SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: **JOSELLE R. CAYETANO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
e. Head/Dean (100%)		4.96 x 50% = 2.48	
f. Students		3.80 x .50% = 1.9	
Total for Instruction	75%	4.38	3.2
2. Research			
e. Client/Dir. For Research (50%)		x50% =	
f. Dept. Head/Center Director 50%)		x50% =	
Total for Research			
3. Extension			
e. Client/Dir. For Extension			
f. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	25%	5.00	1.25
4. Gen. Admin. & Support Services			
TOTAL	**100%**		**4.45**

EQUIVALENT NUMERICAL RATING: **4.45**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.45**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JOSELLE R. CAYETANO
Name of Faculty

Reviewed by:

CHARIS B. LIMBO
Director, IHK

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSELLE R. CAYETANO, a faculty member of the <u>Institute of Human Kinetics</u> 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 <u>January to June 2022.</u>

Approved:

JOSELLE R. CAYETANO
Assistant Professor 2
Date: July 11, 2022

CHARIS B. LIMBO
Department Head
Date: July 11, 2022

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	Eficiency	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	1	1.2	5	5	5	5	Phed 209
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1	2	5	5	5	5	M.Ed - PE
		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	1	2	5	5	5	5	
	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	Phed 209

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5	Phed 209
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5	Phed 209
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5	Criteria in Rating for Online Coaching
		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	1	1	5	5	5	5	Phed 209
	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	15	13.65	5	5	5	5	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	0	5	5	5	4.67	
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits	2	0					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5	Music Theory Online Course
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	4.67	PHED156, CAED 122

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	4	5	5	5	5	CAED 122, PHED156
		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*	1	0					
		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	1	7	5	5	5	5	BCAED Student Teachers, MAPEH ST
	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	0					
	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	1	1	5	5	5	5	CAED 122
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	1	5	5	5	5	CAED 122

		Supplemental learning resource	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	3	5	5	5	5	CAED 122, PHED 156
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5	CAED 122, PHED 156
	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	2	5	5	5	5	CAED 122, PHED 156
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
	Program	Prepares documents and							
	Agency/firm/Industry linkages	Coordinates with potential							
	A 26. Other outputs	Designs experiential							
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							
	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 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							
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	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								
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									
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 immediate~~								
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	1	1	5	5	5	5	Online Recital

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 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							

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the		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 performfing 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							
	Total Over-all Rating					100	100	100	99.3	
	Average Rating					4.76	4.76	4.76	4.73	
	Adjectival Rating									

			Purpose:
Average Rating (Total Over-all rating divided by 4)		**4.73**	*Reliable & knowledgeable.*
Additional Points			
Approved Additional Points (with copy of approval)			*keep it up !*
Final Rating		**4.73**	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO
Department Head
Date: 07-11-22

Recommending Approval

BAYRON S. BARREDO
Dean,College of Education
Date: 7-12-22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Joselle R. Cayetano

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 Graduate Students and Undergraduate Students (BCAED and BPED)	Deserving Students must pass the subject and the students failing to comply the minimum required outputs is advised to re-enroll the subject.	January 2022	June 2022	June 2022	Impressive	Very satisfactory	No failed students in Grad School, Streamline deserving students and undeserving students are advised to re-enroll.
3	Advise MPE (graduate) students	Students to be guided graduate on time	January 2022	June 2022	June 2022	Impressive	Very satisfactory	Attend to students concerns especially with academic, and Facilitate student enrollment.
5			January 2022	June 2022	June 2022	Impressive	Very satisfactory	On-going
6	Attends regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	January 2022	June 2022	June 2022	Impressive	Outstanding	Actual attendance/particip ation and Online participation
7	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	January 2022	June 2022	June 2022	Impressive	Outstanding	Well prepared
9			January 2022	June 2022	June 2022	Impressive	Outstanding	Have complied

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

Prepared by:

CHARIS B. LIMBO
Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSELLE R. CAYETANO**

Performance Rating: Outstanding

Aim: To revise existing music syllabus in BCAED and BPED subjects in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Review and update existing syllabus in accordance to arising trends in education due to covid-19 pandemic.

Date: July 2022

Target Date: July 2022

First step:

- Revisit the existing syllabus in music.

Result:

- Updated course syllabus in music for BCAED and BPED Subjects.

Date: August 2022

Next Step:

- Produce the updated version of the music course syllabus for BCAED and BPED for SY 2022-2023.

Outcome:

- Revised syllabus in music for BCAED and BPED.

Final Step/Recommendation:

- Submit to the college of education after it was reviewed by the IHK Curriculum committee

Prepared by:

CHARIS B. LIMBO
Director, IHK

Conforme:

JOSELLE R. CAYETANO