

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: LYNDON L. MANINGO

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 (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75%	5.00	3.75
<b>2. Research</b>			
a. Client/Dir. for Research		x50%	
b. Dept. Head/Center Director (100%)		x50%	
Total for Research			
<b>3. Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.93 x 100% = 4.93	
Total for Extension	25%	4.93	1.23
<b>4. Admin &amp; Support Services</b>	%		
<b>TOTAL</b>	<b>100%</b>		<b>4.98</b>

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LYNDON L. MANINGO  
Name of Faculty

Reviewed by:

CHARIS B. LIMBO  
Department Head

Recommending Approval:

ALELI A. VILLOCINO  
College Dean

Approved:

BEATRIZ S. BELONIAS  
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNDON L. MANINGO, 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.

Approved:

LYNDON L. MANINGO

Instructor I

Date: September 21, 2020

CHARIS B. LIMBO

Department Head

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned							
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> <i>Number of students advised on thesis/special problem/dissertation</i>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 .</b> <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							

		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							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	14	27.25	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	14	7	5	5	5	5.00	
		<u>A 11</u> . 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	1	0					
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	



		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	21	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	10	21	5	5	5	5.00	
		<b>A17.</b> 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							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	40	5	5	5	5.00	Students concern in subjects;service PE and Major Subjects, Organizations (BPSS, Beta Phi Upsilon/Lambda Phi Delta Frat/Sor.)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	BPSS, Beta Phi Upsilon/Lambda Phi Delta Frat/Sor.
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	5	5	5.00	BPSS, Beta Phi Upsilon/Lambda Phi Delta Frat/Sor.
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	PhEd 101: Anatomy and Physiology of Human Movement
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	PhEd 101: Anatomy and Physiology of Human Movement
	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							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									
		<b>A 33.</b> 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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	1	6	5	5	5	5.00	LGU's: Selected Barangay's participated in the ongoing extension projects.	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	7	20	5	5	5	5.00	Participated in the extension services.	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	5	5	5	5	5.00	LSK, Basketball clinic, volleyball clinic, Badminton clinic, Kinetica Radio Program	


	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0	35	5	5	5	5.00	Basketball and Volleyball clinic only because the LSK is still on going.
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	2	5	5	5	5.00	Officiating, Organizing, and Particular sporting event technical skills
	Research Mentoring	Research Mentor/ Sports Trainer		1	1	5	5	5	5.00	VSU Swimming Team
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach		1	20	5	4	4	4.33	VSU Swimming Team
	Resource Persons	Resource Persons/Coach of Different Sports		1	2	5	5	5	5.00	VSU Swimming Team, LSK
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	LSK
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	5%						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					

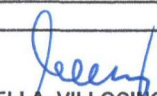
$$44.33/9 = 4.93$$



		<b>A 45.</b> 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							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>				120	119	119	119.33	
	<b>Average Rating</b>				5	5	5	4.97	
	<b>Adjectival Rating</b>								

Average Rating (Total Over-all rating divided by 4)		<b>4.97</b>	Comments & Recommendations for Development Purpose:
Additional Points			<i>Reports on time, completes assigned work &amp; achieves desired results on time.</i>
Approved Additional Points (with copy of approval)			
Final Rating		<b>4.97</b>	
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: Lyndon L. Maningo


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 service physical education and major subjects	Students must pass the subject	January 2020	June 2020	June 2020	Very impressive	Outstanding	no failed students
2	Advice Beta Phi Upsilon/ Lambda Phi Delta Frat./Sor.	Well-organized Officers	January 2020	June 2020	June 2020	Impressive	Very satisfactory	Conduct regular follow-up and meeting to ensure a well-organized council
3	Advice BPED major students	Students to be guided graduate on time	January 2020	June 2020	June 2020	Impressive	Very satisfactory	Conduct regular communication to students especially with academic concerns, Facilitate student enrollment.
4	Coaches student athletes in the varsity program	Produce highly competitive athletes that can represent the university in the regional, national SCUAA and other invitational games	January 2020	June 2020	June 2020	Very Impressive	Outstanding	Was able to produce Athletes to qualify for possible National SCUAA and Invitational games. More trainings for more national players
5	Conduct Approved IHK Extension Project	Present to OVPRE In-house review, seminar-workshop	January 2020	July 2020	July 2020	Very impressive	Outstanding	On-going
6	Attends 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	January 2019	June 2019	June 2019	Impressive	Outstanding	Actual attendance/participation and Online participation

7	Attended mandated and essential trainings/seminar/workshop	Faculty development and professional growth	January 2019	June 2019	June 2019	Impressive	Outstanding	Have attended
8	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	January 2019	June 2019	June 2019	Impressive	Outstanding	Well prepared
9	Submit reports and other requirements	Submit Extension Project Report, Guidance-based Facilitator's Report, Updated DTR, IPCR, PMF, FDP, and others	January 2019	June 2019	June 2019	Impressive	Outstanding	Have complied
10	Guidance-based facilitator	Settle students/faculty concern within IHK and submit report to USSO	January 2019	June 2019	June 2019	Impressive	Very satisfactory	Willing and able to provide solutions to student's problems related to academic and non-academic concerns
11	Institute and University Committee Assignments as member/chairperson	Assisted on Institute's Faculty Hiring and Recruitment	June 2020	June 2020	June 2020	Very impressive	Outstanding	Responsibly handled the task

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

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

Prepared by:

  
**CHARIS B. LIMBO**  
 Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LYNDON L. MANINGO

Performance Rating: Outstanding

Aim: To revise approved extension proposal due to pandemic (Covid-19) that has affected the ongoing extension project.

Proposed Intervention to Improve Performance:

Collaborate with other faculty to develop new strategy in addressing concerns in the effective delivery of goods to the participants in the selected community.

Date: July 2020

Target Date: September 2020

First step:

Meeting with the faculty with skills in using online facilities to develop tools for effective delivery of extension project despite the pandemic.

Result:

Come up with a decision on what tools/application to be used.

Date: October 2020

Target Date: November 2020

Next Step:

Assign faculty to help develop online material to be disseminated to the participants.

Outcome:

Continued extension project.

Final Step/Recommendation:

Submit report to OVPRE.

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**LYNDON L. MANINGO**