SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: **DENNIS JOEL L. CERNA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. **Instruction**			
a. Head/Dean (100%)		4.97 x 50 % =2.48	
b. Students		3.80 x 50% =1.9	
Total for Instruction	75 %	4.38	3.28
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%)		5.0 x 100% =5.0	
Total for Extension	25%	5.0	1.25
4. **Gen. Admin & Support to Services**			
TOTAL	**100%**		**4.53**

EQUIVALENT NUMERICAL RATING: 4.53
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.53**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

DENNIS JOEL L. CERNA
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director, IHK

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DENNIS JOEL L. CERNA, 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 2022.

DENNIS JOEL L. CERNA
Instructor I
Date: July 11, 2022

Approved:

CHARIS B. LIMBO
Department Head
Date: 07-11-22

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							
		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	Output (A)	Description							Remarks
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*		31.3	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	9	5	5	4	4.66	PrEd191-T432, T433 PrEd154-TF25 PrEd11-w011,w013,w015,w049,w228 CAEd143-w326
	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	13	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Access and Competitiveness through Internationalisation of Higher Education-English Medium education training
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	18	5	5	5	5.00	PrEd191-T432, T433 PrEd154-TF25 PrEd11-w011,w013,w015,w049,w228 CAEd143-w326
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	13	5	5	5	5.00	PrEd191-T432, T433 PrEd154-TF25 PrEd11-w011,w013,w015,w049,w228

		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	60	70	5	5	5	5.00	Bachelor of Culture and Arts Education 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	15	70	5	5	5	5.00	Bachelor of Culture and Arts Education Advisees
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Aspiring and Dedicated Artists for the Restoration of the National Arts (ADARNA)
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Election for Aspiring and Dedicated Artists for the Restoration of the National Arts (ADARNA) officers
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	PhEd11, CAEd143, PrEd191
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	13	5	5	5	5.00	PhEd11, CAEd143, PrEd191
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	15	5	5	5	5.00	PrEd 191, CAEd143, PhEd11
		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	3	5	5	5	5.00	CAEd 143, PhEd11, PrEd191
		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 143, PhEd11, PrEd191
	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 oroject 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								
		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								
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*									

									Remarks
Peer reviewers/Panelists	*Peer reviewers/Panelist/Coach*								
Resource Persons	*Resource Persons/Coach of Different Sports*								
Convenor/Organizer	*Convenor/Organizer*		1	6	5	5	5	5.00	VSU Biggest Loser, CE Virtual Pinning Ceremony,Kaalam: Creative forms and Narratives in the Contemporary, Kaalam: Pedagigy and Challenges of Teaching PE in the new normal, VSU Anniversary Intermission Numbers, VSU Run for a Cause
Consultancy	*Consultant*								
Evaluator	*Evaluator*		1						
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					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
PI 2. Zero percent complaint from clients served		**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
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	1						
		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							5	5	4.9	4.96	
Average Rating							5	5	4.9	**4.96**	
Adjectival Rating											

Average Rating (Total Over-all rating divided by 4)		4.96	Comments & Recommendations for Development Purpose:
Additional Points			Dependable and always willing to help co-faculty, students & other clients. Very respectful also!
Approved Additional Points (with copy of approval)			
Final Rating		4.96	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO
Department Head
Date: 07-11-22

Recommending Approval:

BAYRON S. BARREDO
Dean,College of Education
Date: 8-3-22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: **DENNIS JOEL L. CERNA**

Tas k No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accompli shed	Quality of Output*	Over-all Assessmen t of Output**	Remarks/ Recommen dation
1	Teach PhEd12, PhEd14, TEgr113, PrEd200	Deliver quality learning to students in the undergraduate program	January 2022	June 2022	July 2022	Very impressi ve	Outstanding	
2	Develop ppt in PhEd12, PhEd14, TEGr113, PrEd200	A more comprehensive ppt presentation attached to the VSUEE	January 2022	June 2022	July 2022	Very Impressi ve	Outstanding	
3	Enhance the learning guide for TEGr113	A learning guide for PhEd 11 for the Online learning that is used in the department.	January 2022	June 2022	July 2022	Very Impressi ve	Outstanding	
4.	Develop an Apprenticeship plan for CAEd 141 and 143	An apprenticeship plan that is used for both CAEd 141 and CAEd143 in the new normal.	January 2022	June 2022	July 2022	Very Impressi ve	Outstanding	
4	Develop an online course-ware for students enrolled who opt to have the online mode of learning for PhEd12, PhEd14, TEGr113, PrEd200	Develop and enhance the VSUEE for subjects assigned.	January 2022	June 2022	July 2022	Very Impressi ve	Outstanding	
5	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games	January 2022- June 2022			Very impressi ve	Outstanding	

		and activities with students with special needs						
6	Submit reports and other requirements	Sign DTRs, submit grade sheets	January 2022 to June 2022			Very Impressive	Outstanding	
7	Facilitated and organized different online and face to face activities for the university and the IHK. • VSU Biggest Loser • CE Virtual Pinning Ceremony • Kaalam: Creative forms and Narratives in the Contemporary • Kaalam: Pedagogy and Challenges of Teaching PE in the new normal • VSU Anniversary Intermission Numbers • VSU Run for a Cause	• Created different publication materials necessary for the advertisement and the activity itself. • Acted as an organizer and facilitator for the success of the event.	January 2022	June 2022	June 2022	Very Impressive	Outstanding	

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

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

Prepared by:

CHARIS B. LIMBO

Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DENNIS JOEL L. CERNA**

Performance: Outstanding

Aim: To facilitate the "Kinetika" Radio Program at DYDC 104.7

Proposed Intervention to Improve Performance:
                    Come up with different weekly segments of the program
Date: August 2022

Target date: September 2022

First Step:
- Create a timeline of weekly segments with co-faculties as co-hosts

Result:
- Attractive Radio program for the university and stakeholders

Date: November 2022

Target Date: December 2022

Next Step:
- Study the result of the Program

Outcome:
- A more attractive and enjoyable Radio Program for the employees and stakeholders of the university

Final step/recommendation:
- Consistency of the implementation of the Radio program.

Prepared by:

CHARIS B. LIMBO
Director, IHK

Conforme:

DENNIS JOEL L. CERNA