

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 (2x 3)
1. Instruction			
a. Head/Dean (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75 %	5.0	3.75
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%)		4.5 x 100% = 4.5	
Total for Extension	25%	4.5	1.13
4. Support to Operations	%		
TOTAL	100%		4.88

EQUIVALENT NUMERICAL RATING:

4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.88

ADJECTIVAL RATING:

Outstanding

Prepared by:

DENNIS JOEL L. CERNA
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director

Recommending Approval:

ALEKI A. VILLOCINO
College Dean


Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

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 targets in accordance with the indicated measures for the period January to June 2020.


DENNIS JOEL L. CERNA
 Instructor I
 Date: Sept 18, 2020

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	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 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	8	34.9	5	5	5	5.00	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	12	5	5	5	5.00	PhEd14 (5), PEHMA 7 (2)
		A11. 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						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Training on google classroom, Training on Moodle
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	PhEd 14 (2), PEHMA 7 (4)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	PhEd14 (2), PEHMA 7 (4)
		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	41	44	5	5	5	5.00	Bachelor of Culture and Arts Education Advisees
		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	10	43	5	5	5	5.00	Bachelor of Culture and Arts Education Advisees
	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 Organization

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	5	5	5	5.00	ADARNA Organization
	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	1	1	5	5	5	5.00	PhEd11: Movement Enhancement
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd11: Movement Enhancement
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	PhEd11: Movement Enhancement
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	PhEd11: Movement Enhancement
		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	1	1	5	5	5	5.00	PhEd11: Movement Enhancement
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	PhEd11: Movement Enhancement, ECEd105:Creative Arts, Music and Movement in Early Childhood
	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 oroject 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 scienfic 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 faculty or								
		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		1	1	5	5	5	5.00	VSU Dancesports Team

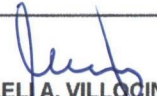
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach		1	4	5	5	5	5.00	VSU Dancesports Team
	Resource Persons	Resource Persons/Coach of Different Sports		1	1	4	4	4	4.00	VSU Dancesports Team
	Convenor/Organizer	Convenor/Organizer		1	1	4	4	4	4.00	VSU Dancesports Team
	Consultancy	Consultant								
	Evaluator	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					

18 ÷ 4
= 4.50

		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	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				93	93	93	93.00	
	Average Rating				4.9	4.9	4.9	4.89	
	Adjectival Rating								

Average Rating (Total Over-all rating divided by 4)		4.89	Comments & Recommendations for Development Purpose: <i>Very efficient ! One of the most dependable faculty in the institute. consistently respectful & punctual.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.89	
Adjectival Rating		Outstanding	

Evaluated & Rated by: 
CHARIS B. LIMBO
Department Head
Date:


ALELI A. VILLOCINO
Dean, College of Education
Date:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

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 PhEd4 and PEHMA7	Deliver quality learning to students in the undergraduate program and Junior high school	January 2020	May 2020	May 2020	Very impressive	Outstanding	
2	Develop ppt in PE14 and PEHMA7	A more comprehensive ppt presentation	January 2020	May 2020	May 2020	Very Impressive	Outstanding	
3	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	January 2020 to June 2020			Very impressive	Outstanding	
4	Submit reports and other requirements	Sign DTRs, submit grade sheets	January 2020 to June 2020			Very Impressive	Outstanding	
	Coached the Dancesports Team-Modern Standard	<ul style="list-style-type: none"> Created a training program for the team Facilitated in purchasing the costumes of the team needed for the regional competition Polished routines used for the regional 	January 2020	June 2020	June 2020	Very Impressive	Outstanding	

		competition.						
6	Attend ADARNA Organizatrion	<ul style="list-style-type: none"> Signed activity requests Advised the Organization 	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
7	Advised BCAEd Students	<ul style="list-style-type: none"> Signed Enrollment forms Advised proper subjects to be taken Follow-up INCs and Lacking grades 	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
8	Attend Meetings for the BCAEd program	<ul style="list-style-type: none"> Create an expected outline for Internship for the BCAEd Program 	January 2020	May 2020	May 2020	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 Rating: Outstanding

Aim: To come up with attractive university wellness activities

Proposed Interventions to Improve Performance: Survey of the activities that constituents in the university like to do

Date: January 2020

Target date: June 2020

First Step:

- Conduct a survey on the activities that the university constituents like to perform
- Recall and reactivate the wellness coordinators in each offices/department.

Result:

- Collaborative effort in coming up with the wellness activities

Date: January 2020

Target date: June 2020

Next Step:

- Study the result of the survey


Outcome:

- A more attractive and enjoyable activity for the employees of the university

Final Step/Recommendation:

Consistent in the implementation of the program regardless of the number of attendance.

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


DENNIS JOEL L. CERNA
Name of Ratee Faculty/Staff