

## Exhibit K

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

Name of faculty Member: JOSELLE R. CAYETANO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		4.75 x 50% = 2.38	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	75 %	4.63	3.47
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
<b>3. Extension</b>			
a. Client/Dir. For Extension (50%)		2.5 x 50% = 1.25	
b. Dept. Head/Center Director (50%)		2.5 x 50% = 1.25	
Total for Extension	10 %	2.50	.25
<b>4. Admin. Support Services</b>	15%	4.87	.73
<b>TOTAL</b>	<b>100%</b>		<b>4.45</b>

Equivalent numerical rating 4.45

Add: additional Points if any:                     

Total Numerical Rating: 4.45

Adjectival rating: VS

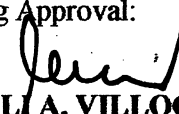
Prepared by:

  
JOSELLE R. CAYETANO  
Name of Faculty


Reviewed by:

  
MARY JEAN M. SAPAN  
Department Head

Recommending Approval:


  
AREL A. VILLOCINO  
College Dean

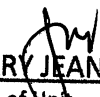
Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSELLE R. CAYETANO 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 to August, 2018.

  
**JOSELLE R. CAYETANO**  
 Ratee

  
**MARY JEAN SAPAN**  
 Head of Unit  
 Date: \_\_\_\_\_

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
<b>ADVANCED EDUCATION SERVICES</b>	FTE TL	2 <sup>nd</sup> Semester, SY 2017-2018							
<b>HIGHER EDUCATION SERVICES</b>	FTE TL	PE 14 – Individual-Dual Sports MAPE 106 –Foundations of MAPE MAPE 103 – Organization & Mgt. of MAPE Act. MAPE 112 – Phil Asian Music MAPE 116 - Coaching & Officiating Sports Events, Dance Composition & Music Activities	8.30	<b>8.30</b>	4	5	5	<b>5</b>	
	Implementation of Instructional Programs, Projects and Activities:	• IMs and other devices prepared and utilized	5	<b>10</b>	5	5	4	<b>4.66</b>	Presentations are made per topic  Video presentations are used as supplemental information per major topic
		• Mid-term and Final Examinations conducted	9	<b>9</b>	5	5	4	<b>4.66</b>	
	Teaching Guides/teaching aid	• No. of teaching aids and devices prepared for utilization with 80% acceptance	10	<b>25</b>	5	5	4	<b>4.66</b>	

	Submission of reports and other requirements	<ul style="list-style-type: none"> <li>• CSR</li> <li>• Grade Sheets</li> </ul>	6 10	<b>6</b> <b>10</b>	5 5	5 5	4 4	<b>4.66</b> <b>4.66</b>	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	<ul style="list-style-type: none"> <li>• Attendance in institutional/collegiate orientation, seminar</li> </ul>	1	<b>1</b>	5	5	4	<b>4.66</b>	
	Student Advising	<ul style="list-style-type: none"> <li>• Paper Presenter               <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> International Conference on Philippine Studies</li> </ul> </li> </ul>	1	1	5	5	5	<b>5.00</b>	
	Student Consultation Service	<ul style="list-style-type: none"> <li>• MAPEH Club Adviser</li> </ul>	45	46	5	5	5	<b>5.00</b>	
		<ul style="list-style-type: none"> <li>• Number of hours spent on Student Consultation/Sem</li> </ul>	<b>45</b> hrs	<b>60</b> hrs	5	5	5	<b>5.00</b>	
		<ul style="list-style-type: none"> <li>• Hours spent on Advising students on subject-related concerns/Sem</li> </ul>	5hrs	15hrs	5	5	5	<b>5.00</b>	
	<b>Total for Instruction:</b>				5.00	5	4.27	<b>4.75</b>	
<b>EXTENSION SERVICES</b>	Holy Spirit Parish Children's Choir	<ul style="list-style-type: none"> <li>• Teach liturgical music to children</li> <li>• Trains children to sing songs for the mass</li> </ul>	10	<b>15</b>	5	5	5	<b>5.00</b>	
	Knights of Columbus Grand Choir	<ul style="list-style-type: none"> <li>• Teach and Train the Order of Knights in liturgical music for regular mass and special occasions</li> </ul>	10	<b>30</b>	5	5	5	<b>5.00</b>	
	<b>Total for Extension:</b>	•			5	5	5	<b>5.00</b>	
<b>SUPPORT TO OPERATIONS</b>	Coordinator (program, varsity, Music Section) <ul style="list-style-type: none"> <li>• MAPEH Sirens</li> <li>• Arnis Team (Coach)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Members</li> </ul>	10 8	<b>15</b> <b>18</b>	5 5	5 5	5 5	<b>5.00</b> <b>5.00</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> </ul>	5	<b>12</b>	5	5	5	<b>5.00</b>	

	Committee assignments as member/chairperson in Institute and University affairs	<ul style="list-style-type: none"> <li>• Mugna sa MAPEH – Music Director</li> <li>• IHK Music Recital</li> <li>• Piano and Voice recital</li> <li>• Instrument Ensemble Playing (Violin)</li> <li>• Member, Athletics Committee, Students, Faculty and Staff Sportsfest – July- 2018</li> </ul>	1	1	5	5	5	5.00	
			1	1	5	5	5	5.00	
			30	70	5	5	4	4.66	
			1	1	5	5	4	4.66	
<b>Efficient and customer-friendly frontline service</b>	0% complaint from client served		90% no complaint	100% no complaint	5	5	4	4.66	
	<b>Total for Support to Operations:</b>							4.87	
<b>Total Over-all Rating</b>					5.00	5.00	4.62	4.87	19.49

Average Rating (Total Over-all rating divided by 4)		4.87
Additional Points		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

*Very capable of developing creative solutions to concerns especially to the assigned task.*

Evaluated & Rated by:

**MARY JEAN M. SAPAN**

Planning Office

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

Recommending Approval:

**ALELI A. VILLOCINO, Ed.D.**

College Dean

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

Approved by:

**BEATRIZ S. BELONIAS, Ph.D.**

Vice President for Instruction

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average