

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

Name of Faculty Member: **Edilberto A. Artiga Jr. II (Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.95	1.98
b. Students	40	4.88	1.95
Total for Instruction	80		3.93
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	20	5.00	1.00
4. Administration			0.00
5. Production	-		
TOTAL	100		4.93

EQUIVALENT NUMERICAL
RATING:

4.93

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

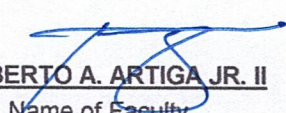
4.93

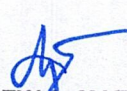
ADJECTIVAL RATING:

OUTSTANDING

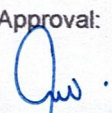
Prepared by:

Reviewed by:

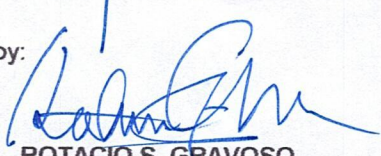

EDILBERTO A. ARTIGA JR. II
Name of Faculty


ANDREW A. MAZO
Director, IHK

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, EDILBERTO A. ARTIGA JR. II, 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 April to June 2024.

EDILBERTO A. ARTIGA JR. II
Instructor I
Date: July 10, 2024

Approved:

ANDREW A. MAZO
Department Head
Date: July 10, 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	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							
		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							
	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	7	45.25	5	5	5	5.00	Phed 153, 154, 126, 132 and Phed 14 (Swimming & Badminton)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	4	4	4.33	Phed 153, 154, 126, 132 and Phed 14 (Swimming & Badminton)
		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							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	10	5	5	5	5.00	Phed 126, 132 and Phed 14 (Swimming & Badminton)
		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:	Acts as academic adviser to students	25	45	5	5	5	5.00	BPED 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	8	100	5	5	5	5.00	Phed 153, 154, 126, 132 and Phed 14 (Swimming & Badminton)
	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	1	1	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course were 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	1	10	5	5	5	5.00	Phed 153, 154, 126, 132 and Phed 14 (Swimming & Badminton)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	5	5.00	Phed 126, 132 and Phed 14 (Swimming & Badminton)
		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							
	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		1	5	5	5	5.00	Area IV AACUP
		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							

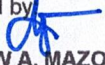
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out 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 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							


		<u>A 35.</u> 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								
	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/ Sports Trainer		0	4	5	5	5	5.00	Action Research Proposal defense PRED 154, VSU Badminton Trainor	
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach		0	3	5	5	5	5.00	Action Research Proposal defense PRED 154	
	Resource Persons	Resource Persons/Coach of Different Sports		0	1	5	5	5	5.00	Badminton Women - Varsity	
	Convenor/Organizer	Convenor/Organizer		0	2	5	5	5	5.00	VSU Centennial Fun Run, Open Water and Aquathlon	
	Consultancy	Consultant									
	Evaluator	Evaluator									

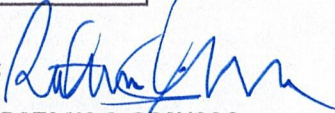
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty 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							
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 (GASS)										
	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							

		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					5.00	4.92	4.92	4.95	
	Average Rating								4.95	
	Adjectival Rating								OUTSTANDING	

Average Rating (Total Over-all rating divided by 4)	4.95	Comments & Recommendations for Development Purpose:
Additional Points		Should focus his time & energy on the important & urgent tasks the job requires. Needs to focus more on his job.
Approved Additional Points (with copy of approval)		
Final Rating	4.95	
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 Instruction
 Date: 09/17/24



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: ARTIGA Jr. II, EDILBERTO A.

Department: Institute of Human Kinetics

College: College of Teacher Education

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	5.00	Outstanding	100.0%
PhEd 123	INDIVIDUAL AND DUAL SPORTS (RACHET SPORTS,ATHLETICS & MARTIAL ARTS)	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	5.00	Outstanding	100.0%
PhEd 135	MOVEMENT EDUCATION	LEC	4.00	Very Satisfactory	80.0%
PhEd 123	INDIVIDUAL AND DUAL SPORTS (RACHET SPORTS,ATHLETICS & MARTIAL ARTS)	LEC	5.00	Outstanding	100.0%
PhEd 135	MOVEMENT EDUCATION	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	5.00	Outstanding	100.0%
PhEd 14n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS 2	LEC	5.00	Outstanding	100.0%
Average Rating			4.88	Outstanding	97.50%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 08, 2024

Received by:

ARTIGA Jr. II, EDILBERTO A.

Name and Signature of Faculty

Date: MAY 22 2024

Distribution of copies: ODIE, College, Department, Faculty

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDILBERTO A. ARTIGA JR. II**

Performance: **Very Satisfactory**

Aim: **To come up with better ways to maintain and facilitate the university sports facilities as the sport facilities coordinator**

To come up with better ways to Facilitate the Varsity Sports Program as the Varsity Sports Coordinator in a Face to Face setting

To be able to deliver quality instruction to my students and render expert services to the school and community.

Proposed Intervention to Improve Performance:

To submit an annual Sports Facilities maintenance form that surveys the facilities for repairs and improvements.

To give a sample Training Program and newly formed contract based agreement form for Coaches to follow and improve their quality as Coaches of the Varsity Sports Program and produce better results

To download and read more resources beforehand and to not only give students the course syllabus on time but also to make sure that the contents are of the highest quality possible

Date: **April 2024**

Target date: **June 2024**

First Step:

- **Make the annual sports facilities maintenance for corrections and improvements.**
- **Come up with a draft Training program and an agreement contract for all coaches to follow and give coaches the equal opportunity to expose their student athletes in Real competitions.**
- **Research updated resources for lessons and expert delivery services**

Result:

- **Collaborative effort in the maintenance and improvement of the sports facilities in the campus**
- **Coaches will be able to make and submit their own Training Program that are sports Specific and Coaches will be able to follow their roles and responsibilities and will be guided accordingly in raising talented athletes.**
- **Deliver quality instruction and expert services for both the students and the community**

Date: **April 2024**

Target Date: **June 2024**

Next Step:

- Maintain the collaborative effort to maintain the sports facilities and ensure the safety of all our varsity athletes and other users of the sports facilities
- Maintain proper training to student athletes and follow the training program made in relation and with best regard for their academic schedules
- Be very patient to students with internet problems and still maintain a fair learning environment


Outcome:

- Properly maintained sports facilities that are safe to use all the time
- Best Regional SCUAA games and Academic Performance results for the Athletes
- Zero percent complaints from the students from face to face learning modality.

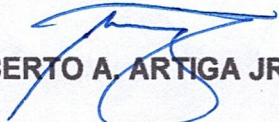
Final step/recommendation:

- Should be consistent in the implementation of the repairs and maintenance of the sports facilities following the annual report regardless of the number of users.
- Follow up on the Athletes Performance not only in the Varsity sports Specific but also Academically
- Maintain tenacity and never stop learning for better improvement of skills and expertise.

Prepared by:


ANDREW A. MAZO
Director, IHK

Conforme:


EDILBERTO A. ARTIGA JR. II

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: INSTITUTE OF HUMAN KINETICS

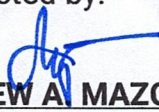
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

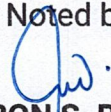
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 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

PERFORMANCE MONITORING FORM

Name of Employee: **EDILBERTO A. ARTIGA JR. II**

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 PHED 14, PHED 132 – Team Sports. , PHED 126, PHED 153 & 154	Deliver quality teaching and learning to students in the undergraduate program	April 2024	June 2024	June 2024	Very impressive	Outstanding	95% of the students passed outputs
2	Develop Learning Guides in PHED 132 and PHED 126	Deliver Quality Learning Guides to the students of PHED 132 and PHED 126	April 2024	June 2024	June 2024	Very impressive	Outstanding	Task done promptly
3	Develop PPT's for PHED 14, PHED 126 and PHED 132	Create a more comprehensive PPT presentation to enhance students learning	April 2024	June 2024	June 2024	Very Impressive	Outstanding	Task was done promptly
4	Develop learning and assessment tasks to rate students' performance	<ul style="list-style-type: none"> Collect Learning and assessment tasks, assignments, develop rubrics to assess students in answering activities and develop alternative activities for students with special needs Conducted students assessment in the Midterm Examination Check and Return Students outputs 	April 2024		June 2024	Very impressive	Outstanding	Task was given to students on scheduled time
5	Submit reports and other requirements	Submit DTR, IPCR, PMF, Employee Development Plan	April 2024		June 2024	Impressive	Very Satisfactory	Task was done
6	Academic Adviser of BPED students	<ul style="list-style-type: none"> Assisted in the conduct of the Enrolment Advised students on the conduct of the Enrolment 	April 2024		June 2024	Very impressive	Outstanding	Task was done promptly


		<ul style="list-style-type: none"> • Answered questions with regards to their academic standing • Advise students on prospectus related concerns 					
7	Student consultation	<ul style="list-style-type: none"> • Advise undergraduate students on subject related concerns • Advise and coached undergraduate students in Badminton • Advise students on prospectus related concerns 	April2024	June 2024	Very Impressive	Outstanding	Task was done promptly
8	Inspected all sports facilities	<ul style="list-style-type: none"> • Addressed problems and concerns from facilities caretakers and Varsity Coaches 	April2024	June 2024	Very impressive	Outstanding	Task was done on time
9	Coordinated the maintenance of the Sports Facilities in the University	<ul style="list-style-type: none"> • Addressed problems and concerns from approached coaches • Coordinated with sports facilities personnel to properly maintain sports facilities 	April2024	June 2024	Very impressive	Outstanding	Task was done on time
10	Facilitated students or School activities given to the IHK	<ul style="list-style-type: none"> • Helped in facilitating the proper conduct of the IHK related activities 	April2024	June 2024	Very impressive	Outstanding	Task was done promptly
11	Coordinated the different activities of the Centennial VSU anniversary events (Goodwill Games, Open water and Aquathlon)	<ul style="list-style-type: none"> • Addressed problems in the conduct of the Officiating during the Goodwill Games and Open water and Aquathlon 	April2024	June 2024	Very impressive	Outstanding	Task was done promptly

12	Coordinated the Coaches and Varsity Athletes as the Varsity Sports Coordinator	<ul style="list-style-type: none"> Facilitated equipment PR's and requested coaches for equipment Specifications Conducted meetings regarding the Varsity Related Concerns and announcements Helped facilitate the conduct of the Regional SCUAA 2023 	April 2024	June 2024	Very impressive	Outstanding	Task was done promptly
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


ANDREW A. MAZO
 Unit Head