

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
January –June 2016**

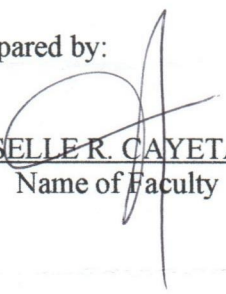
Name of faculty Member: JOSELLE R. CAYETANO

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%)		4.20 x 50% = 2.10	
b. Students (50%)		3.86 x 50% = 1.93	
Total for Instruction	75 %	4.03	3.02
<b>2. Research</b>	5 %	0.0	0.0
<b>3. Extension</b>	15%	4.67	.70
<b>4. Support to Operations</b>	5%	4.45	.22
<b>5. Administrative Support Services</b>	5%	4.67	.234

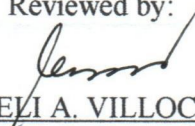
Equivalent numerical rating                      4.17  
Add: additional Points if any:                                  
Total Numerical Rating:                              4.17

Adjectival rating:                                      **VERY SATISFACTORY**

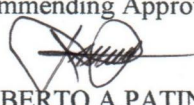
Prepared by:

  
JOSELLE R. CAYETANO  
Name of Faculty

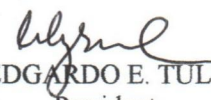
Reviewed by:

  
ALELI A. VILLOCINO  
Department Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

**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 June, 2016.

JOSELLE R. CAYETANO

Ratee

ALELI A. VILLOCINO

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	<b>2<sup>nd</sup> Semester, SY 2014-2015</b> • PHED 211 (Organization and Administration of Recreation)	3.25	<b>3.25</b>	5	4	4	<b>4.33</b>	
<b>HIGHER EDUCATION SERVICES</b>	FTE TL	• Physical Education 14 (Arnis) • MAPEH 108 • MAPEH 103	30	<b>31.7</b>	5	4	4	<b>4.33</b>	Presentations are made per topic  Video presentations are used as supplemental information per major topic
	Implementation of Instructional Programs, Projects and Activities:	• IMs and other devices prepared and utilized	5	<b>10</b>	4	4	4	<b>4.0</b>	
		• Mid-term and Final Examinations conducted	9	<b>9</b>	4	4	4	<b>4.0</b>	
	Teaching Guides/teaching aid	• No. of teaching aids and devices prepared for utilization with 80% acceptance	10	<b>25</b>	4	4	4	<b>4.0</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	4 4	4 4	<b>4.33</b> <b>4.33</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>	4	4	4	<b>4.0</b>	
	Student Advising	<ul style="list-style-type: none"> <li>• Number of Student-Teaching Advisee</li> <li>• MAPEH Club Adviser</li> </ul>	3 160	<b>3</b> 180	5 5	4 4	4 4	<b>4.33</b> <b>4.33</b>	
		<ul style="list-style-type: none"> <li>• Approved Portfolio/Special Problem submitted within the prescribed period</li> </ul>	3	4	5	4	4	<b>4.33</b>	
	Student Consultation Service	<ul style="list-style-type: none"> <li>• Number of hours spent on Student Consultation/Sem</li> <li>• Hours spent on Advising students on subject-related concerns/Sem</li> </ul>	<b>45</b> hrs 5hrs	<b>60</b> hrs 15hrs	4 5	4 4	4 4	<b>4.0</b> <b>4.33</b>	
	<b>Total for Instruction:</b>				4.61	4	4	<b>4.20</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	4	<b>4.67</b>	
	<b>Total for Extension:</b>	•			5	5	4	<b>4.67</b>	
<b>SUPPORT TO OPERATIONS</b>	Coordinator (program, varsity, Music Section) <ul style="list-style-type: none"> <li>• MAPEH Sirens</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Members</li> </ul>	20	<b>30</b>	5	5	4	<b>4.67</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	4	<b>4.67</b>	
	Training/seminar/conference participation	<ul style="list-style-type: none"> <li>• Philippine Finswimming Licensing Course</li> </ul>	1	<b>1</b>	5	4	4	<b>4.33</b>	
			1	<b>1</b>	5	4	4	<b>4.33</b>	
			1	<b>1</b>	5	4	4	<b>4.33</b>	



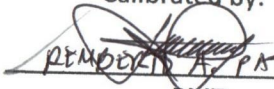
	Committee assignments as member/chairperson in Institute and University affairs	<ul style="list-style-type: none"> <li>• Mugna sa MAPEH - Music Director</li> <li>• IHK Music Recital</li> <li>• Piano and Voice recital</li> <li>• Intrument Ensemble Playing (Banduria)</li> <li>• Member, Athletics Committee, Students, Faculty and Staff Sportsfest - July- 2016</li> <li>• Trainor (Music), IHK Summer Recreation Program</li> </ul>	1	<b>1</b>	5	4	4	<b>4.33</b>	
			1	<b>1</b>	5	4	4	<b>4.33</b>	
			30	<b>70</b>	5	4	4	<b>4.33</b>	
			1	<b>1</b>	5	5	4	<b>4.67</b>	
			1	<b>1</b>	5	5	4	<b>4.67</b>	
	<b>Total for Support to Operations:</b>				5	4.36	4	<b>4.45</b>	
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	4	<b>4.67</b>	
<b>Total Over-all Rating</b>					<b>4.90</b>	<b>4.59</b>	<b>4.0</b>	<b>4.49</b>	

Received by:

  
Planning Office

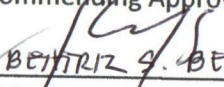
Date: \_\_\_\_\_

Calibrated by:

  
REMY A. PATINDOL, Ph.D.  
PMT


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

Recommending Approval:

  
BENITEZ S. BELONIAS, Ph.D.  
Vice President

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

Approved by:

  
EDGARDO E. TULIN, Ph.D.  
President

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

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average