

**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)
1. Instruction			
a. Head/Dean (100%)		4.79 x 50% = 2.40	
b. Students		4.0 x 50% = 2.0	
Total for Instruction	75 %	4.4	3.3
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.Gen. Admin & Support Services			
TOTAL	100%		4.55

EQUIVALENT NUMERICAL RATING: 4.55
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

SHEENA EUNICE B. TABUDLONG
 Name of Faculty

Reviewed by:

CHARIS B. LIMBO
 Director, IHK

Recommending Approval:

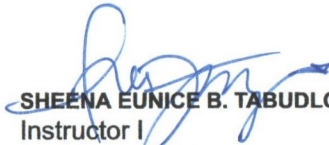
BAYRON S. BARREDO
 College Dean

Approved:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, 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 July to December 2022.


SHEENA EUNICE B. TABUDLONG
Instructor I
Date: January 4, 2023

Approved: 
CHARIS B. LIMBO
Department Head
Date: 01-04-23

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	1	1.5	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	22	5	5	5	5.00	
		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	22	5	5	5	5.00	MEd PE Students

	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	4.5	5	5	4.83	PhEd 208
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4.5	5	5	4.83	PhEd 208
		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.	1	1	4.5	5	5	4.83	Rubrics Posted at the VSU E Learning
		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 208
	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	26	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1						
		A 11. 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	5	5	5	5	5.00	5

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	5.00	Phed 103
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	13	5	5	5	5.00	PhEd 103
		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	57	5	5	5	5.00	BPED Advisees
		A17. Number of students advised on thesis/ field practice/special problem:		1	31	5	5	5	5.00	PrEd 154 B (21), CAEd 143 (10)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	12	5	5	5	5.00	FS 2 Action Research
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	300	5	5	5	5.00	
	PI9: 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							

	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	Phed 103
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	Phed 103
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	22	5	5	5	5.00	Phed 103 (12)
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	7	5	5	5	5.00	Phed 103 (7)
		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 Moodle or Google Classroom	1	1	5	5	5	5.00	Phed 103
	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	1	2	5	5	5	5.00	Art Apprenticeship I and II
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Apprenticeship Baybay LGU
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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 or 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							
		<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 fora/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 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								
		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 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							
	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	Implements 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 beneficiaries							
	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		1	3	5	5	5	5.00	Internship, Apprenticeship, Intramurals

	Consultancy	Consultant								
	Evaluator	Evaluator		1	3	5	5	5	5.00	Student Teaching Proficiency Award, Dance Contest Immaculate Conception Hospital,
	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 (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	1	1	5	5	5	5.00	
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 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							
		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							
		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							

	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					123.5	125	125	124.50	
	Average Rating					4.75	4.81	4.81	4.79	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)		4.79	Comments & Recommendations for Development Purpose: <i>With so much potentials & can be relied upon - willing to work overtime when necessary.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.79	
Adjectival Rating		Outstanding	

Evaluated & Rated by:

CHARIS B. LIMBO

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

Name of Employee: SHEENA LONICE 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 graduate and undergraduate courses PhEd 103, PhEd 153, PhEd 154 B, CAEd 143, PhEd 208	Deliver quality learning to students in the undergraduate program	July 2022	July 2022- February 2023		Very impressive	Outstanding	Assigned task were accomplished
2	Enhance ppt in Phed103,PhEd 151, PhEd 208	A more comprehensive ppt presentation	July 2022	July 2022- February 2023		Very impressive	Outstanding	Assigned task were accomplished
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	July 2022- February 2023			Very impressive	Outstanding	Assigned task were accomplished
4	Coordinated the implementation of CAEd 141 and 143 Apprenticeship Plan	<ul style="list-style-type: none">Facilitated Orientation Program for ApprenticeAssigned Apprentice to Apprenticeship Venues, Trainers and Supervising TeachersDeployed the apprentice to their respective Apprenticeship Venues, Trainers	July 2022			Very impressive	Outstanding	Assigned task were accomplished

5	Submit reports and other requirements	Submitted DTR and grade sheets	July 2022- February 2023	Very impressive	Outstanding	Assigned task were accomplished
6	Attendance in regular, emergency & special meetings	Attended meetings in the institute and department	July 2022- February 2023	Very impressive	Outstanding	Attended Meetings on time
7	Facilitated Activities in IHK and in the university (University Intramurals , Regional SCUUA Games 2023,	Coordinated with proper conduct of Related activities	September 2022-December 2022	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
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEENA EUNICE B. TABUDLONG**
Performance: Outstanding
Aim:

- Implement student teaching internship, art apprenticeship

Proposed Intervention to Improve Performance:

- Review proposal for internship, apprenticeship plan

Date: January 2023

Target date: February 2023

First Step:

- Conduct a Meeting that involves BPED and BCAED students, Supervisors, College SIP Coordinators, FS Coordinator in preparation for Student Teaching Internship and Apprenticeship

Result:

- Create MOA for potential for Internship, Apprenticeship Partners
- Create Calendar of Scheduled Activities for Internship and Apprenticeship

Date: May 2023

Target Date: September 2023

Next Step: Review the Feedbacks/suggestions problems encountered and recommendations

Outcome: Come up with better planning and activities for the next implementation

Final step/recommendation:

- Careful and thorough planning of upcoming Student Internship and Art Apprenticeship

Prepared by:


CHARIS B. LIMBO
Director, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG