

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

Name of faculty Member: ALELI A. VILLOCINO

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% =	
b. Students			
Total for Instruction	25%	5.0	1.25
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5.0 x 100% =	
Total for Research	5%	5.0	.25
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director 50%)		5.0 x 100% =	
Total for Extension	5%	5.0	.25
4. Support to Operations	15%	4.93	.74
5. General Admin & Support Services	50%	4.83	2.42
TOTAL	100%		4.91

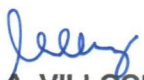
EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALELI A. VILLOCINO
Name of Faculty

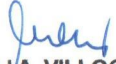
Approved:



EDGARDO E. TULIN
President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, 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 2020.


ALELI A. VILLOCINO
Assoc. Prof. V
Date:

Approved:

EDGARDO E. TULIN
President
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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	5	5	5	5	5.00	Glory Jane B. Borines, Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado
		A3. Number of students advised on thesis/special problem/dissertation								Glory Jane Borines, Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado
		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 purposes	10	15	5	5	5	5.00	Glory Jane Borines, Dennis Joel L. Cerna, Emma M. Luntayao, Grace Enso, Honey Reforzado

	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	10	15	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	10	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		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	1	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
	PI 10 . Additional outputs:	A 8. Other outputs <u>implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	3	4	5	5	5	5.00	Instructional videos in music: Fundamentals of Music, Beginners Guide to Musical Scale, Nature of Sound, Minor Chords & Major Chords on the Piano
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	3.6	3.6	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		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	1	5	5	5	5.00	Recto, Loise Patricia Arcilla (PrEd 156)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	4	4	5	5	5	5.00	2017 CSC ORA-OHRA CSC RACCS, Community Wellbeing Webinar 3.0,
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1 (music sheets)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	7	5	5	5	5.00	
		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							
		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	3	4	5	5	5	5.00	University Supreme Student Council Federation (USSCF)

	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	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	7	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	Music notation, basic conducting, music integrated theory
		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	1	5	5	5	5.00	CAEd 111 Principles & Practice (Music Overview 1) Philosophical Foundations of Creative Expressions in Sound 1
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		COPC	Prepared documents to support the COPC application	1	1	5	5	5	5.00	BPED & BCAEd
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers	1	1	5	5	5	5.00	Department of Education
		A 26. Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	1	5	5	5	5.00	Building a culture of Safety in a Pandemic & Beyond
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							

116/22
= 3.0

	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-referred 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								

		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Research Fellow, Incorporated Association, Academic Society of North & South Sports , approved by the Ministry of Unification, Republic of Korea utilizing sports activities for peace and development.
UMFO 4. EXTENSION SERVICES										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36.</u> 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	1	1	5	5	5	5.00	Pangasugan Barangay Council
	<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<u>A 39.</u> 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							
	<u>PI 5.</u> Number of technical/expert services	<u>A 40.</u> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								

	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 implementation								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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 4. SUPPORT TO OPERATIONS											
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
	PI 1. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of OVPSAS 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	5	5	5	5.00	Internal Quality Auditor in preparation for First Surveillance Audit	
	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	Corrective Actions, replies sent by emails, text and chat messages	
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%	5	5	4	4.67	Correspondence from partner agencies and transmittal for submission	


	PI 4 No. of formal/informal linkages with external agencies maintained		links with external agencies	12	14	5	5	4	4.67	LGUs: Pilar, Camotes, Matagob, Kananga, Albuera, Baybay, Inopacan, Hindang, Hilongos, Bato, Matalom, Mahaplag, Abuyog, Javier SUCs: EVSU Ormoc Campus, LNU & Component Colleges
	PI 5 No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	9	10	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, IQA
	PI 6 No. of unit heads/staff meetings presided	OVPSAS	100% attendance of units heads, committee members attended the meeting							Regular, emergency & consultation meetings (office, committee, students & other related units/offices)
		A 48 Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to comply with IATF safety & health guidelines	2	2	5	5	5	5.00	OVPSAS Memo Circular #01 Procedures & Guidelines in Packaging & Delivery of Printed Learning Materials to Students during Covid-19 Pandemic, Memo Circular No 02 S2020 Timeline in the Reproductio & Delivery of Instructional Materials, OP Memo #466 S 2020 2nd Round of Delivery & Distribution of Learning Modules
	PI 7 Percentage of clients served rated the services received at least very satisfactory or higher.		rated services as very satisfactory or higher	90%	95%	5	5	5	5.00	
	PI 8 Number of quality procedures revised/updated and registered at QAC		review of procedures manual	1	1	5	5	5	5.00	PM OSS-05 Implementation of the Local Student Internship Program
	PI 9 Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	3	5	5	5	5.00	zero NC during external audit

	PI 10. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.00	PM OSS-05 Implementation of the Local Student Internship Program
UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
OVPSAS GASS 1: Administrative and Support Services Management										
GASS 1: Administrative and Support Services	PI 1. Number of administrative services and financial/ administrative documents acted within the time frame		acts on documents within the time frame	100%	100%	5	5	4	4.67	Submission of CHED monitoring tool
	PI 2. Number of formal/informal linkages with external agencies maintained		links with external agencies	12	14	5	5	4	4.67	LGUs: Pilar, Camotes, Matagob, Kananga, Albuera, Baybay, Inopacan, Hindang, Hilongos, Bato, Matalom, Mahaplag, Abuyog, Javier SUCs: EVSU Ormoc Campus, INU & Component Colleges
	PI 3. number of council/board/committee assignments served/functions performed	Active participation in meetings called by immediate supervisor, committee chairpersons & head of units/offices	performs council/board/committee assignments	25	30	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, IQA
	PI 4. number of unit heads/staff meetings presided		presides meetings with unit heads/staff	15	20	5	5	5	5.00	regular, emergency and consultation meetings (office, committee, students & other related units/offices)
	Total Over-all Rating					190	190	186	188.68	
	Average Rating					5	5	4.89	4.97	19.86
	Adjectival Rating									


Average Rating (Total Over-all rating divided by 4)	19.86	4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes


Evaluated & Rated by:


EDGARDO E. TULIN
 President
 Date _____

Recommending Approval:


EDGARDO E. TULIN
 President
 Date _____

Approved by:


EDGARDO E. TULIN
 President
 Date _____

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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 CAEd 111 (Principles & Practice – The Philosophy & Historical Foundations of Creative Expressions in Sound,	<ul style="list-style-type: none"> Deliver quality flexible learning & instruction to BS Culture & Arts Education in the light of the pandemic 	September 2020	February 15, 2021		Very impressive	Outstanding	Need to gather more references and learning materials in CAEd 111. Collaborate with faculty & network with SUCs offering the degree program
2	Design new PPT and learning materials in CAEd 111	<ul style="list-style-type: none"> More interactive and creative e-Learning presentation to build an effective learning course. 	September 2020	February 15, 2021		Impressive	Outstanding	Explore more teaching strategies for online class
3	Create flexible & negotiated assessment to best rate students' performance in online classes.	<ul style="list-style-type: none"> Objectives & tasks are aligned to course learning outcomes & learning activities. Interventions are designed to provide sufficient time for students to comply with the course requirements. 	October 5, 2020 – February 12, 2021			Very impressive	Outstanding	Include opportunities for group, peer and self-assessment
4	Submit reports and other requirements	<ul style="list-style-type: none"> Submission of DTR, grade sheets, committee reports, program report and other 	October 5, 2020 – February 12, 2021			Very Impressive	Outstanding	

		documents assigned by immediate supervisor and other offices/units.				
5	Student Consultation	<ul style="list-style-type: none"> Advise undergraduate students on subject/course-related activities, projects and assignments Advise and coach graduate students advisees in preparing for the comprehensive examination. 	November 2020 – February 2021	Very impressive	Outstanding	Design a scoring rubric for oral comprehensive exam
6	Consultation with office/unit heads on policies, guidelines, procedures in the operations & management of programs/projects.	<ul style="list-style-type: none"> Improved communication, organizational and management performance and decision-making. culture of team work is built within a newly created office. 	July 2020 – onwards	Very impressive	Outstanding	Schedule consultation meetings to units/offices.
7	Oversee the operations of units/offices working with the OVPSAS	<ul style="list-style-type: none"> Improved delivery of support to interested parties. Empowered and engaged work force. 	July 2020 – onwards	impressive	Outstanding	Work closely with unit/office heads. Review policies & guidelines. Connect with students & other interested parties
8	Facilitate in cascading ISO 9001:2015 to faculty and staff	<ul style="list-style-type: none"> Conduct management meetings, attend department regular and emergency meetings, sent/posted important messages on the virtual office (group chats) to 	July 2020 – onwards	Impressive	Very Satisfactory	Revisit the procedure manual for possible revisions and cascade any changes for

		remind and update personnel of ISO activities.				planning to offices/units.
9	Attends to administrative council meetings, university meetings, quality assurance activities	<ul style="list-style-type: none"> Update staff of university updated guidelines, policies and other university affairs Empower personnel to actively participate in meetings and decision making 	October 2020 – onwards	Very Impressive	Very Satisfactory	Explore and open up ideas to others in order to get a deeper approach towards situations and events happening in the pandemic.
10	Endorse staff to attend trainings, workshop, seminars	<ul style="list-style-type: none"> Level up the morale of the staff to be more driven, motivated and inspired to accomplish their tasks/targets 	October 2020 – onwards	Very impressive	Outstanding	provide learning & development activities to guidance counsellors & librarians to create more flexible delivery of services in the light of the pandemic.

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

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

Prepared by:


ALELI A. VILLOCINO
 Faculty

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim:

1. To provide flexible delivery of support to students and ensure a continuity of learning amidst the pandemic and community quarantine guidelines.
2. To maintain the operations of the student's affairs and services office and units during the pandemic.

Proposed Intervention:

1. Design a mechanism to closely monitor the academic performance, mental health and psychosocial well-being of students during the implementation of flexible learning.
2. Work closely with colleges, departments, offices/units, administration and the local COVID Task Force in the delivery of support to students.

Date: July – November 2020

Target Date: December 2020 & onwards

First Step: Anchor the work plan based on CHED guidelines implementation of flexible delivery of student affairs and services during COVID-19 pandemic. Other guidelines to consider are the Health & Safety protocols set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF – MEID), Local Government Unit (LGU) and the Office of the President (OP).

Next Step: Conduct a consultative meeting with units/offices working with OVPSAS to assess the on-going intervention programs conducted from April – July 2020.

Collaborate with the USSCF and course organizations through the Student Development Services Office to closely connect with students and identify their needs.

Endorse Guidance Counselors, Department-based Guidance Facilitators and support staff to attend webinars on how to best position themselves to deliver the necessary support and services students.


Plan online support mechanisms using social media platform to connect with students in a safe virtual space or tele-counseling platform.

Result: Responsive student affairs and services to serving students during the pandemic.

Recommendation:

1. Review and finalize the Objectives, Targets & Programs & Action Plans for implementation in 2021 of units/offices working with OVPSAS.
2. Conduct a needs & expectations of interested parties survey before the beginning of each academic year.
3. Maintain the online channels (facebook, messenger, Serbisyo Estudyante, online Kumustahan) to facilitate communication between students and student affairs and services offices/units.
4. Create a separate social media platform or webpage for proper information dissemination to students and interested parties.

Prepared by:



EDGARDO E. TULIN
President

Conforme:



ALELI A. VILLOCINO
IHK Faculty & VP for Student Affairs
& Services