

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

Name of faculty Member: DENNIS JOEL L. CERNA

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%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
3. Extension			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Extension	25%	5.0	1.25
4. Support to Operations	%		
TOTAL	100%		5.0

EQUIVALENT NUMERICAL RATING:

5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.00

ADJECTIVAL RATING:

Outstanding

Prepared by:

DENNIS JOEL L. CERNA

Name of Faculty

Reviewed by:

CHARIS B. LIMBO

Director

Recommending Approval:

BAYRON S. BARREDO

College Dean

Approved:


BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DENNIS JOEL L. CERNA**, 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.


DENNIS JOEL L. CERNA
 Instructor I

Approved: 
CHARIS B. LIMBO
 Department Head

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	Timelines	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							

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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 Moodle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	8	28.1	5	5	5	5.00	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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	2	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	On-hand training on How to Use Moodle
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		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	41	44	5	5	5	5.00	Bachelor of Culture and Arts Education 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	41	5	5	5	5.00	Through online consultation
	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	ADARNA Organization

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	3	5	5	5	5.00	ADARNA Officers Meeting, ADARNA Online Election of Officers, Wellness week
	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	2	5	5	5	5.00	PhEd11: Movement Enhancement, ECED105:Creative Arts, Music and Movement in Early Childhood
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	9	5	5	5	5.00	PhEd11- w019, w009, w061 & w008, PhEd13- w230, w023, w058, w186 ECED105 T277
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	34	5	5	5	5.00	PE Safety Guidelines, VSU Vision, Mission and Quality Procedure, 28 Videos for PhEd13, 3 Powerpoint presentation for ECED 105, PhEd11 and PhEd 13
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	12	5	5	5	5.00	PhEd11-Pretest, Lesson 1.1 Learning task & Assessment, Lesson 1.2 Learning Task & Posttest, Lesson 2.1 Assessment, 3 Learning Tasks for ECED 105
		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	9	5	5	5	5.00	PhEd11- w019, w009, w061 & w008, PhEd13- w230, w023, w058, w186 ECED105 T277
	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							

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12=5

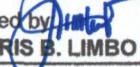
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION 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	10	19	5	5	5	5.00	Kinetika Radio Program Episodes
	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	Implemantes 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	19	370	5	5	5	5.00	Online comments during the airing of the Langoy sa Kaluwasan in the Kinetika Radio Program
	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								

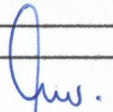
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization 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 scienfic 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								
		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							

	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach								
	Resource Persons	Resource Persons/Coach of Different Sports		1	1	5	5	5	5.00	VSU Dancesports Team
	Convenor/Organizer	Convenor/Organizer		1	4	5	5	5	5.00	CSC Anniversary Fitness Friday, University Wellness week, Online Kantahan, BCAEd OBE Syllabus Making
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> 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										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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						
		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				85	85	85	85	
	Average Rating				5	5	5	5	
	Adjectival Rating								

Average Rating (Total Over-all rating divided by 4)		5.00	Comments & Recommendations for Development Purpose: <i>Courteous, skillful and always ask questions & seek guidance when not sure of what to do.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		5.00	
Adjectival Rating		Outstanding	

Evaluated & Rated by: 
CHARIS B. LIMBO
 Department Head
 Date:


BAYRON S. BARREDO
 Dean, College of Education
 Date:



BEATRIZ S. BELONIAS
 Vice President for ~~Academic~~ Affairs
 Date: *2/2/21*

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DENNIS JOEL L. CERNA**

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 PhEd11, PhEd13(Phil. Folk Dances), and ECEd105	Deliver quality learning to students in the undergraduate program in this new normal.	August 2020	February 2021		Very impressive	Outstanding	
2	Develop PPT Presentations in PhEd11, PhEd13(Phil. Folk Dances), and ECEd105 and are uploaded in the online-classroom	A more comprehensive ppt. presentation	August 2020	February 2021		Very Impressive	Outstanding	
3	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in this new normal	August 2020- February 2021			Very impressive	Outstanding	
4	Submit reports and other requirements	Sign DTRs, submit grade sheets	August 2020- February 2021			Very Impressive	Outstanding	
5	Coached the Dancesports Team-Modern Standard	Created a training program for the team despite the pandemic.	August 2020	February 2021		Very Impressive	Outstanding	
6	Was able to typeset Learning Guides from the Institute that are for Modular Mode of Learning	Edit Modules that are in line with the University's Requirement for the Learning Guides	August 2020	December 2020	December 2020	Very Impressive	Outstanding	
7	Facilitate the Kinetika Radio Program	Create a weekly episodes for the Radio program and Facilitate as host every week	August 2020	December 2020	December 2020	Very Impressive	Outstanding	

* 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: **DENNIS JOEL L. CERNA**

Performance: Outstanding

Aim: To facilitate the "Kinetika" Radio Program at DYDC 104.7

Proposed Intervention to Improve Performance:

Come up with different weekly segments of the program

Date: January 2021

Target date: January 2021

First Step:

- Create a timeline of weekly segments with co-faculties as co-hosts

Result:

- Attractive Radio program for the university and stakeholders

Date: June 2021

Target Date: June 2021

Next Step:

- Study the result of the Program

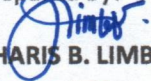
Outcome:

- A more attractive and enjoyable Radio Program for the employees and stakeholders of the university

Final step/recommendation:

- Consistency of the implementation of the Radio program.

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:.


DENNIS JOEL L. CERNA