

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: SHEENA EUNICE B. TABUDLONG

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%)		4.75 x 100% = 4.75	
Total for Extension	25%	4.75	1.19
TOTAL	100%		4.94

EQUIVALENT NUMERICAL RATING: 4.94

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: Outstanding

Prepared by:

SHEENA EUNICE B. TABUDLONG
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Department Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean

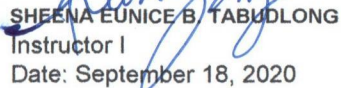
Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA EUNICE B. TABUDLONG, 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.


SHEENA EUNICE B. TABUDLONG
Instructor I
Date: September 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	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	1	2.4	5	5	5	5.00	PhEd 212
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	7	5	5	5	5.00	MEd -PE
		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	1	1	5	5	5	5.00	PhEd 212
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 212
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	PhEd 212
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	Rubrics on Virtual Dance Choreography Practical Examination
		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	1	1	5	5	5	5.00	PhEd 212
	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	1		5	5	5	5.00	
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	18	28.3	5	5	5	5.00	PhEd 12 , PhEd 14
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	9	5	5	5	5.00	PhEd 12 , PhEd 14
		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	8	5	5	5	5.00	PhEd 12 , PhEd 14 , PhEd 103

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5.00	National Training for Sports Coaching, Training on Moodle, Training Workshop on Course Module Production for Flexible Learning in HEI Webinar Series, and International Webinar on Physical Education Sports and Fitness in Embracing a New Normal
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	17	5	5	5	5.00	PhEd 12 , PhEd 14
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	16	5	5	5	5.00	PhEd 12 , PhEd 14
		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							
		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							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	5	5	5.00	Bachelor of Physical Education and Bachelor of Culture and Arts Education
	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	PhEd 103

	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 fora/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 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							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 103
		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 103
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	PhEd 103
		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	PhEd 103
		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	PhEd 11, PhEd 13, PhEd 103
	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							

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 Arnis Varsity Team
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach		1	10	5	5	5	5.00	VSU Arnis Varsity Team
	Resource Persons	Resource Persons/Coach of Different Sports		1	1	5	5	5	5.00	VSU Arnis Varsity Team
	Convenor/Organizer	Convenor/Organizer		1	1	4	4	4	4.00	


$$19 \div 4 = 4.75$$

	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								
		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. Customer 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					124	124	124	124.00	
	Average Rating					5	5	5	4.96	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.96	Comments & Recommendations for Development Purpose:
Additional Points			With reliable work ethic & possesses discipline. Always available to other faculty members who need help.
Approved Additional Points (with copy of approval)			
Final Rating		4.96	
Adjectival Rating		Outstanding	

Evaluated & Rated by:


CHARIS B. LIMBO

Department Head

Date:

Recommending Approval


AREL A. VILLOCINO

Dean, College of Education

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

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 graduate course	Deliver quality learning to students in the undergraduate program	January 2020	January 2020	June 2020	Very impressive	Outstanding	Assigned task were accomplished
2	Develop ppt in Phed14 ,PE12, PHED 212	A more comprehensive ppt presentation	January 2020	January 2020	June 2020	Very impressive	Outstanding	Assigned task were
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	January 2020	June 2020	Very impressive	Outstanding	Task was done responsibly
4	Submit reports and other requirements	Submitted DTR and grade sheets	January 2020	January 2020	June 2020	Very impressive	Outstanding	Assigned task were accomplished
5	Coaching and Training Varsity Team	Trained and Coach VSU Varsity Arnis Women	July 2019	January 2020	June 2020	Very impressive	Outstanding	Able to produce athletes eligible for the Nationals

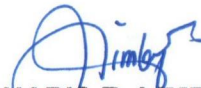
6	Student Consultation	<ul style="list-style-type: none"> Advise courses to be taken Graduate MEd and BPED Advisees Motivated and follow up of requirements for Graduating MAPEH students Facilitates students in their completion of the course 	January 2020	January 2020	June 2020	Very impressive	Outstanding	Assisted students' concerns
7	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	January 2020	January 2020	June 2020	Very impressive	Outstanding	Attended Meetings on time
8	Prepare and utilize instructional materials assignments and projects	Produce Instructional materials in courses to be taught for 1 st semester 2020-2021	May 2020	January 2020	June 2020	Very impressive	Outstanding	Assigned task were accomplished
9	Create virtual classroom	Preparation of google classroom/ e learning portal for 1 st semester 2020-2021	May 2020	January 2020	June 2020	Very impressive	Outstanding	Assigned task were accomplished
10	Attend mandated trainings	Professional growth and development	March 2020	January 2020	June 2020	Very impressive	Outstanding	Completed required hours (both virtual and face to

								face) of trainings
11	Committee assignments as member/chaiperson in institute and University affairs	Assisted on Faculty Hiring and Recruitment in the institute	June 2020	June 2020	June 2020	Very impressive	Outstanding	Task was done responsibly

* 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: **SHEENA EUNICE B. TABUDLONG**

Performance Rating: Outstanding

Aim: Collaborate with supervising teachers and coordinating teachers assigned on respective community schools

Proposed Interventions to Improve Performance: Evaluation of Students Internship Program

Date: January 2020

Target date: June 2020

First Step:

Meeting with the assigned supervising teachers and BSSED MAPEH student interns on problems encountered

Result:

Feedbacks/suggestions and recommendations evaluated

Date: February 2020

Target date: June 2020

Next Step:

Review the Feedbacks/suggestions and recommendations


Follow up requirements and clearance needed in application for graduation

Outcome: Come up with better guidelines for the next implementation

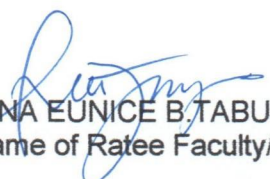
Final Step/Recommendation:

Careful and thorough planning and review on upcoming student apprenticeship /internship of BCAED and BPED

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


SHEENA EUNICE B. TABUDLONG
Name of Ratee Faculty/Staff