

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

Name of faculty Member: CHARIS B. LIMBO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		4.99 x 100% =	
b. Students			
Total for Instruction	40%	4.99	2.0
2. Research			
a. Client/Dir. For Research			
b. Dept. Head/Center Director (100%)		5.0 x 100% =	
Total for Research	5%	5.0	.25
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% =	
Total for Extension	5%	5.0	.25
4. Gen. Admin & Support Services	50%	5.0	2.50
TOTAL	100%		5.0

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



CHARIS B. LIMBO
Name of Faculty

Recommending Approval:



BAYRON S. BARREDO
College Dean

Approved:





BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARIS B. LIMBO**, 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 **July-December 2020**.


CHARIS B. LIMBO
 Assistant Professor II
 Date:

Approved: 
BAYRON S. BARREDO
 College Dean
 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
						Quality	Efficiency	Timeline	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		2.25	5	5	5	5.00	PHED 211
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		6	5	5	5	5.00	MEd 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		6	5	5	5	5.00	M.Ed Advisees
	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	1	1	5	5	5	5.00	PhEd 211
		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 211 Powerpoint
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	6	5	5	5	5.00	Module 1 to Module 3 Learning task and Assessment task (Case Studies, Midterm Output, Essay)
		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 211
	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	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	2	9.6	5	5	5	5.00	PhEd 125 (2 sections)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A11. 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	1	1	4	5	5	5.00	PrEd 199 (Recto)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5	Moodle Training, BCAED OBE Syllabus Workshop, PSC National Sports Coaching Certification Online Course - Level 1 Inbox
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	Written Works (PhEd 125)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	Learning task (PhEd 125)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		1	5	5	5	5.00	PhEd 211 Discussion paper
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							

		<u>A17</u> . 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							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught thesis and grades	14	339	5	5	5	5.00	BCAED and BPED Students
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	USSC -Baybay
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	4	4	5	5	5	5.00	BCAED Election, BCAED Meeting, BPED Meeting, USSC Activity (Wellness Week)
	PI 10: Number of instructional materials developed *	<u>A 21</u> : 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 125
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PHED 125 Learning Guide
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	PHED 125 Powerpoint

		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets	1	22	5	5	5	5.00	Assessment tasks, Learning tasks, Rubrics
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	PhEd 125 (2 sections)
	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		1	5	5	5	5.00	PE Safety Guidelines
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	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	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	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>			1	5	5	5	5.00	Langoy sa Kaluwasan - IJHMSSS
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l	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	5%						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
		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	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	7	5	5	5	5.00	LGU-Baybay (Bunga, San Agustin, Marcos, Pangasugan, Utod and Gabas)
	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	10	370	5	5	5	5.00	DYDC Viewers and Listeners
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan
	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	95%	100%	5	5	5	5.00	Online Evaluation
	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								
	Peer reviewers/Panelists	Peer reviewers/Panelists/ Coach								

	Resource Persons	Resource Persons/ Coach of Diff. Sports		1	1	5	5	5	5.00	Amis Men varsity Coach
	Convenor/Organizer	Convenor/Organizer		1	4	5	5	5	5.00	CSC Anniversary Fitness Friday, Wellness Week Online Fitness, Wellness Week Online Kantahan, OBE BCAED Syllabus Workshop
	Consultancy	Consultant								
	Evaluator	Evaluator			1	5	5	5	5.00	SK- Inopacan Online Dance Challenge
	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	5%						
	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							
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	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		100% 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					
	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							
			Number of sports facilities maintained	10	10	5	5	5	5.00	Upper Campus Sports Facilities and Lower Campus Sports Facilities
	Total Over-all Rating					149	150	150	150	

Average Rating					4.97	5	5	5
Average Rating (Total Over-all rating divided by 4)			4.99	Comments & Recommendations for Development Purpose:				
Additional Points								
Approved Additional Points (with copy of approval)								
Final Rating			4.99					
Adjectival Rating			Outstanding					

Evaluated & Rated by:

BAYRON S. BARREDO

Immediate Head

Date:

Recommending Approval

BAYRON S. BARREDO

Dean,

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/2/21

PERFORMANCE MONITORING FORMName of Employee: **CHARIS B. LIMBO**

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 Physical Education, M.Ed and BPED major subjects	Empower students to do regular physical activities through dance for health and fitness (Online/printed) Design physical activities to address the needs of students with disability in a class	October 2020	December 2020	December 2020	Very Impressive	Outstanding	No Failed Students
2	Advice BPED and BCAED major students	Empowered students to graduate on time and face challenges courageously	October 2020	December 2020	December 2020	Very Impressive	Outstanding	Was able to advice students properly
3	Attend regular, emergency and special meetings; institutional/ collegiate orientation, seminar (face-to-face/virtual)	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Attend all meetings promptly

4	Function as member/chairperson in committee assignments in the Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Responsible in all task assigned
5	Oversee operation of the unit	<ul style="list-style-type: none"> • Make the IHK work schedule • Prepare and submit a work plan • Check and review the faculty work plans of the Institute of Human Kinetics • Print the faculty work plans • Submit the work plans of the faculty. • Sign DTRs of the Part-time Instructors • Submit DTRS of the Part-time Instructors to PRPEO • Sign DTRs and payroll of the JOs • Endorse Faculty on Study-Leave Progress Report. • Follow-up Faculty on Self-quarantine 	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Task were done on time
6	Teaching and learning activities	<ul style="list-style-type: none"> • Record quizzes, assignments and projects of the students of the following subjects <ul style="list-style-type: none"> a. PHED 125 b. PHED 211 	October 2020	December 2020	December 2020	Very Impressive	Outstanding	Tasks were done on time

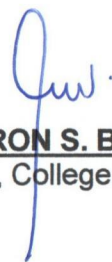
		<ul style="list-style-type: none"> Record quizzes, assignments and projects of the students from the class record to Microsoft Excel of the following subjects: <ol style="list-style-type: none"> PHED 125 PHED 211 						
7	Prepare and utilize instructional materials 'assignments and projects	Produce instructional materials in courses taught; be able to conduct all the required activities for student learning and evaluation	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Task were done on time
8	Create virtual classroom using google classroom	Virtual Classroom ready for 1 st semester, 2020-2021	September 2020	October 2020	October 2020	Very Impressive	Outstanding	Responsible in all task assigned
9	Attend mandated Trainings	Professional growth and development	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Attend virtual/Face-to-face trainings seriously
10	Entertain students consulting on subject taught and grades.	Increase number of student entertained for consultation purposes (Virtual)	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Was able to address concerns properly
11	Assist student organization	Assist student-related activities	October 2020	December 2020	December 2020	Very Impressive	Outstanding	Assisted student activities successfully

12	Prepare learning guides	Produce printed learning guides	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Task were done on time
13	Print, sort and pack learning guides	Prepare learning guides for distribution	July 2020	December 2020	December 2020	Very Impressive	Outstanding	Task were done on time

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

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

Prepared by:


BAYRON S. BARREDO
 Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHARIS B. LIMBO**

Performance Rating: Outstanding

Aim: To execute and implement university and office orders relative to academic and other assigned tasks and concerns with 90% accuracy.

Proposed Intervention to Improve Performance:

Manage time wisely and collaboration with colleagues not only in the office but in the university as a whole.

Date: July-December 2021

Target Date: July-December 2021

First Step:

- Make a time table and list of things to do according to its priority (instructions, research, Extension and others)

Result:

- Can submit reports on time
- Can closely monitor faculty of their attendance
- Can closely monitor faculty on reports to be submitted

Date: December 2021

Target Date: July-December 2021

Next Step:

- Carefully plan for the up-coming Institute and University Activities and wisely supervise the faculty and its performance to work to assigned tasks

Outcome:

- Effectively and efficiently conduct of the activities

Final Step/Recommendation:

Close monitoring of plan implementation.

Prepared by:


BAYRON S. BARREDO
Dean, College of Education

Conforme:


CHARIS B. LIMBO
Director, IHK