

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%)		5.0 x 50% = 2.50	
b. Students		4.33 x 50% = 2.17	
Total for Instruction	40%	4.67	1.87
2. Research			
a. Client/Dir. For Research			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.00	
Total for Research	5%	5.00	.25
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		4.80 x 100% = 4.80	
Total for Extension	5%	4.80	.24
4. Support to Operations	5%	4.87	.24
4. Gen. Admin & Support Services	45%	5.0	2.25
TOTAL	100%		4.85

EQUIVALENT NUMERICAL RATING: **4.85**


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.85**


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

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 to December 2021.


CHARIS B. LIMBO
 Assistant Professor II
 Date: 01-18-22

Approved: 
BAYRON S. BARREDO
 Dean, College of Education
 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	Handles subjects/courses assigned	0	0.9	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	0	5	5	5	5	5.00	M.Ed 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	0	6	5	5	5	5.00	M.Ed Graduate Students

	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	0	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	0	6	5	5	5	5.00	PhEd 211 Powerpoint Presentation, Videos and Reading Activity
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	5	5	5	5	5.00	PhEd 211 Assessment Tasks
		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 Moodle or Google Classroom	0	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 monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	17.1	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)

		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	4	5	5	5	5.00	INC forms submitted for 1st semester 2nd semester, AY 2020-2021
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6	5	5	5	5.00	Orientation, CAEd Webinar Series, LEPT Review, Biggest Loser-Webinar Series, FS II Webinar Series-3, FS I Webinar Series
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)
		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	4	12	5	5	5	5.00	BPED -1 Advisees
		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	10	65	5	5	5	5.00	Enrollment, dropping and inquiries of advisees, and students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	USSC-Baybay Campus

		<u>A20</u> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	7	5	5	5	5.00	World Teachers's Day, USSC-Baybay Meetings/Elections- 6
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	37	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education) powerpoints
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	28	5	5	5	5.00	Learning Tasks for PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education) powerpoints
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	PrEd 191 (Special Topics), PhEd 125 (Curriculum and Assessment in the K to 12 Physical Education and Health Education)
	PI 11. Additional outputs	<u>A 25</u> : 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>		5%	5%	5	5	5	5.00	Motivation, Attitude and Competence of Physical Education Students
		<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 scienfic for a/conferences	0	1	5	5	5	5.00	GTS Graduate Tracer;s Study
		<i>In int'l fora/conferences</i>		0	5%	5	5	5	5.00	NOSTE International Conference
		<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	0	1	5	5	5	5.00	GTS Graduate Tracer;s Study
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								

		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							
	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	1	55	5	5	5	5.00	Langoy sa Kaluwasan Participants
	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	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							
	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/Panelist/Coach								

	Resource Persons	Resource Persons/Coach of Different Sports								
	Convenor/Organizer	Convenor/Organizer		1	7	5	5	5	5.00	KRP- Weight Loss vs Fat Loss, KRP-Padyak as the new Hype, ASEAN Month Opening, Art Apprenticeship Orientation, Art Apprenticeship Webinar Series, VSU Biggest Loser 2.0, Padyak CHED R8 Funride
	Consultancy	Consultant		1	1	5	5	5	5.00	
	Evaluator	Evaluator		1	2	4	4	4	4.00	Tiktok Competition, Curriculum Review - Surigao State University
	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							
	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					

	Resource Persons	Resource Persons/Coach Different Sports								
	Convenor/Organizer	Convenor/Organizer		1	7	5	5	5	5.00	KRP- Weight Loss vs Fat Loss, KRP-Padyak as the new Hype, ASEAN Month Opening, Art Apprenticeship Orientation, Art Apprenticeship Webinar Series, VSU Biggest Loser 2.0, Padyak CHED R8 Funride
	Consultancy	Consultant		1	1	5	5	5	5.00	
	Evaluator	Evaluator		1	2	4	5	5	4.66	Tiktok Competition, Curriculum Review - Surigao State University
	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							
	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										
	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	1	1	5	5	5	5.00	Updated Webpage Content and Structure,
		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						154	155	155	154.66	
Average Rating						4.97	5.00	5.00	4.99	
Adjectival Rating										

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

Additional Points

Approved Additional Points (with copy of approval)

Final Rating

Adjectival Rating

4.99

4.99

Outstanding

Comments & Recommendations for Development Purpose:

Keep up the good work & maintain that authority over your people in the department.

Evaluated & Rated by:

Bs
BAYRON S. BARREDO
Dean, College of Education
Date:

Recommending Approval:

Bs
BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

Bs
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

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	August 2021	December 2021	December 2021	Very Impressive	Outstanding	No Failed Students
2	Advice BPED and BCAED major students	Empowered students to graduate on time and face challenges courageously	October 2021	December 2021	December 2021	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 2021	December 2021	December 2021	Very Impressive	Outstanding	Attend all meetings promptly

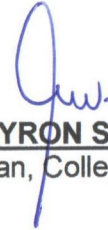
4	Function as member/chairperson in committee assignments in the Institute and University affairs	Deliver the expected output either as a member or chairman on the assigned committee	July 2021	December 2021	December 2021	Very Impressive	Outstanding	Responsible in all task assigned
5	Oversee operation 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 2021	December 2021	December 2021	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 a. PHED 125 	August 2021	December 2021	December 2021	Very Impressive	Outstanding	Tasks were done on time

		b. PHED 211 <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: <ul style="list-style-type: none"> a. PHED 125 b. 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 2021	December 2021	December 2021	Very Impressive	Outstanding	Task were done on time
8	Create virtual classroom using VSUEE	Virtual Classroom ready for 1 st semester, 2020-2021	August 2021	August 2021	August 2021	Very Impressive	Outstanding	Responsible in all task assigned
9	Attend mandated Trainings	Professional growth and development	July 2021	December 2021	December 2021	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 2021	December 2021	December 2021	Very Impressive	Outstanding	Was able to address concerns properly
11	Assist student organization	Assist student-related activities	October 2021	December 2021	December 2021	Very Impressive	Outstanding	Assisted student activities successfully

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

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

Prepared by:

A handwritten signature in blue ink, appearing to read 'B. Barredo', written over the printed name.

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: January- June 2022

Target Date: January-June 2022

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: June 2022

Target Date: January - June 2022

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