

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: FLORIFE A. GATCHALIAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
A. Instruction			
a. Head/Dean (50%)		5.0 x 50% = 2.50	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	75%	4.84	3.63
B. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
C. Extension			
c. Client/Dir. For Extension (50%)		2.5 x50% = 1.25	
d. Dept. Head/Center Director (50%)		2.5 x50% = 1.25	
Total for Extension	10%	2.5	.25
D. Admin Support Services	15%	5.0	.75
TOTAL	100%		4.63

Equivalent numerical rating

4.63

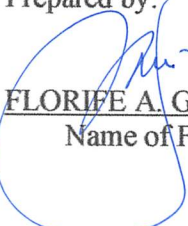
Add: additional Points if any:

Total Numerical Rating:

Outstanding

Adjectival rating: _____

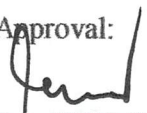
Prepared by:


FLORIFE A. GATCHALIAN
Name of Faculty

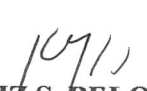
Reviewed by:


MARY JEAN M. SAPAN
Department Head

Recommending Approval:


ALELIA A. VILLOCINO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FLORIFE A. GATCHALIAN, of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

FLORIFE A. GATCHALIAN

Ratee

Approved:

MARY JEAN M. SAPAN

Head of Unit

2-13-19

MFO	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating		Remarks	
					Q ¹	E ²	T ³	A ⁴
Advanced and Higher Education Services	FTE -TL 24.80	Research Class <u>1st sem 2018-19</u>			5	5	5	5
		Phed 11	70	70				
		Phed 13	76	76				
		Pred 200a	6	6				
		Phed 103	28	28				
		PhEd 206	3	3				
	Learning Programs and Activities	Developed Course Outline and syllabus in PE 13,Phed 103	2	2	5	5	5	5
		Collect assignments	5	5	5	5	5	5
		Conduct practical examinations	5	5	5	5	5	5
		Conducts midterm and final examinations	4	4	5	5	5	5
		Check quizzes	5	5	5	5	5	5
	Submission of Documents	Design rubrics for PE 13 Volleyball	5	5	5	5	5	5
		Gradesheets	5	5	5	5	5	5
			5	5	5	5	5	5

Extension Services	Technical/Expert Services (national, regional):								
	- Coach (Sports, Dance and Music)	Coached in Volleyball tournament	12	12	5	5	5	5	
	- Game Scheduling Consultant	Intramural Game Schedule	45	50	5	5	5	5	
	Coordinator/Facilitator:								
	- University wide Faculty, staff and students Intramural games	Facilitated the officiating in volleyball games Officiated in the Brotherhood of Christian Businessmen and Professionals I Southwest Leyte Region	55	60	5	5	5	5	
	Number of person-days trained								
	Sub-Total (Extension)							5.0	
	Number of beneficiaries served:								
	• Group/ Institutions								
	-LGU's								
	-Barangay								
Support to operations	Attendance in in regular and emergency meeting	Number of Institute meetings attended	6	11	5	5	5	5	
	Institute personnel committee member	Conducted selection of recruitment of new faculty	1	5	5	5	5	5	
	Screening of Intramural athletes	Screening of athletes credentials	200	200	5	5	5	5	
	Sub-Total (Support to Operations)							5.0	
Total Overall Rating								5.0	
Overall divide by number of items 13									

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development

Displayed a genuine interest in listening and addressing concerns

Purpose:

Evaluated by:


MARY JEAN M. SAPAN
Unit Head


Date: 2-11-19

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: FLORIFE A. GATCHALIAN

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 and major subjects	Revised Volleyball Course Syllabus	July-December 2018			Impressive	Very satisfactory	Craft an OBE syllabus
2	Organization Adviser	Well informed students				Very Impressive	Outstanding	Submit students reports to DBGF
3	Coach	Winners in the regional and national games				Very Impressive	Outstanding	
4	Graduate Students Coordinator	Monitored graduate students in their course work				Very Impressive	Very satisfactory	Make a record of all MAEd graduate student s

* 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: FLORIFE A. GATCHALIAN

Performance Rating: Outstanding

Aim: To improve writing an OBE Syllabus on the new course offerings

Proposed Intervention to Improve Performance:

Inquire and ask assistance from faculty who attended seminars on OBE Syllabus writing

Date: June 2018

Target Date: July 2018

First Step:

- **Draft the course content and syllabus (collaboration among the faculty)**

Result:

- **Draft the syllabus**

Date: August 2018

Target Date: September 2018

Next Step:

- **Present the draft course outline and syllabus for corrections and improvement**


Outcome:

- **Obedized syllabus**

Final Step/Recommendation:

Review the syllabus after the semester for improvement or revision

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


FLORIFE A. GATCHALIAN