SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Joselle R. Cayetano (Assoc. Prof. I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.52	1.81
b. Students	40	4.43	1.77
Total for Instruction	80		3.58
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	20	5.00	1.00
4. Administration			
5. Production	-		
TOTAL	100		4.58

EQUIVALENT   NUMERICAL RATING: **4.58**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.58**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: Reviewed by:

JOSELLE R. CAYETANO   **CHARIS B. LIMBO-RIVERA**
Name of Faculty   Director, IHK

Recommending Approval:

BAYRON S. BARREDO
Dean, College of Education

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSELLE R. CAYETANO, a faculty member of the Institute of Human Kinetics commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2023.

JOSELLE R. CAYETANO
Assistant Professor IV
Date: January 15, 2024

Approved:

CHARIS B. LIMBO-RIVERA
Department Head
Date: January 18, 2024

BAYRON S. BARREDO
College Dean
Date: Jan-18-2024

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	Eficiency	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	4	5	5	5	5.00	Palo, Dohinog, Gozon, Piedad
		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	22.3	22.3	5	5	5	5.00	CAED 111, CAED 121, TEGr 111, PRED 191, PhED 11, FS 1&2 PRED 200
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	CAED 111, CAED 121, TEGr 111, PRED 191, PhED 11, FS 1&2 PRED 200
		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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	International Choral Festival-Learn from the Masters, Kundiman Songwriting Seminar

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	CAED 111, CAED 121, TEGr 111, PRED 191
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		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*	20	80	5	5	5	5.00	All BCAED and BPED 2nd Year and irregular students
		A17. Number of students advised on thesis/ field practice/special problem:		3	12	5	5	5	5.00	FS 1&2 Action Research Advisees, (Sual, Suralta, Mahilum, Torcino, Yamas, Catalla and Carulasan)
		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	1	210	5	5	5	5.00	All BCAED and BPED students regarding music subjects and music related activities
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*	2	9	5	5	5	5.00	Apprenticeship Culmination, Salingkusog 2023, EVCAA, National SCUAA, Regional SCUAA, BCAEd Acquaintance Program
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	2	5	5	5	5.00	CAED 111, CAED 112
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	3	5	5	5	5.00	CAED111, CAED 121, TEGR 111

					2	10	5	5	5	5.00	Powerpoints: Rudiments of Music, Ancient, Medieval, Renaissance, Classical, Romantic, Impressionism, Expressionism, Modern Music styles. Videos: Demo Music videos on different music styles (6videos)
		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.	2	10	5	5	5	5.00	Flashcards on Rudiments of Music. Long Exams on Ancient, Medieval, Renaissance, Classical, Romantic, Impressionism, Expressionism, Modern Music styles. Videos: Listening test on the different music styles (7 styles)
		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							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	CAED 111, CAED 121, TEGr 111
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or							
		Agency/firm/Industry linkages		Coordinates with potential firms and							
		A 26. Other outputs implementing		Designs experiential learning							
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							
	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							
		In refereed int'l journals									

PI	Activity	Description							Remarks
	In refereed nat'l/regional journals								
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							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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								
	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	1	5	5	5	5	5.00	DepEd-Leyte, DepEd-Ormoc, DepEd-Baybay, LGU-Albuera, LGU-Baybay
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	2	5	5	5	5.00	Choir Trainer, Conductor, Classical Music, Arnis Team, Action Research
Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			1	2	5	5	5	5.00	Arnis Team, Piano
Resource Persons	Resource Persons/Coach of Different Sports			1	2	5	5	5	5.00	ESEC: Music and Dance and School for the Arts Music Program
Convenor/Organizer	Convenor/Organizer			2	9	5	5	5	5.00	Apprenticeship Culmination, Salingkusog 2023, EVCAA,
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 (extn. 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 theQMS 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						compliant
	On program accreditations								
	On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						compliant
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 performfing 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					95	95	95	95	
Average Rating					4.52	4.52	4.52	4.52	
Adjectival Rating									

			Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 4)			
Additional Points			*keep up the good work!*
Approved Additional Points (with copy of approval)			
Final Rating			
Adjectival Rating			

Evaluated & Rated by:

CHARIS B. LIMBO-RIVERA
Department Head
Date: JANUARY 18, 2024

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: JAN-18-2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 01/29/24

Exhibit I

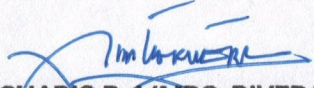# PERFORMANCE MONITORING FORM

Name of Employee: **Joselle R. Cayetano**

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	Undergraduate Students (BCAED, BEED and PE Students)	Deserving Students must pass the subject and the students failing to comply the minimum required outputs is advised to re-enroll the subject.	July 2023	December 2023	December 2023	Impressive	Outstanding	Streamline deserving students and undeserving students are advised to re-enroll.
2	Advise MPE (graduate) students	Students to be guided graduate on time	July 2023	December 2023	December 2023	Impressive	Very satisfactory	Attend to students concerns especially with academic, and Facilitate student enrollment.
3	Submit Grades on Time	Grades in the graduate and undergraduate classes were submitted on time	July 2023	December 2023	December 2023	Impressive	Outstanding	Grades were submitted ahead and on time.
4	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	July 2023	December 2023	August - October 2023	Impressive	Outstanding	Actual attendance/participation and Online participation

| 5 | Develop student assessment and evaluation tool | Checking of student output and make a report (grade) | July 2023 | December 2023 | December2023 | Impressive | Outstanding | Well prepared |

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

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

Prepared by:

CHARIS B. LIMBO-RIVERA
Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSELLE R. CAYETANO**

Performance Rating: Outstanding

Aim: To revise existing music syllabus in BCAED and BPED subjects in accordance with ISO9000.

Proposed Intervention to Improve Performance:
Review and update existing syllabus in accordance to arising trends in education and instruction in the post-pandemic period.

Date: February 2023

Target Date: July 2023

First step:
- Revisit the existing syllabus in music.

Result:
- Updated course syllabus in music for BCAED and BPED Subjects.

Date: June 2023

Next Step:
- Produce the updated version of the music course syllabus for BCAED and BPED for SY 2023-2024.

Outcome:
- Revised syllabus in music for BCAED and BPED.

Final Step/Recommendation:
- Submit to the college of education after it was reviewed by the IHK Curriculum committee

Prepared by:

CHARIS B. LIMBO-RIVERA
Director, IHK

Conforme:

JOSELLE R. CAYETANO
Music Education Instructor, IHK