

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Irish N. Catacutan (Instructor I)**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------------|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean | 80 | 4.87 | 3.90 |
| b. Students | | | 0.00 |
| Total for Instruction | 80 | | 3.90 |
| 2. Research | | | |
| a. Client/Dir. for Research | | | |
| b. Dept. Head/Center Director | | | |
| Total for Research | | | 0.00 |
| 3. Extension | | | |
| a. Client/Dir. for Extension | | | |
| b. Dept. Head/Center Director | | | |
| Total for Extension | 20 | 4.84 | 0.97 |
| 4. Administration | | | |
| 5. Production | - | | |
| TOTAL | 100 | | 4.86 |

EQUIVALENT NUMERICAL
RATING:

4.86

Add: Additional Points, if any:

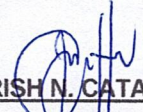
TOTAL NUMERICAL RATING:

4.86

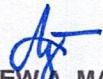
ADJECTIVAL RATING:

OUTSTANDING

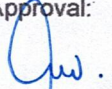
Prepared by:


IRISH N. CATA CUTAN
Name of Faculty

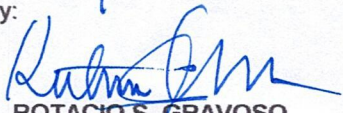
Reviewed by:


ANDREW A. MAZO
Director, IHK

Recommending Approval:


BAYRON S. BARREDO
Dean, College of Education

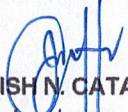
Approved by:

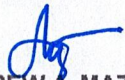

ROTACIO S. GRAVOSO
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, IRISH N. CATA CUTAN, a faculty member of the INSTITUTE OF HUMAN KINETICS commit to the deliver and agree to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period MARCH- JUNE 2024.


IRISH N. CATA CUTAN
Instructor
Date: July 10, 2024

Approved: 
ANDREW A. MAZO
Department Head
Date: July 10, 2024

| 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 | | | | | | | |
| | 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 | | | | | | | |
| | 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 | 35 | 46.9 | 5 | 5 | 5 | 5.00 | PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 9 | 14 | 5 | 5 | 5 | 5.00 | Midterm and Final Grade - PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |

| | | | | | | | | | | |
|--|--|--|--|----|-----|---|---|---|------|--|
| | | 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 | 3 | 1 | 4 | 5 | 5 | 4.67 | |
| | | 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 | 10 | 14 | 5 | 5 | 4 | 4.67 | PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 10 | 14 | 5 | 5 | 5 | 5.00 | PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |
| | | A15 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 0 | | | | | | |
| | PI 8: Number of students advised: * | A16 . Number of students advised: | Acts as academic advisor to students | 0 | | | | | | |
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 0 | | | | | | |
| | | 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 | 70 | 374 | 5 | 4 | 5 | 4.67 | PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |
| | PI 9: Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | Advises student organizations recognized by USOO | 0 | | | | | | |

| | | | | | | | | | | |
|--|---|---|--|---|----|---|---|---|------|---|
| | | A20 . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | 2 | 5 | 5 | 5 | 5.00 | APEX Team Building, PhEd 120 Culmination, Kaugmaran Festival, VSU Fun Run and Half-Marathon, VSU Open Water and Aquathlon, Sayaw-Hataw, Goodwill Games, Paligsahan sa IHK, Kaalam Seminar Series, IHK Alumni Homecoming |
| | 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 | 0 | 0 | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 0 | 0 | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 5 | 14 | 5 | 4 | 5 | 4.67 | PhEd 12n (W322, W082, W044, W213, W084, W269, W059, W104, W202, W215, W253) PhEd 14n (W245, W930) MAPEH 10 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 15 | 5 | 5 | 5 | 5.00 | Written exam, term exam, quizzes, practical exam |
| | | 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 | 0 | 0 | | | | | |
| | | 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 | VSU EE (CAEd 141) |
| | 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 project 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> | | | | | | | | |

| | | | | | | | | | | |
|--|---|---|---|---|--|--|--|--|--|--|
| | <u>PI 5.</u> Percent of research proposals approved * | <u>A 31.</u> Percentage of of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 0 | | | | | | |
|--|---|---|---|---|--|--|--|--|--|--|

| | | | | | | | | | | |
|-----------------------------------|---|---|---|--|--|--|--|--|--|--|
| | 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 | | | | | | | |
| | 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 | Implements 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 | | | | | | | |

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|---|--|--|---|---|----|---|---|---|------|---|
| | 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 | | 0 | | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | 0 | | | | | | |
| | Resource Persons | Resource Persons | | | | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | 5 | 10 | 5 | 4 | 5 | 4.67 | APEX Team Building, PhEd 120 Culmination, Kaugmeran Festival, VSU Fun Run and Half-Marathon, VSU Open Water and Aquathlon, Sayaw-Hataw, Goodwill Games, Paligsahan sa IHK, Kaalam Seminar Series, IHK Alumni Homecoming |
| | Consultancy | Consultant | | | | | | | | |
| | Evaluator | Evaluator | | 1 | 3 | 5 | 5 | 5 | 5.00 | PhEd120 Culmination (3 classes), Miss Teen Maganhan, Sirong Festival |
| | 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 | | | | | |
|--|--|---|---|--|---------------------|--|--|--|--|--|

| | | | | | | | | | |
|--|---|--|--|------------------|-------------|------|------|------|--|
| | | <u>A 45.</u> 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 | | | | | | | | | |
| | <u>PI 2.</u> Zero percent complaint from clients served | <u>A 46.</u> Customerly friendly frontline services | Provides customer friendly frontline services to clients | Zero % complaint | | | | | |
| | <u>PI 3:</u> Additional Outputs | <u>A 47.</u> 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 | | | | | | |
| | | <u>A 48.</u> Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | | | | | | Comments & Recommendation for Development Purpose: <i>Delivers timely outputs as required by his Immediate supervisor</i> |
| | Total Over-all Rating | | | | 4.92 | 4.77 | 4.92 | 4.87 | |
| | Average Rating | | | | | | | 4.87 | |
| | Adjectival Rating | | | | OUTSTANDING | | | | |

Evaluated & Rated by:

Andrew A. Mazo
ANDREW A. MAZO

Department Head
Date: July 10, 2024

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO

Dean, College of Education
Date: July 11, 2024

Approved by:

Rotacio S. Grayoso
ROTACIO S. GRAYOSO

Vice President for Academic Affairs
Date: 9/17/2024

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----|---------------------------------|
| / | 1st | Q U A R T E R |
| / | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: INSTITUTE OF HUMAN KINETICS

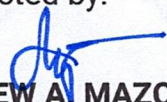
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

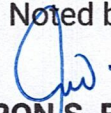
| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|----------------------------------|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024) | | Faculty Meeting June 14, 2024 | | | Each faculty finalize their IPCR Accomplishments (January – June 2024) |
| Coaching Review the needed support to facilitate the attainment of the Institute's targets (Jan-June 2024) | | Faculty Meeting June 20, 2024 | | | Submit a List of support needed to attain targets |
| | | | | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ANDREW A. MAZO
Immediate Supervisor
Supervisor

Noted by:


BAYRON S. BARREDO
Next Higher

PERFORMANCE MONITORING FORM

Name of Employee: **IRISH N. CATA CUTAN**

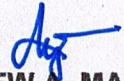
| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output* | Over-all Assessment of Output | Remarks/ Recommendation |
|----------|---|---|---------------|-----------------------------|--------------------------|--------------------|-------------------------------|--|
| 1 | Teach PhEd 12, PhEd 14 & MAPEH 10 | Deliver productive teaching and learning to students in PhEd 12, PhEd 14 & MAPEH 10. | March 2024 | June 2024 | June 2024 | Very impressive | Outstanding | 95% of the students passed outputs |
| 2 | Make learning materials for PhEd 12, PhEd 14 & MAPEH 10 | Deliver relevant learning materials to the students of PhEd 12, PhEd 14 & MAPEH 10. | March 2024 | June 2024 | June 2024 | Very impressive | Outstanding | Task was done promptly |
| 3 | Craft the PPT's for PhEd 12, PhEd 14 & MAPEH 10. | Create a more comprehensive PPT presentation to enhance students learning | March 2024 | June 2024 | June 2024 | Very Impressive | Outstanding | Task was done promptly |
| 4 | Develop learning and assessment tasks to rate students' performance | <ul style="list-style-type: none"> • Administer learning tasks and assessment tasks • Develop rubrics to assess students in answering activities and develop alternative activities for students with special needs • Conduct students' assessment such as Midterm and Final examination • Check and Return Students' outputs | March 2024 | | June 2024 | Very impressive | Outstanding | Task was given to students on scheduled time |
| 5 | Submit reports and other requirements | Submit DTR, IPCR, PMF, Employee Development Plan | March 2024 | | June 2024 | Impressive | Very Satisfactory | Task was done |

| | | | | | | | |
|---|--|---|------------|-----------|-----------------|-------------|------------------------|
| 6 | Student consultation | <ul style="list-style-type: none"> Advise students on academic related concerns. | March 2024 | June 2024 | Very Impressive | Outstanding | Task was done promptly |
| 7 | Facilitated students and school activities given to the IHK. | <ul style="list-style-type: none"> Help the implementation of VSU and IHK related activities such as university anniversary. | March 2024 | June 2024 | Very impressive | Outstanding | Task was done promptly |
| 8 | Facilitated the IHK Extension Project | <ul style="list-style-type: none"> Help the implementation of the Philippine Traditional Games- an extension project. | March 2024 | June 2024 | Very impressive | Outstanding | Task was done promptly |

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

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

Prepared by:


ANDREW A. MAZO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **IRISH N. CATA CUTAN**

Performance: **Very Satisfactory**

Aim: **To facilitate learning and foster a supportive and engaging educational environment for students.**

To render expert services to the school and community.

Proposed Intervention to Improve Performance:

To effectively teach the subject matter and assist students in acquiring the knowledge and skills required for academic and personal advancement.

Date: **March 2024**

Target date: **June 2024**

First Step:

- **Research updated resources relevant to the topic to be discussed.**
- **Master the lesson two-step ahead from the students.**
- **Scrutinize and study the technical terms that are being used in the lesson.**

Result:

- **Deliver excellent instruction and productive activities to the students.**
- **Establish collaborative efforts among the faculty handling the same subject.**

Date: **March 2024**

Target Date: **June 2024**

Next Step:

- **Maintain the collaborative efforts among the faculty to produce high quality education.**
- **Motivate a love for learning and encourage students to reach their full potential.**

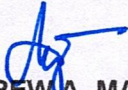
Outcome:

- **High passing percentage in learning tasks and assessment.**
- **Zero percent complaints from the students.**

Final step/recommendation:

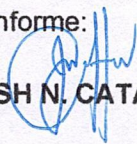
- Continue to study for the betterment of personal and professional expertise.
- Encourage critical thinking and problem-solving capacities.
- Empower students to analyze and evaluate lessons effectively.

Prepared by:



ANDREW A. MAZO
Director, IHK

Conforme:



IRISH N. CATA CUTAN