SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: **ALELI A. VILLOCINO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		5.00 x 50% = 2.50	
b. Students		4.00 x 50% = 2.00	
Total for Instruction	25%	4.50	1.13
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Research	5%	5.00	.25
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Extension	5%	5.00	.25
4. Support to Operations	15%	4.43	.66
5. General Admin & Support Services	50%	5.0	2.50
TOTAL	**100%**		**4.79**

EQUIVALENT NUMERICAL RATING:
Add: Additional Points, if any: 4.79
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ALELI A. VILLOCINO
Name of Faculty

Approved:

BEATRIZ S. BELONIAS
Vice-Pres. for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, 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 2021.

Approved:

ALELI A. VILLOCINO
Assoc. Prof. V
Date: 7/29/2021

CHARIS B. LIMBO
Department Head
Date: 7/16/2021

BAYRON S. BARREDO
College Dean
Date: 7/20/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	0	3	5	5	5	5.00	PhEd 207 (Current Trends in Physical Education)
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	5	5	5	5	5	5.00	Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado
		A3. Number of students advised on thesis/special problem/dissertation								Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado, Glydel Capa, Irene Bustillo
		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*	10	15	5	5	5	5.00	Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado
	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*	*1*	1	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	*1*	1	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	*10*	15	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	*5*	8	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		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*	*1*	1	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		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	CAEd 111 Principles & Practice (Music Overview 1) Philsophical Foundations of Creative Expressions in Sound 1
	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*	*4*	7	5	5	5	5.00	TED Talk, Project-based proposal to foster active communities, Project Plans, Concept Paper

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*								
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline								
		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		
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught								
		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 adviserto 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							
	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 related activities	3	4	5	5	5	5.00	University Supreme Student Council Federation (USSCF)
	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							
		Supplemental learning resource	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 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	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philsophical Foundations of Creative Expressions in Sound 1	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		COPC	Prepared documents to support the COPC application	1	2	5	5	5	5.00	BPED & BCAEd	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing								
		A 26. Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	1	5	5	5	5.00	Building a culture of Safety in a Pandemic & Beyond	
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								
	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	1	1	5	5	5	5.00	Research Fellow, Incorporated Association, Academic Society of North & South Sports , approved by the Ministry of Unification, Republic of Korea utilizing sports activities for peace and development
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	1	5	5	5	5.00	Pangasugan Barangay Council
	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									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	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								
	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 4. SUPPORT TO OPERATIONS											
	OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										

	PI / Objective	Activity	Description	Target	Accomplishment	Q	E	T	Average	Remarks
	PI 1. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of OVPSAS 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	5	5	5	5.00	Internal Quality Auditor in preparation for First Surveillance Audit, Quality Management Representative to ensure that the QMS processes are established, maintained and implemented
	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	Review of the investigative report and action plans, replies sent by emails, text and chat messages
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%	5	5	4	4.67	Correspondence from partner agencies and transmittal for submission
	PI. 4 No. of formal/informal linkages with external agencies maintained		links with external agencies	12	14	5	5	4	4.60	LGUs: Pilar, Camotes, Matagob, Kananga, Albuera, Baybay, Inopacan, Hindang, Hilongos, Bato, Matalom, Mahaplag, Abuyog, Javier SUCs: EVSU Ormoc Campus, LNU, Component Colleges, JRS courier service & TUV Rheinland
	PI 5. No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	9	10	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, IQA
	PI 6. No. of unit heads/staff meetings presided		100% attendance of units heads, committee members attended the meeting							Regular, emergency & consultation meetings (office, committee, students & other related units/offices)

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to comply with IATF safety & health guidelines	2	2	5	5	5	5.00	OVPSAS Memo Circular #01 Procedures & Guidelines in Packaging & Delivery of Printed Learning Materials to Students during Covid-19 Pandemic, Memo Circular No 02 S2020 Timeline in the Reproductio & Delivery of Instructional Materials, OP Memo #466 S 2020 2nd Round of Delivery & Distribution of Learning Modules
	PI 7. Percentage of clients served rated the services received at least very satisfactory or higher		rated services as very satisfactory or higher	90%	95%	5	5	5	5.00	
	PI 8. Number of quality procedures revised/updated and registered at QAC.		review of procedures manual	1	1	5	5	5	5.00	PM OSS-05 Implementation of the Local Student Internship Program
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	3	5	5	5	5.00	zero NC during external audit
	PI 10. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.00	PM OSS-05 Implementation of the Local Student Internship Program
UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
OVPSAS GASS 1: Administrative and Support Services Management										
GASS 1: Administrative and Support Services	PI 1. Number of administrative services and financial/administrative documents acted within the time frame		acts on documents within the time frame	100%	100%	5	5	5	5.00	Subjected for CHED monitoring of flexible delivery of student affairs and services on March 25, 2021

					Q	E	T	Ave	
	PI 2. Number of proposals prepared for the delivery of student affairs & services		Prepared a draft proposal for Student Internship Manual and proposed guidelines for the retrofitting of dormitories & cottages for gradual reopening of classes	2	2	5	5	5	5.00	Student Internship Manual (for local) and Guidelines to retrofit dorms & cottages for gradual reopening of classes
	PI 3. Number of proposals prepared for the continual improvement in handling customer feedback.		Prepared and presented the proposed university policy in handling feedback	1	1	5	5	5	5.00	The proposal was approved during the UAdCo meeting held on June 3, 2021
	PI 3. number of council/board/committee assignments served/functions performed	Active participation in meetings called by immediate supervisor, committee chairpersons & head of units/offices.	performs council/board/committee assignments	25	30	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, JOA
	PI 4. Number of faculty & staff facilitated in the preparation of Online College Admission Test		Presides and coordinates meetings and activities related to online CAT	50	70	5	5	5	5.00	University Admissions Committee, Office of Admissions, Technical Working Group, Proctors & Validators
	PI 5. number of unit heads/staff meetings presided		presides meetings with unit heads/staff	15	20	5	5	5	5.00	regular, emergency and consultation meetings (office, committee, students & other related units/offices)
	Total Over-all Rating					165	165	163	164.27	
	Average Rating					4.9	4.94	4.7	4.90	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		19.48	4.9
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			4.9
ADJECTIVAL RATING			Outstanding

Comments & Recommendations for Development Purposes

Evaluated & Rated by:

CHARIS B. LIMBO
Department Head
Date: 7/16/2021

Recommending Approval

BAYRON S. BARREDO
Dean, _____ 7/19 2021
Date:

Approved by

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/23/2021

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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 PHED 207 Current Trends in Physical Education	• Deliver quality flexible learning & instruction to MEd major in Physical Education	January 2021	June 2021		Very impressive	Outstanding	Need to gather more references and learning materials in current trends in physical education, collaborate with faculty & network with SUCs offering the degree program
2	Design new PPT, learning materials, strategies in teaching the subject through online/remote learning	• More interactive and creative e-Learning presentation to build an effective learning course.	January 2021	February 2021		Impressive	Outstanding	Explore more teaching strategies for online class and encourage students to join webinars organized by regional, national and international organizations
3	Create flexible & negotiated assessment to best rate students' performance in online classes.	• Objectives & tasks are aligned to course learning outcomes & learning activities. • Interventions are designed to	February 2021 – June 2021			Very impressive	Outstanding	Include opportunities for group, peer and self-assessment

		provide sufficient time for students to comply with the course requirements.				
4	Submit reports and other requirements	• Submission of DTR, accomplishment report, grade sheets, committee reports, program report and other documents/reports assigned by immediate supervisor and other offices/units.	January 2021 – June 2021	Very Impressive	Outstanding	
5	Student Consultation	• Advise and coach graduate students/advisees in preparing for the comprehensive examination. • Provide psychosocial support to graduate students specially now that we have	January 2021 – onwards	Very impressive	Outstanding	Design a scoring rubric for oral comprehensive exam; integrate psychosocial support and mental health activities every meeting.

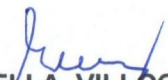|						
		transitioned to online learning platform • Advise students to pursue long-term educational aspirations • Faculty members extend support for students to navigate their program in the midst of a pandemic.				
6	Consultation with office/unit heads on policies, guidelines, procedures in the operations & management of programs/projects.	• Improved communication, organizational and management performance and decision-making. • culture of team work is built within a newly created office.	January 2021 – onwards	Very impressive	Outstanding	Schedule consultation meetings to units/offices.
7	Oversee the operations of units/offices working with the OVPSAS	• Improved delivery of support to interested parties (internal and external) • Empowered and engaged work force.	January 2021 – onwards	impressive	Outstanding	Work closely with unit/office heads. Review policies & guidelines. Connect with students & other interested parties

		inspired to accomplish their tasks/targets				

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ALELI A. VILLOCINO
Faculty

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALELI A. VILLOCINO**

Performance Rating:

Aim: 1. To provide flexible delivery of support to students and ensure a continuity of learning and flexible delivery of student affairs and services amidst the pandemic; and

2. To maintain the operations of the student's affairs and services office and units during the pandemic.

Proposed Intervention:

1. Design a mechanism to closely monitor the academic performance, mental health and psychosocial well-being of students during the implementation of flexible learning.

2. Work closely with colleges, departments, offices/units, administration and the local COVID Task Force in the delivery of support to students.

Date: January 2021

Target Date: January 2021 & onwards

First Step: Anchor the work plan based on CHED guidelines implementation of flexible delivery of student affairs and services and retrofitting of dormitories & cottages and other facilities for a gradual reopening of limited face-to-face classes for medical or health courses. Other guidelines to consider are the Health & Safety protocols set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF – MEID), Local Government Unit (LGU) and the Office of the President (OP).

Next Step: Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going intervention programs conducted from January 2021 – onwards.

Collaborate with the USSCF and course organizations through the Student Development Services Office to closely connect with students and identify their needs.

Endorse Guidance Counselors, Department-based Guidance Facilitators and support staff to attend webinars on how to best position themselves to deliver the necessary support and services students.

Plan online support mechanisms using social media platform to connect with students in a safe virtual space or tele-counseling platform.

Result: Responsive student affairs and services to serving students during the pandemic.
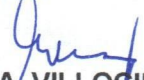
Recommendation:

1. Review and finalize the Objectives, Targets & Programs & Action Plans for implementation in 2021of units/offices working with OVPSAS.

2. Conduct a survey to identify the needs & expectations of interested parties before the beginning of each academic year.

3. Strengthen the online channels (facebook, messenger, Serbisyo Estudyante, online Kumustahan) to facilitate communication between students and student affairs and services offices/units.

4. Create a separate social media platform or webpage for proper information dissemination to students and interested parties.

5. Conduct consultative meetings, planning sessions and workshops to design the university's framework in the "integration of mental health programs/activities in the curriculum."

6. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.

7. Finalize the Student Affairs & Services Continuity Plan before August 30, 2021.

8. Conduct more consultation with students and advisers to assess and address their needs and for the university to respond to challenges brought by COVID-19 specifically the adoption of flexible learning.

9. Post-evaluation of the Online College Admission Test.

Prepared by:

EDGARDO E. TULIN
President

Conforme:

ALELI A. VILLOCINO
IHK Faculty & VP for Student Affairs
& Services