

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

Name of Faculty Member: VICENTE B. ANTIPASO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (100%)		5.0 x 100% = 5.0	
b. Students			
Total for Instruction	75 %	5.0	3.75
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%)		¹⁴ 4.86 x 100% = 4.86	
Total for Extension	25%	4.86	1.2103
4. Support to Operations	%		
TOTAL	100%		4.9678

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

⁷⁸
4.96

⁷⁸
4.96

ADJECTIVAL RATING:

Outstanding

Prepared by:

VICENTE B. ANTIPASO
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director

Recommending Approval:

ALELIA A. VILLOCINO
College Dean

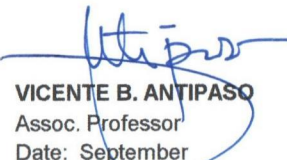
Approved:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VICENTE B. ANTIPASO, 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 2020.


VICENTE B. ANTIPASO
Assoc. Professor
Date: September

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)
						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							
	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 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							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	9	22.15	5	5	5	5.00	PhEd 122, Physical Education 13 and Physical Education 14
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Physical Education 13, Physical Education 14 and PhEd 122
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms	3	3	5	5	5	5.00	Pyhsical Education 14- Athletics
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Workshop on ISO-OBE Syllabus Learning

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	PhEd 122-Philippine Traditional Games & Sports
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	Physical Education 13- Volleyball and Physical Education 14- Athletics
	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	2	2	5	5	5	5.00	MAED 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							
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	1	1	5	5	5	5.00	BPEd Organization
PI 10: Number of instructional materials developed *	A21: 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	Physical Education 14- Outdoor Activities
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Physical Education 14- Mountaineering
On-Line ready Courseware	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	Physical Education 14- Mountaineering

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	Physical Education 14- Mountaineering
		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	1	1	5	5	5	5.00	Physical Education 14- Mountaineering
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	Physical Education 13 and Physical Education 14
	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	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 scientific for a/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 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 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 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	2	2	5 4	5 4	5 4	5.00 4	SK Federation-Baybay and Association of Barangay Captains-Baybay
	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	3	3	5 4	5 4	4.5	4.83 4.17	Baybay Bikers Club, SK Federation and ABC Group
	Research Mentoring	Research Mentor/ Sports Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports		1	1	5 4	5 4	4.5	4.83 4.17	VSU Athletics Team
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		2	2	5 4	5 4	4.5	4.83 4.17	Evaluate Sports Facilities of VSU Tolosa & VSU Villaba
	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	1	1	5 4	5 4	4.5	4.83 4.17	Submitted Proposal on Learn-to-Swim & Basic Rescue to SK Federation Baybay City
	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 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 (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						
				90	90		91	
Total Over-all Rating				95	95	93	94.32	
Average Rating				5	5	4.9	4.964	

Average Rating (Total Over-all rating divided by 4)

19.86

4.965 79

Additional Points

Approved Additional Points (with copy of approval)

Final Rating

Adjectival Rating

Outstanding

Comments and Recommendations for Development Purposes

always offers ideas to solve problems. Very knowledgeable & full of wisdom!

Evaluated & Rated by:

CHARIS B. LIMBO

Department Head

Date:

Recommending Approval:

ALELI A. VILLODINO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: VICENTE B. ANTIPASO

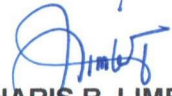
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Meet the students in different classes & orient them of the subject & course coverage.	Learn & understand the subject matter & the coverage of the course	January 13, 2020	January 17, 2020	January 17, 2020	Very Satisfactory		
2	Write a proposal in "Swim & Survive" Training Workshop for Baybay City SK Federation.	Come up with proposal & submit to SK Federation President for approval	January 20, 2020	January 27, 2020	January 27, 2020	Very Satisfactory		
3	Require students in PHED 122 to come up with 1 traditional game (Phil.) & 1 sports.	Present it in the class/ introduce it for proper discussion	January 13, 2020	January 27-31, 2020	January 31, 2020	Very Satisfactory		
4	Attended meeting of iHK Personnel regarding Mr. Jovel Aberilla's work performance.	Come-up with a recommendations to improve his performance	January 24, 2020	January 24, 2020	January 24, 2020	Very Satisfactory		
5	Finalize the list of students in different classes and subjects.	Submit the final list of students to the University Registrar	January 27, 2020	January 31, 2020	January 31, 2020	Very Satisfactory		
6	Attendance to Workshop on ISO-OBE Syllabus Learning.	Produce/ make Syllabus in the subjects taught	January 30, 2020	January 31, 2020	January 31, 2020	Very Satisfactory		
7	Conduct Time-trial to Athletics Team members for National SCUAA 2020.	Record their individual time in the respective events	January 29, 2020	January 31, 2020	January 31, 2020	Very Satisfactory		
8	Make new syllabus in PHED 122 for ISO Submission.	Come-up with a new syllabus in PHED 122- Traditional Games and Sports	February 01, 2020	March 10, 2020	March 10, 2020	Very Satisfactory		
9	Attend meeting regarding Human Resource Processes.	Understand clearly the process of recruitment of Faculty & Staff	February 06, 2020 3:00 pm	February 06, 2020 5:30 pm	February 06, 2020 5:30 pm	Very Satisfactory		
10	Act as Officer-in-Charge of the Institute of Human Kinetics	Sign pertinent papers & performs as IHK Director	February 07, 2020	February 07, 2020	February 07, 2020	Very Satisfactory		

11	Attend meeting called by IHK Director & cascading of information about ISO preparations.	Come up with different requirements to satisfy the ISO Audit 2	February 12, 2020	February 12, 2020	February 12, 2020	Very Satisfactory		
12	Prepare class instructions for ISO Observation	Excellence in class instructions with complete requirements	February 19, 2020	February 19, 2020	February 20, 2020	Very Satisfactory		
13	Attendance to ISO Accreditation Evaluation at CCE	Get first-hand information about the result of ISO Accreditation	February 20, 2020	February 20, 2020	February 20, 2020	Very Satisfactory		
14	Attend COE meeting (as invited) re VSU Villaba proposal to offer BPHEd Program	Support and approval of the proposal from COE	February 17, 2020	February 17, 2020	February 17, 2020	Very Satisfactory		
15	Call a meeting of all Varsity Coaches	Continues Training of Athletes for National SCUAA and Invitational games	February 27, 2020	February 27, 2020	February 27, 2020	Very Satisfactory		
16	Conduct Ocular Survey of Sports Facilities in VSU Tolosa	Submit report to COE Dean for UAC presentation	March 02, 2020	March 05, 2020	March 05, 2020	Very Satisfactory		
17	Conduct Ocular Survey of Sports Facilities in VSU Villaba	Submit report to COE Dean for UAC presentation	March 02, 2020	March 06, 2020	March 06, 2020	Very Satisfactory		

* 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: VICENTE B. ANTIPASO

Performance Rating: Outstanding

Aim: To invite Sports experts for Seminar-Workshop and come up with an intensive Scientific Training Program for Varsity Athletes and teach coaches on how to make Training Program

Proposed intervention to improve Performance:

Adapt the knowledge learned from the invited Sports experts.

Date: January 2020

Target Date: January - June 2020

First Step:

- Trace the previous performances of different Team Sports and Individual-Dual Sports.
- Train the Athletes through adaptation of different Training Programs learned from the experts.

Result: Collaborative effort of IHK Faculty and Staff, Athletes and coaches.

Date:

Target Date:

Next Step:

Study the result of the previous performances of Team Sports and Individual-Dual Sports.

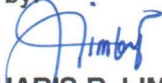
Outcome:

Come-up with a more effective Scientific Training Program.

Final Step/Recommendation:

Conduct Seminar-Workshop every two years for Athletes and coaches for updates of the effective current Training Programs.

Prepared by:


CHARIS B. LIMBO
IHK Director

Conforme:


VICENTE B. ANTIPASO
Faculty