

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: JOVEL M. ABERILLA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.50 x 100% = 4.50	
b. Students			
Total for Instruction	75 %		3.38
2. Research			
a. Client/Dir. For Research (50%)		x 50% =	
b. Dept. Head/Center Director (50%)		x 50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5	
Total for Extension	10%	5.0	1.25
4. Admin Support Services	%		
TOTAL	100%		4.63

EQUIVALENT NUMERICAL RATING:

4.63

Add: Additional Points, if any:

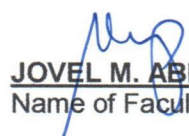
TOTAL NUMERICAL RATING:

4.63

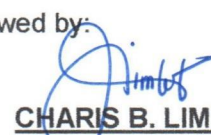
ADJECTIVAL RATING:

Outstanding

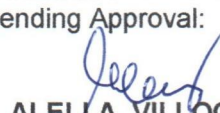
Prepared by:


JOVEL M. ABERILLA
Name of Faculty


Reviewed by:


CHARIS B. LIMBO
Director

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOVEL ABERILLA 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 - JUNE 2020.

JOVEL ABERILLA

Instructor I

Date: September 21, 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								
	PI 8: Number of graduate students advised *	A2. Number of students advised								
		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	18	37.63	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	4	4	4	4.00	
		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	3	4	4	4	4.00	

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	4	4	4	4.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	15	4	4	4	4.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	4	4	4	4	4.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	20	38	4	4	4	4.00	
		A17 . Number of students advised on thesis/ field practice/special problem:		1	1	5	5	5	5.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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	10	15	4	4	4	4.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4.00	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	4	4	4	4.00	
	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	4	4	4	4.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	CAEd- 125 International Dance & Other Forms
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	CAEd- 125 International Dance & Other Forms
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	CAEd- 125 International Dance & Other Forms
		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	CAEd- 125 International Dance & Other Forms
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	CAEd- 125 International Dance & Other Forms
	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							


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	Implements 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								
<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>		1	3	5	5	5	5.00	VSU- CAC Dance Company, VSU Dance Sports Team, and BCAEd ADARNAVSU- CAC Dance	
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists/ Coach</i>	Act as Coach	1	40	5	5	5	5.00	VSU- CAC Dance Company, VSU Dance Sports Team,	
<i>Resource Persons</i>	<i>Resource Persons/ Coach</i>	Act as Coach	1	3	5	5	5	5.00	VSU- CAC Dance Company, VSU Dance Sports Team, and BCAEd ADARNA	
<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>	Act as Organizer	1	1	5	5	4.9	5.00	VSU- CAC Arts Month	
<i>Consultancy</i>	<i>Consultant</i>	Act as Festival Consultant and Adjudicator	1	3	5	5	5	5.00	SLSU Hugyaw 2020, Bato Balani Festival, & Sinulog de Malitbog	
<i>Evaluator</i>	<i>Evaluator</i>									
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								

40
5.00 = 5

	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						105	115	115	115.00
Average Rating						4.2	4.2	4.2	4.20
Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.20	Comments & Recommendations for Development Purpose: <i>Very active, however, must be more prompt in accomplishing tasks assigned to him.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.20	
Adjectival Rating		Very satisfactory	

Evaluated & Rated by:


CHARIS B. LIMBO
 Immediate Head
 Date: _____

Recommending Approval


ALELI A. VILLOCINO
 Dean, _____
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **JOVEL M. ABERILLA**

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 course	Deliver quality learning to students in the undergraduate program	January 2020	January 2020	2020- June	Very impressive	Outstanding	All students passed
2	BCAED Students Coordinator	<ul style="list-style-type: none"> Entertain students on changing subject, dropped, withdrawal, enrollment, and adding and conflict schedule on service physical education subject. 	January 2020- June 2020			Very impressive	Outstanding	Tasks done on time
3	Train and Coach Athletes for the National Meet	Produce winning athletes	January 2020	January 2020	2020- June	Very impressive	Outstanding	Was able to produce National players
4	Advice BCAED students	<ul style="list-style-type: none"> Empowered students to graduate on time and face challenges courageously Assisted and follow-up during enrolment 	January 2020	January 2020	2020- June	Very impressive	Outstanding	Was able to cater advice to students
5	Advice and Guide ADARNA- BCAEd Club	<ul style="list-style-type: none"> Performed functions relative to activities of ADARNA Club. 	January 2020	January 2020	2020- June	Very Impressive	Outstanding	Was able to cater and share suggestions

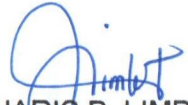
		<ul style="list-style-type: none">Designed and orchestrated performances of the ADARNA Club for various programs and activities in the Institute of Human Kinetics and the University as a whole.					for the improvement of the group.
6	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2020- June 2020	Very impressive	Outstanding	Tasks done on time	
7	Submit reports and other requirements	Submitted DTR and grade sheets	January 2020- June 2020	Very impressive	Outstanding	Was able to submit on time	
8	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none">Attended meetings in the institute and departmentUp to date knowledge and information on the current status of the institute, the college and university as a whole.	January 2020- June 2020	Very impressive	Outstanding	Attended meetings promptly	
9	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none">Attended regular meetings of VSU Alumni Association as alumni communicator	January 2020- June 2020	Very impressive	Outstanding	Responsible in all assigned task	
10	Senior Artistic Director of VSU Dance Company, Culture and Arts Center	<ul style="list-style-type: none">Trained the members of VSU Dance CompanyPresented dance performances to International visitors of	January 2020- June 2020	Very impressive	Outstanding	Was able to trained good performers and produced	

		VSU for several occasions. <ul style="list-style-type: none"> • Functioned as Socio-Cultural Committee in carrying out every task of the different arts and cultural performances. • Performed functions relative to VSU Culture and Arts Center. 					best cultural performances
11	Prepare Learning Modules	Make the BCAEd Major Subject Module CAED 125 (International Dance and other Forms)	April 2020	June 2020	Very impressive	Outstanding	Was able to submit on time
12	Attended mandated Trainings	Professional growth and development	May 2020	June 2020	Very impressive	Outstanding	Attended virtual training promptly

* 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: **JOVEL M. ABERILLA**

Performance: Outstanding

Aim: To provide dance experiences as part of education which aim to provide all university students and employees with the knowledge and skills to understand and appreciate the arts.

Proposed Intervention to Improve Performance:

Survey of the things students and constituents love doing at the University.

Date: January 2020

Target date: June 2020

First Step:

-Conduct dance program and activities that the university constituent and students like to perform.

-Reactivate the Art Month celebration in the University.

Result:

-Collaborative effort in coming up with the dance program and activities.

Date: February 2020

Target Date: June 2020

Next Step:

-Additional dance forms and activities related to arts.

Outcome:

-A more attractive and enjoyable activity for the employees and students of the university.

Final step/recommendation:

-Consistent in the implementation of the program regardless of the number of attendance.

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


JOVEL M. ABERILLA