

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Andrew A. Mazo (Asst. Prof. III)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	100	5.00	5.00
b. Students			0.00
Total for Instruction	100		5.00
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension			0.00
4. Administration			
5. Production	-		
TOTAL	100		5.00

EQUIVALENT NUMERICAL
RATING:

5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.00

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


ANDREW A. MAZO

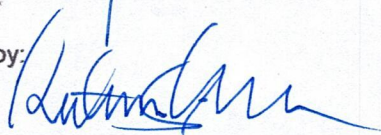
Name of Faculty

Recommending Approval:


BAYRON S. BARREDO

Dean, College of Education

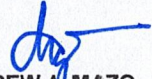
Approved by:


ROTACIO S. GRAVOSO

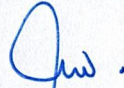
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDREW A. MAZO, 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 January to June 2024.


ANDREW A. MAZO
 Assistant Professor 1
 Date: July 10, 2024

Approved:


BAYRON S. BARREDO
 Dean, College of Education
 Date: July 11, 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	2.4	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4	5	5	5	5	
		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	5	30	5	5	5	5	

	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	3	5	5	5	5	5	
		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 Moddle or Google Classroom							
	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	25	29.75	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	10	5	5	5	5	
		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	5	5	5	5	5	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	12	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0						
		A17. Number of students advised on thesis/ field practice/special problem:		0						
		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	50	200	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	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							
		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 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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								
	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 or 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								

[illegible]

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							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelist/Coach</i>								
	<i>Resource Persons</i>	<i>Resource Persons/Coach of Different Sports</i>								

[illegible]

		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								
	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								
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all Rating					5	5	5		5	
	Average Rating					5					
	Adjectival Rating					Outstanding					

Average Rating (Total Over-all rating divided by 4)		5.00	Comments & Recommendations for Development Purpose: <i>Keep up the good work! As head/director, it is essential to show/assert authority & leadership to your colleagues to foster respect and confidence.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		5.00	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

ANDREW A. MAZO

Department Head

Date: July 10, 2024

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date: July 11, 2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/17/2024



VISAYAS
STATE UNIVERSITY

INSTITUTE OF HUMAN
KINETICS

DIRECTOR'S SUPERVISORY PLAN
2nd Semester, 2023-2024

Month	Activity/Task	Target Date	Supervisory Action	Persons Supervised	Status of Implementation	Date Implemented
January	General Registration/ Enrollment	January 2-12, 2024	<p>Oversaw the enrollment process of all students under the Institute's offering programs (Graduate and undergraduate offerings)</p> <p>Made sure that all faculty in the Institute submitted all the students' grades on time</p> <p>Ensured the availability of classrooms and other needed facilities</p> <p>Reviewed and evaluated student applications for shifting to other degree programs, changes in the advisers, and attended to another office-related request.</p>	Academic Advisers/Faculty members	Accomplished	January 2-12, 2024
	Start of Classes	January 15, 2024	Made sure all faculty are ready for their respective classes	Faculty/students/ Staff	Accomplished	January 15, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: INSTITUTE OF HUMAN KINETICS

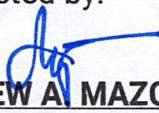
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
Coaching Review the needed support to facilitate the attainment of the Institute’s targets (Jan-June 2024)		Faculty Meeting June 20, 2024			Submit a List of support needed to attain targets

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ANDREW A. MAZO
Immediate Supervisor
Supervisor

Noted by:

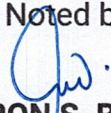

BAYRON S. BARREDO
Next Higher

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ANDREW A. MAZO**

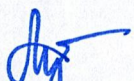
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teach undergraduate course	Deliver quality learning to students in the undergraduate program	July 2024	July 2024- December 2024		Very impressive	Outstanding	All students passed
2	Enrollment Focal Person	<ul style="list-style-type: none"> Assisted the enrollment of BPEd, BCAEd students Reviewed conflict schedules of service Physical Education subjects Printed faculty workloads 		July 2024		Very impressive	Outstanding	Tasks are done on time
3	Faculty subject workload and schedule	Make the individual IHK faculty subject workload AY 2024-2025 first semester and their schedules.		July 2024		Very impressive	Outstanding	Tasks are done on time
4	Service Physical Education coordinator	<ul style="list-style-type: none"> Entertain students on changing subjects, dropping, withdrawing, enrollment, and adding and conflict of schedules on service 		July 2024- December 2024		Very impressive	Outstanding	Tasks are done on time

		physical education subjects.					
5	Academic Adviser BCAED students	<ul style="list-style-type: none"> Empowered students to graduate on time and face challenges courageously Assisted and follow-up during enrolment 	July 2024	July 2024- December 2024	Very impressive	Outstanding	Was able to cater advice to students
6	Develop evaluation and assessment tools to rate students' performance	Collect projects, and assignments, check, and develop rubrics to assess students in designing and creating modified games and activities with students with special needs	July 2024- December 2024		Very impressive	Outstanding	Tasks are done on time
8	Develop lecture presentations and educational videos.	Deliver 18 quality educational materials to students	July 2024- December 2024		Very impressive	Outstanding	Tasks are done on time
9	Submit reports and other requirements	Submitted DTR and grade sheets	July 2024- December 2024		Very impressive	Outstanding	Was able to submit on time
11	Implements duly approved extension projects	Deliver quality learning to participants	July 2024- December 2024		Very impressive	Outstanding	Tasks are done on time
12	Organize VSU Programs Apprenticeship Culmination, Salingkusog 2024, EVCAA, Regional SCUAA Opening Ceremony, BCAEd Acquaintance Program, SPED Day Camp, PASUC- Cultural, Student Teaching Culmination, Pinning Ceremony, Student Teaching Orientation, CE Days, Christmas Party, PhEd 13 Culmination, Paalam Night	Provides the technical and expert services requested by beneficiaries	July 2024	July 2024- December 2024	Very impressive	Outstanding	Responsible for all assigned task

February	Preparations for the Upcoming IHK Anniversary Celebration and Annual Athletic Awards	February 2024	Supervised the preparation for the IHK Anniversary Celebration Formed various working Committees to facilitate the activities	Faculty/Staff Sports Director/Coaches/Athletes	Accomplished	February to March 2024
March	Annual Athletic Awards	March 2024	Supervised the preparations for the different activities slated for the Athletic Awards	Sports Director/Coaches/Athletes	Accomplished	March 2024
	Midterm Examination	March 11-15, 2025	Oversaw the conduct of midterm examinations by the faculty	Faculty/Students		March 11-15, 2024
April	VSU Centennial Anniversary Celebration	April 2024	Made sure all personnel involved in the different activities are informed and prepared Assisted in the preparation for the Aquathlon and Open-Water Competition Acted as Race Director for the VSU Centennial Fun Run Competition Supervised all the working committees concerned and involved in the various activities	Faculty/Staff/Students/IHK Director	Accomplished	April 2024
May	Final Examination	May 13-17, 2024	Oversaw the conduct of Final examinations by the faculty	Faculty/Students	Accomplished	May 2024

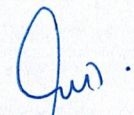
June	Midyear Classes	June 6-7, 2024	Oversaw the enrollment process of all students under the Institute's offering programs IHK Team Building Activity	Academic Advisers/Faculty members IHK Faculty and Staff	Accomplished	June 2024
	Midterm Examination	June 26-28	Start of Midyear Classes Oversaw the conduct of midterm examinations by the faculty	Faculty/Students/Staff Faculty/Students/Staff		

Prepared by:


ANDREW A. MAZO
 Director, IHK

Date: July 22, 2024

Approved:


BAYRON S. BARREDO
 Dean, College of Education

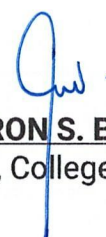
Date: 7/23/24

13	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none">Attend meetings in the institute and department.Up-to-date knowledge and information on the current status of the institute, the college, and the university as a whole.	July 2024- December 2024		Very impressive	Outstanding	Attended meetings promptly
14	Committee assignments as member/chairperson in the institute and University affairs	<ul style="list-style-type: none">Attended regular meetings of the VSU Alumni Association as an alumni communicatorAttended regular meetings of CAC	July 2024- December 2024		Very impressive	Outstanding	Responsible in all assigned task

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

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

Prepared by:


BAYRON S. BARREDO
 Dean, College of Education