

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: **SHEENA EUNICE B. TABUDLONG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
<b>1. Instruction</b>			
a. Head/Dean (100%)		4.93 x 50% = 2.47	
b. Students		4.67 x 50% = 2.33	
Total for Instruction	75 %	4.8	3.6
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		x50%	
b. Dept. Head/Center Director 50%)		x50%	
Total for Research			
<b>3. Extension</b>			
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
<b>4. Gen. Admin &amp; Support Services</b>			
<b>TOTAL</b>	<b>100%</b>		<b>4.85</b>

EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**SHEENA EUNICE B. TABUDLONG**

Name of Faculty

Reviewed by:

**CHARIS B. LIMBO-RIVERA**

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, SHEENA EUNICE B. TABUDLONG, 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 January to June 2023.

  
**SHEENA EUNICE B. TABUDLONG**  
 Assistant Professor 1  
 Date:

Approved:   
**CHARIS B. LIMBO-RIVERA**  
 Department Head  
 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	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	1	1.5	5	5	5	5.00	PhEd 212,PhEd 208
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	27	5	5	5	5.00	MEd -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	6	5	5	5	5.00	Graduate Advisees
	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	2	5	5	5	5.00	PhEd 212, Phed208



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 212 Google Drive
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	PhEd 212
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	10 Phed 212, 4Phed 208
		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	1	1	5	5	5	5.00	PhEd 212
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	15	20.25	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	4	4.67	
		<u>A 11</u> . 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	11	5	5	5	5.00	
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Action Research Massive Open Online Course

		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	12	5	5	4	4.67	PhEd 14, Phed 134
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	PhEd 14, Phed 134
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	12	5	5	5	5.00	PrEd 200 Teaching internship
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	1	67	5	5	5	5.00	Bachelor of Physical Education
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		1	12	5	5	5	5.00	PrEd 200 Teaching internship Action Research
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	500	5	5	5	5.00	Bachelor of Physical Education and Student Interns, Varsities, PE Students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5		Ultimate Frisbee
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	UISB Spotsfest, Goodwill games
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> 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	PhEd 14, Phed 134
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PhEd 14, Phed 134



	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	9	5	5	5	5.00	3 PhEd 14, 6 Phed 134
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	22	5	5	5	5.00	12 PhEd 14, 10 Phed 134
	<b>A 23:</b> 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							
	<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Pred 200
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3. RESEARCH SERVICES</b>									
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year							
		<i>In refereed int'l journals</i>							
		<i>In refereed nat'l/regional journals</i>							

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							



	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 39.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>		1	2					AR Adviser, Coach
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelist/Coach</i>		1	1					AR Panelist
	<i>Resource Persons</i>	<i>Resource Persons/Coach of Different Sports</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	7	5	5	5	5.00	CE Pinning Ceremony, CE Student Teaching Culmination, Student Teaching Pre Deployment Orientation, Action Research Defense, Mister and Miss VSU, Good will Games, Run for A cause
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		1	2					UISB Judge, RQAT

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
<b>Total Over-all Rating</b>						130	130	128	124.33	
<b>Average Rating</b>						5	5	4.9	4.78205	



Adjectival Rating									
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Average Rating (Total Over-all rating divided by 4)		4.93	Comments & Recommendations for Development Purpose:  <i>The most dependable team member. Keep it up!</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		5.00	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

**CHARIS B. LIMBO-RIVERA**

Department Head

Date:

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

### PERFORMANCE MONITORING FORM

Name of Employee: SHEENA EUNICE B. TABUDLONG

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 undergraduate and graduate course	Deliver quality learning to students in the undergraduate program	January 2023	January 2023 June 2023		Very impressive	Outstanding	Assigned task were accomplished
2	Enhance Learning Guides in Phed14 , PhEd 134, PHED 212, PHED 208	A more comprehensive ppt presentation	January 2023	January 2023	January 2023	Very impressive	Outstanding	Assigned task were
3	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2023	January 2023	January 2023	Very impressive	Outstanding	Task was done responsibly
4	Submit reports and other requirements	Submitted DTR and grade sheets	January 2023	January 2023 June 2023		Very impressive	Outstanding	Assigned task were accomplished
5	Student Consultation	<ul style="list-style-type: none"> <li>Advise courses to be taken Graduate MEd and BPED Advisees</li> <li>Facilitates students in their completion of the course</li> </ul>	January 2023	January 2023 June 2023		Very impressive	Outstanding	Assisted students' concerns
6	Develop an Internship plan for PrEd 200	An Internship plan that is used for PrEd 200 the new normal	January 2023	January 2023	January 2023	Very impressive	Outstanding	Assigned task were accomplished
7	Coordinated the implementation of PrEd 200 Internship Plan	<ul style="list-style-type: none"> <li>Facilitated Orientation Program for Student Teaching Interns</li> </ul>	January 2023	January 2023 June 2023		Very impressive	Outstanding	Assigned task were accomplished



		<ul style="list-style-type: none"> <li>Assigned Online and Face to face Student Teaching to Cooperating Schools , Cooperating Teachers and Supervising Teachers</li> <li>Deployed the apprentice to their respective Apprenticeship Venues, Trainers</li> </ul>					
8	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	January 2023	January 2023 June 2023	Very impressive	Outstanding	Attended Meetings on time
9	Facilitated Activities in IHK and in the university (VSU Biggest Loser, CE Virtual Pinning Ceremony, VSU Fun Run for a cause, CE Student On Boarding, IHK Community Outreach, IHK Culmination Program, Pre Deployment Orientation)	Coordinated with proper conduct of Related activities	January 2023	January 2023 June 2023	Very impressive	Outstanding	Assigned task were accomplished

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

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

Prepared by:

  
CHARIS B. LIMBO - RIVERA  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**

Performance: Outstanding

Aim:

- Implement student teaching internship, art apprenticeship and field study
- Facilitate the conduct of the Student Intramural Games in the new Normal

Proposed Intervention to Improve Performance:

- Review proposal for internship, apprenticeship, field study plan in the new normal set up
- Review Guidelines of Intramural Games that is applicable in the new Normal

Date: July 2023

Target date: August 2023

First Step:

- Meet BCAED and BPED Coordinator for internship, apprenticeship, field study Plan in the new normal set up
- Conduct a Meeting that involves the Committee, Students, Faculties in preparation of the Student Intramural games

Result:

- Create MOA for potential for Internship, Apprenticeship and Field Study Partners
- Create a Timeline of Scheduled Activities for Student Intramural Games in the New Normal

Date: August 2023

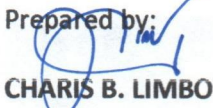
Target Date: September 2023

Next Step: Review the Feedbacks/suggestions and recommendations

Outcome: Come up with better guidelines for the next implementation

Final step/recommendation:

- Careful and through planning of upcoming Student Intern for in internship, apprenticeship, field study Plan
- Consistency of the Guidelines of the Student Intramural Games in the new Normal

Prepared by:  
  
**CHARIS B. LIMBO**  
Director, IHK

Conforme:  
  
**SHEENA EUNICE B. TABUDLONG**