

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

Name of faculty Member: DENNIS JOEL L. CERNA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.99 x 50 % =2.50	
b. Students		3.80 x 50% =1.9	
Total for Instruction	75 %	4.4	3.3
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			
b. Dept. Head/Center Director (100%)		5.0 x 100% =5.0	
Total for Extension	25%	5.0	1.25
4. Gen. Admin & Support to Services			
TOTAL	100%		4.55

EQUIVALENT NUMERICAL RATING: 4.53

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

DENNIS JOEL L. CERNA

Name of Faculty

Reviewed by:

CHARIS B. LIMBO - KIVEKA

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

College Dean


Approved:

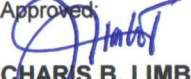
BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DENNIS JOEL L. CERNA, 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 2022.


DENNIS JOEL L. CERNA
 Instructor I
 Date: January 4, 2023

Approved: 
CHARIS B. LIMBO
 Department Head
 Date:

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							
	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		27.9	5	5	5	5.00	4 (PHED 151),4 (PhEd 11), 3 (PhEd 13). FS1, FS2
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	10	5	4.8	5	4.93	CAEd 143, TEGr 113 (2), PhEd 12 (3), PhEd14 (4)
		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	22	5	5	5	5.00	TEGr113, PhEd12, and PhEd14 students.
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	ACT-IHE English Medium Education Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	11	5	4.9	4.9	4.93	4 (PHED 151),4 (PhEd 11), 3 (PhEd 13)

	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	11	5	4.9	5	4.97	5 (PhEd151), 3 (PhEd13), 3 (PhEd11)
	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	60	70	5	5	5	5.00	Bachelor of Culture and Arts 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	15	128	4.8	5	5	4.93	BCAEd students, apprentices, advisees and service PE Students
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	5.00	ADARNA
	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	ADARNA
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	1	3	5	5	5	5.00	PhEd 151, CAEd 141 and CAEd143
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	PhEd151 Power point Presentations
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	11	5	5	5	5.00	4 (PHED 151),4 (PhEd 11), 3 (PhEd 13)

		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 Moodle or Google Classroom	1	3	5	5	5	5.00	PhEd151, CAEd 141 and CAEd 143
	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 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 for a/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 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								
		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							
		A 35. 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	Implementes 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			4	5	5	5	5.00	VSU Dancesports Team (Modern Standard)
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			4	5	5	5	5.00	VSU Dancesports Team (Modern Standard)
	Resource Persons	Resource Persons/Coach of Different Sports			4	5	5	5	5.00	VSU Dancesports Team (Modern Standard)
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	Ginoong Malakas and Binibining Maganda of VSU 2022
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	Bato Institute of Science and Technology Dance Festival
	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										
	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	4.99	
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		Comments & Recommendations for Development Purpose: <i>courteous, knowledgeable and Reliable.</i>
Additional Points		
Approved Additional Points (with copy of approval)		
Final Rating	4.99	
Adjectival Rating		

Evaluated & Rated by:

CHARIS B. LIMBO
Department Head
Date:

Recommending Approval:

BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: **DENNIS JOEL L. CERNA**

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 PhEd11, PhEd13, PhEd151, PrEd153 and PrEd154	Deliver quality learning to students in the undergraduate program	September 2022	February 2023	February 2023	Very impressive	Outstanding	
2	Develop ppt in PhEd11, PhEd13, and PhEd151	A more comprehensive ppt presentation aligned to the syllabus	September 2022	February 2023	February 2023	Very Impressive	Outstanding	
3	Enhance the learning guide for PhEd11	A learning guide for PhEd 11 following the face to face modality of learning	September 2022	February 2023	February 2023	Very Impressive	Outstanding	
4.	Create a contest guideline for the Ginoong Malakas and Binibining Maganda of VSU for the VSU Intramurals	Update guidelines for the pageant contest for VSU Intramurals	September 2022	October 2023	October 18, 2023	Very Impressive	Outstanding	
4	Develop a budget plan and training outline for the VSU Dancesports Team	Update budget plan and training plan for VSU Dancesports Team	October 2023	December 2023	December 2023	Very Impressive	Outstanding	
5	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	September 2022-February 2023			Very impressive	Outstanding	

6	Submit reports and other requirements	Sign DTRs, submit grade sheets	September 2022-February 2023			Very Impressive	Outstanding	
7	Appointed as Club adviser for Aspiring and Dedicated Artists for the Restoration of the National Arts (ADARNA)	Facilitate and assist student body organization	September 2022- February 2023			Very Impressive	Outstanding	
7	Facilitated and organized different online and face to face activities for the university and the IHK. <ul style="list-style-type: none"> VSU Intramural Games Regional SCUAA Games 2023 VSU Dancesports Team Tryouts 	<ul style="list-style-type: none"> Created different publication materials necessary for the advertisement of the activity Acted as an organizer and facilitator for the success of the event. 	September 2022	January 2023	January 2023	Very Impressive	Outstanding	

* 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: **DENNIS JOEL L. CERNA**

Performance: Outstanding

Aim: To facilitate the "Kinetika" Radio Program at DYDC 104.7

Proposed Intervention to Improve Performance:

Come up with different weekly segments of the program

Date: February 2023

Target date: March 2023

First Step:

- Create a timeline of weekly segments with co-faculties as co-hosts

Result:

- Attractive Radio program for the university and stakeholders

Date: June 2023

Target Date: July 2023

Next Step:

- Study the result of the Program

Outcome:

- A more attractive and enjoyable Radio Program for the employees and stakeholders of the university

Final step/recommendation:

- Consistency of the implementation of the Radio program.

Prepared by:

CHARIS B. LIMBO

Director, IHK

Conforme:

DENNIS JOEL L. CERNA