

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CHARIS B. LIMBO

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1	Instruction			
	a. Head (50%) from IPCR	0.50	4.91	2.46
	b. Student (50%) from Teaching Performance Eval'n. By-St	0.50	5.00	2.50
	Total for Instruction	30%		1.49
2	Research			
	a. Client/ Dir/For Research (50%)			
	b. Dept.Head/Center Director (50%)			
	Total for Research			
3	Extension			
	a. Clients/ Dir/For Extension (50%)		4.00	2.00
	d. Dept.Head/ Center Director (50%)		5.00	2.50
	Total Extension	10%		0.45
4	Administration and Support Services	60%	5.00	3.00
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.94

EQUIVALENT NUMERICAL RATING:

4.94

Add: Additional Points, if any:

-


TOTAL NUMERICAL RATING:

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:


CHARIS B. LIMBO
Name of Faculty

Recommending Approval:


ALELI A. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Individual Commitment and Review Form (IPCR)

I, Charis B. Limbo of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2019.

CHARIS B. LIMBO

Ratee

Date: Jan. 23, 2020

Approved:

ALEX A. VILLOCINO

Dean, College of Education

Date: _____

[illegible]

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Varsity Sports Program	Assist athletes in the filling up of SCUAA forms	100	230	5	5	5	5	
		Assist in screening athletes documents	100	230	5	5	5	5	
		Assist in the preparation of certificates of membership recognition to varsity athletes	230	230	5	5	5	5	
	Number of VSU Related Activities Assisted Faculty and Staff Sportsfest	Attend faculty sportsfest meeting	2	6	5	5	5	5	
		Entertain concerns and quires related to the activity	2	6	5	5	5	5	
Advance Education Services	FTE TL								
	Total for Instruction								
Research Services		Number of Research Proposals							
		Advise faculty to write research proposals	1	1	5	4	4	5	
	Total for Research								
Extension	Extension proposal for review	Advised faculty to submit extension proposal	1	1	5	4	4	5	
	Coach, Arnis Varsity Team	Train the teams in preparation for the regional games	10	10	5	5	5	5	
	Total for Extension Services								
Administrative Support Services	Chairman, Institute Personnel Committee	Conduct recruitment, selection and placement for new faculty	1	2	5	5	5	5	
		Endorse faculty for renewal	1	2	5	5	5	5	
		Endorse faculty and staff for seminars, trainings, symposium or conferences	3	4	5	5	5	5	
	Chairman, Intramural Council (Faculty, Staff and Students)	Lead the intramural games for faculty, staff and students of the main campus	1200	1300	5	5	5	5	
		Assist intramural coordinator to create working committees to facilitate the conduct of the event	20	20	5	5	5	5	
		Entertain quires related to the conduct of the activity	2	10	5	5	5	5	
		Follow-up request and budget	2	2	5	5	5	5	
	Sports Director	Attend to Regional SCUAA meeting in preparation for the regional games	3	3	5	5	5	5	
		Assist in the preparation of athletes documents	230	230	5	5	5	5	
		Conduct meetings to working committees in preparation to the regional games participation	2	2	5	5	5	5	
MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Institute Director	Sign the following:							
		Certificate of Service Record/DTR	20	20	5	5	5	5	

		Payroll	2	5	5	5	5	5	
		Request of gym/facilities use	5	20	5	5	5	5	
		Submit reports	5	10	5	5	5	5	
		Attend to university called meetings	5	8	5	5	5	5	
		Follow-up requests	3	5	5	5	5	5	
		Conduct regular faculty meeting to faculty and staff	6	6	5	5	5	5	
		Conduct special or emergency meeting to faculty and staff	3	3	5	5	5	5	
		Coach Faculty and Staff	1	16	5	5	5	5	
		Monitor classes	10	16	5	4	4	5	
		Monitor faculty/staff attendance	16	20	5	5	5	5	
	Total for Administrative Support Services								
Efficient and customer friendly frontline service			90% no complaint	99% no complaint	5	5	5	5	
Total Overall Rating					220	217	217	220	
Overall divide by number of items					5	4.82	4.82	5	

Average rating (Total Over-all rating divided by 4)		4.91
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development

Purpose: *Manages the department/institute known for its high level of teamwork.*

Very supportive and cooperative member of the College Management Committee.

Evaluated and Rated by:

[Signature]
ALELI A. VILLOCINO

Head

Date: _____

Recommending Approval

[Signature]
ALELI A. VILLOCINO

College Dean

Date: _____

Approved

[Signature]
BEATRIZ S. BELONIAS

Vice Pres. For Instruction

Date: _____

PERFORMANCE MONITORING FORM (July- December 2019)

Name of Employee: CHARIS B. LIMBO

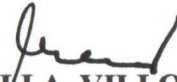
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Learning and Teaching Activities	<ul style="list-style-type: none"> Developed Course Outline and Syllabus in PHED 125, PrEd 199 and Phed 13 Developed power point presentation in PHED 125, PrEd 199 and Phed 13 Collect assignments and Check quizzes Conduct practical, midterm and final examinations 	July to December 2019			Impressive	Outstanding	no failed students
2	Approved Portfolio Advising (Academic and Student Organization)	<ul style="list-style-type: none"> Supervised the performance of Student Teachers assigned Advice and counsel graduating students, transferees, shiftee and second courser and organization members. 	July to December 2019			Impressive	Very satisfactory	Portfolios were approved on the given schedule and students were advised to become better member of the organization and as part of the VSU community
4	Intramural Program	<ul style="list-style-type: none"> Accommodate and advise students with concerns in the conduct of the intramural games Screen players documents 	July- September 2019			Impressive	Very satisfactory	Was able to address concerns properly
5	Varsity Sports Program	<ul style="list-style-type: none"> Assist athletes in the filling up of SCUAA forms Assist in screening athletes documents, preparation of certificates of membership, and recognition to varsity athletes 	July to December 2019			Very impressive	Outstanding	Very successful
6	Faculty and Staff Sportsfest	<ul style="list-style-type: none"> Attend faculty sportsfest meeting and entertain concerns and queries related to the activity 	July- September 2019			Very impressive	Outstanding	Organized Sportsfest
7	Chairman, Institute Personnel Committee	<ul style="list-style-type: none"> Conduct recruitment, selection and placement for new faculty Endorse faculty for renewal seminars, trainings, symposium or conferences 	July to December 2019			Impressive	Very satisfactory	Was able to hire new faculty and had sent faculty to seminars

8	Chairman, Intramural Council (Faculty, Staff and Students)	<ul style="list-style-type: none"> • Lead the intramural games for faculty, staff and students of the main campus • Assist intramural coordinator to create working committees to facilitate the conduct of the event • Entertain queries related to the conduct of the activity • Follow-up request and budget 	July to September 2019	Impressive	Very satisfactory	Successful conduct of the program with a post evaluation after
9	Institute Director	<ul style="list-style-type: none"> • Sign the following Certificate of Service Record/DTR, Payroll • Request of gym/facilities use • Submit reports • Attend to university called meetings • Follow-up requests • Conduct regular faculty meeting to faculty and staff • Conduct special or emergency meeting to faculty and staff • Coach Faculty and Staff • Monitor classes • Monitor faculty/staff attendance 	July to December 2019	Impressive	Very satisfactory	Needs more patience and adjustments in doing the work

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

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

Prepared by:


ALELI A. VILLOCINO
 Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHARIS B. LIMBO**

Performance Rating: Outstanding

Aim: To execute and implement university and office orders relative to academic and other assigned tasks and concerns with 90% accuracy.

Proposed Intervention to Improve Performance:

Manage time wisely and collaboration with colleagues not only in the office but in the university as a whole.

Date: January 2020

Target Date: January 2020

First Step:

- Make a time table and list of things to do according to its priority (instructions, research, Extension and others)

Result:

- Can submit reports on time
- Can closely monitor faculty of their attendance
- Can closely monitor faculty on reports to be submitted

Date: February 2020

Target Date: February 2020

Next Step:

- Carefully plan for the up-coming Institute and University Activities and wisely supervise the faculty and its performance to work to assigned tasks

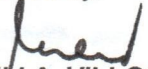
Outcome:

- Effectively and efficiently conduct of the activities

Final Step/Recommendation:

Close monitoring of plan implementation.

Prepared by:


ALELI A. VILLOCINO
College Dean


Comproves
CHARIS B. LIMBO