education	15	32.20	5	5	5	<b>5</b>	

	Implementation of Instructional Programs, Projects and Activities:								
	Teaching Guides/teaching aids	<ul style="list-style-type: none"> <li>• IMs and other devices prepared and utilized (Phed103, PE11, PhEd208)</li> </ul>	3	6	5	5	5	<b>5</b>	
		<ul style="list-style-type: none"> <li>• Projects/assignments collected and checked with 100% completed on due date</li> </ul>	3	9	5	5	5	<b>5</b>	
	Submission of reports and other requirements	<ul style="list-style-type: none"> <li>• No. of teaching aids and devices prepared for utilization with 80% acceptance</li> </ul>	3	3	4	5	5	<b>4.66</b>	
	Number of Student Advising and Consultation Services	<ul style="list-style-type: none"> <li>• Grade Sheets</li> </ul>	3	9	5	5	4	<b>4.66</b>	
	Student Teaching Advising	Supervised the performance of Student Teacher assigned in Baybay National High School	1	3	5	5	5	<b>5</b>	
	Academic Advising	Advised and counselled Bachelor of Culture and Arts Education graduating, students, transferees, shiftee, and second courser	10	20	5	5	5	<b>5</b>	

	Number of student-related activities assisted	<ul style="list-style-type: none"> <li>Coordinated in the University Intramural Games</li> <li>Coordinated Physical Fitness Test in Ginoong Malakas and Bb Maganda</li> <li>Coordinated Student Teaching Orientation Program</li> <li>Prepared VSU Varsity Athletes Documents for SCUAA in VSU level</li> <li>Screened Varsity Athletes Documents for Regional SCUAA</li> <li>Trained and Coach Mister and Miss SCUAA-VSU</li> <li>Trained and Coach VSU Varsity Arnis Team</li> </ul>	3000	5000	5	5	5	5	
			10	16	5	5	5	5	
			30	50	5	5	5	5	
			200	250	5	5	5	5	
			200	750	5	5	5	5	
			1	2	5	5	5	5	
			1	21	5	5	5	5	
	<b>Total for Instructions</b>				<b>4.92</b>	<b>5</b>	<b>4.92</b>	<b>4.95</b>	
<b>EXTENSION SERVICES</b>		Assisted as Facilitator in the conduct of Langoy sa Kaluwsan Extension Project	1	1	4	5	5	<b>4.66</b>	
	<b>Total for Extension</b>				<b>4</b>	<b>5</b>	<b>5</b>	<b>4.66</b>	



<b>SUPPORT TO OPERATIONS</b>	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> <li>• Number of IHK regular and, special and emergency meetings attended</li> <li>• Attended College of Education Management Committee Meeting</li> <li>• Attended meetings Culture and Arts Center</li> </ul>	3	10	5	5	5	<b>5</b>	
			3	5	5	4	4	<b>4.33</b>	
			2	3	5	5	5	<b>5</b>	
	Training/seminar/conference participation	100% attendance in institutional/collegiate orientation, seminar	1	1	4	5	5	<b>4.66</b>	
	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> <li>• Assisted in the University Civil Service Fun Run</li> <li>• Member in the IHK Personal Committee</li> <li>• Assisted documents in the institute's faculty recruitment</li> <li>• Member in the Culture and Arts</li> <li>• Overall Coordinator of University Wide Intramural Games</li> </ul>	60	110	5	5	5	<b>5</b>	
			1	1	5	5	5	<b>5</b>	
			1	1	5	5	5	<b>5</b>	
			1	1	5	5	5	<b>5</b>	
			1	1	5	5	5	<b>5</b>	
	Number of Academic/Industry Linkage Established Local/Regional								
	<b>Total for Support to Operations</b>				<b>4.88</b>	<b>4.88</b>	<b>4.88</b>	<b>4.88</b>	
	<b>Awards/Honors Received by Faculty:</b>								

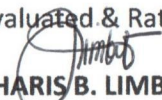
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5	
<b>Total Over-all Rating</b>									
<b>AVERAGE RATING</b>								<b>4.83</b>	

Average Rating (Total Over-all rating by 4)		<b>4.83</b>
Additional Points		
Punctuality		
Approved Additional Points (with copy of Approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development

Purpose: Reports on time & willing to extend service beyond office hours. Good job!


Evaluated & Rated by:

  
**CHARIS B. LIMBO**

Unit Head

Date: 01-21-2020

Recommending/Approval:

  
**ALELI A. VILLOCINO**

Dean

Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_


**PERFORMANCE MONITORING FORM**Name of Employee: SHEENA EUNICE 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 graduate, undergraduate and major course	Deliver quality learning outcomes to students in the undergraduate, graduate and senior high school programs	July 2019	December 2019	December 2019	Very impressive	Outstanding	All students passed the subjects
2	Prepare and utilize instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	July 2019	December 2019	December 2019	Very impressive	Outstanding	Instructional materials must be updated regularly
3	Submit reports and other required documents:  * grade sheets * list of athletes, parental consent forms for the Regional SCUAA 2019	Timely submission of all the required documents to avoid delay in the processing	July 2019	December 2019	December 2019	Impressive	Outstanding	Tasks were done on time
4	Coach student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	July 2019	December 2019	December 2019	Very impressive	Outstanding	Was able to produce regional Players. More trainings for more national players
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	July 2019	December 2019	December 2019	Impressive	Outstanding	Attends 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	July 2019	December 2019	December 2019	Very impressive	Outstanding	Responsible in all task assigned to

\* 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 Rating: Outstanding

Aim: To improve the conduct of the university intramural games

Proposed Intervention to Improve Performance:

- evaluation of the program

Date: October 2019

Target Date: October 2019

First Step:

- Call an intramural council meeting for the evaluation of the program

Result:

- Feedbacks/ suggestions and recommendations will be evaluated

Date: November 2019

Target Date: January 2020

Next Step:

- Review the feedbacks/suggestions and recommendations with the faculty of the institute

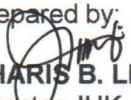
Outcome:

- Come-up with a better guidelines for the next implementation of the activity


Final Step/Recommendation:

- Careful and thorough planning and review before the next conduct of the activity.

Prepared by:

  
**CHARIS B. LIMBO**  
Director, IHK

Conforme:

  
**SHEENA EUNICE B. TABUDLONG**