

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 (50%)		5.0 x 50% = 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
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 (50%)		2.34 x50% = 1.17	
b. Dept. Head/Center Director 50%)		2.34 x50% = 1.17	
Total for Extension	10%	2.34	.23
4. Support to Operations	15%	5.0	.75
<b>TOTAL</b>	<b>100%</b>		<b>4.73</b>

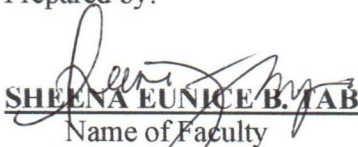
Equivalent Numerical Rating: 4.73

Add: Additional Points, if any: \_\_\_\_\_

TOTAL Numerical Rating: 4.73

Adjectival Rating: Outstanding

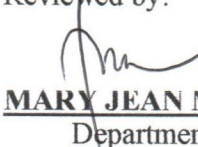
Prepared by:

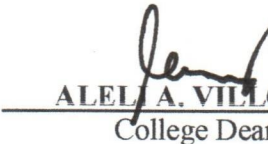
  
SHEENA EUNICE B. TABUDLONG  
Name of Faculty

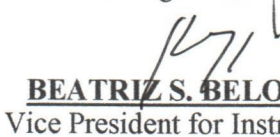
Recommending Approval:

Approved:

Reviewed by:

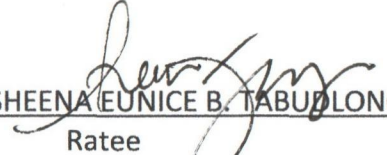
  
MARY JEAN M. SAPAN  
Department Head


  
AREL A. VILLOCINO  
College Dean

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, of the SHEENA EUNICE B. TABUDLONG 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, 2019.

  
SHEENA EUNICE B. TABUDLONG  
 Ratee

Approved:   
MARY JEAN M. SAPAN  
 Head of Unit  
 Date: \_\_\_\_\_

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
<b>HIGHER EDUCATION SERVICES</b>	FTE TL	<b>2<sup>nd</sup> Semester 2018-2019</b>  Phed 12 Fitness Exercise PE 14 Individual Dual Sports (Arnis) PHED212 Dance Composition and Production	18	23.35	5	5	5	<b>5</b>	

	Implementation of Instructional Programs, Projects and Activities:								
	Teaching Guides/teaching aids	<ul style="list-style-type: none"> <li>• IMs and other devices prepared and utilized</li> </ul>	2	4	5	5	5	5	
		<ul style="list-style-type: none"> <li>• Mid-term and Final Examinations conducted</li> </ul>	1	2	5	5	5	5	
		<ul style="list-style-type: none"> <li>• Projects/assignments collected and checked with 100% completed on due date</li> </ul>	5	5	5	5	5	5	
	Submission of reports and other requirements	<ul style="list-style-type: none"> <li>• No. of teaching aids and devices prepared for utilization with 80% acceptance</li> </ul>							
		<ul style="list-style-type: none"> <li>• DTR</li> <li>• Grade Sheets</li> </ul>	6 5	6 9	5 5	5 5	5 5	5 5	
	Number of student-related activities assisted	<ul style="list-style-type: none"> <li>• Assisted in the preparations for College of Education Tribute for the Graduates</li> <li>• Supervised the Student Teaching Proficiency Award</li> <li>• Supervised the Annual MAPEH Symposium</li> </ul>							
			20	53	5	5	5	5	
			50	150	5	5	5	5	
	<b>Total for Instructions</b>				5	5	5	5	



<b>EXTENSION SERVICES</b>	Technical Support Services	Trainer Mister and Miss College of Education	2	2	4	5	5	5	
	<b>Total for Extension</b>				<b>4</b>	<b>5</b>	<b>5</b>	<b>4.67</b>	
<b>SUPPORT TO OPERATIONS</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>	3	4	5	5	5	<b>5</b>	
	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> <li>• Preparation of Awards of different sports events; documentation – Annual Athletic Awards</li> </ul>	200	261					
		<ul style="list-style-type: none"> <li>• Prepared the awards for VSU Good will Games;</li> </ul>	15	40					
		<ul style="list-style-type: none"> <li>• Assisted in Giving of Certificates in the VSU Student Recognition</li> </ul>	100	250					
		<ul style="list-style-type: none"> <li>• Assisted in the preparation of VSU Senior High School Commencement</li> </ul>	100	200					
		<ul style="list-style-type: none"> <li>• Assisted in Giving of Certificates in the VSU Graduation Rites</li> </ul>	100	200					
	<b>Total for Support to Operations</b>				<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	
	<b>Awards/Honors Received by Faculty:</b>								
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5	
<b>Total Over-all Rating</b>									
<b>AVERAGE RATING</b>					4.67	5	5	<b>4.89</b>	

Average Rating (Total Over-all rating by 4)		4.89
Additional Points		
Punctuality		
Approved Additional Points (with copy of Approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development

Purpose:

always at work and on time.  
always cordial & willing to help others.

Evaluated and Rated by:

MARY JEAN M. SAPAN

Unit Head

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

Recommending Approval:

ALEJ A. VILLOCINO

College Dean

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

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

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

## PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE 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 Service PE subjects (12 and 14)	Deliver quality learning to students in the undergraduate program	January 2019	June 2019	June 2019	Impressive	Very satisfactory	
2	Submit reports and other required documents:  * grade sheets * list of athletes, parental consent forms for the National SCUAA 2019	Timely submission of all the required documents to avoid delay in the processing	March/June 2019 January 2019	March/ June 2019 February 2019	March/ June 2019 February 2019	Impressive	Very satisfactory	Tasks were done on time
3	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	January 2019	June 2019	June 2019	Impressive	Very satisfactory	Attends meetings promptly
4	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	January 2019	June 2019	June 2019	Very impressive	Very satisfactory	Responsible in all task assigned to
5	Teach major courses in BPED	Deliver quality learning to students in the undergraduate program	January 2019	June 2019	June 2019	Very impressive	Outstanding	All students passed

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

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

Prepared by:

  
MARY JEAN M. SAPAN

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance Rating: Outstanding

Aim: To improve the conduct of the university intramural games

Proposed Intervention to Improve Performance:

- evaluation of the program

Date: October 2019

Target Date: October 2019

First Step:

- Call an intramural council meeting for the evaluation of the program

Result:

- Feedbacks/ suggestions and recommendations will be evaluated

Date: November 2019

Target Date: January 2019

Next Step:

- Review the feedbacks/suggestions and recommendations with the faculty of the institute

Outcome:

- Come-up with a better guidelines for the next implementation of the activity

Final Step/Recommendation:

- Careful and thorough planning and review before the next conduct of the activity.

Prepared by:

  
**MARY JEAN M. SAPAN**  
OIC Director, IHK

Conforme:

  
**SHEENA EUNICE B. TABUDLONG**