

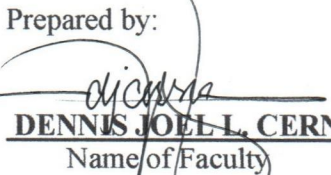
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of faculty Member: DENNIS JOEL L. CERNA

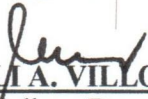
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		5.0 x 50% = 2.50	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	75 %	4.84	3.63
2. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)		2.50 x 50% = 1.25	
b. Dept. Head/Center Director (50%)		2.50 x 50% = 1.25	
Total for Extension	10%	2.50	.25
4. Support to Operations	15%	5.0	.75
TOTAL	100%		4.63

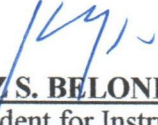
Equivalent numerical rating 4.63
Add: additional Points if any: _____
Total Numerical Rating: 4.63

Adjectival rating: OUTSTANDING

Prepared by:

DENNIS JOEL L. CERNA
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Department Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Individual Commitment and Review Form (IPCR)

I, Dennis Joel L. Cerna of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following accomplished targets in accordance with the indicated measures for the period of July to December 2019.

DENNIS JOEL L. CERNA
Ratee

Approved:

CHARIS B. LIMBO
Head of Unit
Date: 01-24-2020

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Advance Higher Education					5	5	5	5.00	
Higher education services	FTE-TL	1ST Semester 2019-2020 Physical Education 13 PEHMA 7		36,40					
		TOTAL	230		5.0	5.0	5.0	5.0	
	Instructional Materials Revised and Utilized Teaching guides/aids, exams (written and practical) and reports	Prepared PowerPoint presentations for lessons	20	24	5.0	5.0	5.0	5.0	
		Prepared activities for PEHMA 7 necessary for lessons in PE and Music	5	15	5.0	5.0	5.0	5.0	
		Prepared midterm examination	2	4	5.0	5.0	5.0	5.0	
		Prepared Periodical Exams	4	4	5.0	5.0	5.0	5.0	
		Conducted practical exams	15	18	5.0	5.0	5.0	5.0	
		Computed grades	6	8	5.0	5.0	5.0	5.0	
		Checked quizzes	20	22	5.0	5.0	5.0	5.0	
		checked assignments	10	11	5.0	5.0	5.0	5.0	
	Activities Assisted								
	Number of Student-Related								
	Activities Assisted	Facilitated University Intramurals 2018	1358	2374	5.0	5.0	5.0	5.0	

		Facilitated the Regional SCUAA Meet 2019	200	255	5.0	5.0	5.0	5.0	
	Coaching	Trained and Coached the VSU Dancesports Team	4	8	5.0	5.0	5.0	5.0	
		Club Adviser	Adviser of BCAEd Club "ADARNA"	75	85	5.0	5.0	5.0	5.0
		Academic Adviser	Academic adviser of BCAEd Students	30	34	5.0	5.0	5.0	5.0
		TOTAL INSTRUCTION						5.0	
Extension	Facilitated the "Langoy para sa Kaluwasan"	Assisted in the conduct of the athletics	15	21	5.0	5.0	5.0	5.0	
		Langoy para sa Kaluwasan Extension	15	22	5.0	5.0	5.0	5.0	
		TOTAL EXTENSION						5.0	
Support to Operations	Attendance in regular and special meetings								
		Number of IHK regular and special meetings	5	6	5.0	5.0	5.0	5.0	
	Committee Assignment	Coordinated the G. Malakas and Bb. Maganda 2018	40	87	5.0	5.0	5.0	5.0	
		TOTAL SUPPORT TO OPERATIONS						5.0	
Total Over-All Rating								5.00	

Average Rating (Total Over-all rating divided by 4)		5.00	Comments and Recommendations for Development Purposes Mr. Cerna reports on time, completes assigned work, & achieves desired results on schedule. Keep it up!
Additional Points			
Punctuality			
Approved Additional Points (with copy of approval)			
Final Rating		5.00	
Adjectival Rating			

Evaluated and Rated by:

CHARIS B. LIMBO

Unit Head

Date: 01-24-2020

Recommending Approval:

ALELI A. VILLOCINO

College Dean

Date: _____

Approved

BEATRIZ S. BELONIAS

Vice- President for Instruction

Date: _____

PERFORMANCE MONITORING FORM


Name of Employee: DENNIS JOEL 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 undergraduate and junior high school students	Deliver quality learning outcomes to students in the undergraduate and junior high school programs	July 2019	December 2019	December 2019	Very impressive	Outstanding	All students passed the subjects
2	Prepare and utilize instructional materials; conducts mid-term, long exams, practical and final examinations; collected and checked students 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	July 2019	December 2019	December 2019	Very impressive	Outstanding	Instructional materials must be updated regularly
3	Submit reports and other required documents: * grade sheets * list of athletes, parental consent forms for the Regional SCUAA 2019	Timely submission of all the required documents to avoid delay in the processing	July 2019	December 2019	December 2019	Impressive	Outstanding	Tasks were done on time
4	Coach student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	July 2019	December 2019	December 2019	Very impressive	Outstanding	Was able to produce regional Players. More trainings for more national players
5	Attend regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	July 2019	December 2019	December 2019	Impressive	Outstanding	Attends meetings promptly
6	Function as member/chairperson in committee assignments in Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee	July 2019	December 2019	December 2019	Very impressive	Outstanding	Responsible in all task assigned to

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

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

Prepared by:


CHARIS B. LIMBO

Unit Head

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July – December 2019

Name of Staff: JOSE V. CAPUNO

Position: Administrative Aide III

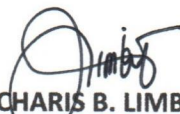
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients event beyond the official time.	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients.	5	4	3	2	1

9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university.	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.	5	4	3	2	1
12.	Willing to be trained and developed.	5	4	3	2	1
Total Score						
B.	Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit.	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation : _____


CHARIS B. LIMBO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: Very Satisfactory

Aim: To come up with attractive university wellness activities

Proposed Intervention to Improve Performance:

Survey of the activities that constituents in the university like to do

Date: August 2019

Target Date: September 2019

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: October 2019

Target Date: October 2019

Next Step:

- Study the result of the survey


Outcome:

- A more attractive and enjoyable activity for the employees

Final Step/Recommendation:

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

Prepared by: .


CHARIS B. LIMBO
Director, IHK

Conforme:


DENNIS JOEL L. CERNA