

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Dennis Joel L. Cerna (Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	4.99	2.00
b. Students	40	4.56	1.82
Total for Instruction	80		3.82
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	10	4.99	0.50
4. Administration	10	5.00	0.50
5. Production	-		
TOTAL	100		4.82

EQUIVALENT NUMERICAL  
RATING:

4.82

Add: Additional Points, if any:

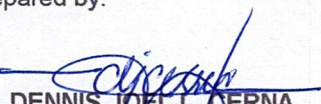
TOTAL NUMERICAL RATING:

4.82

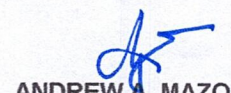
ADJECTIVAL RATING:

OUTSTANDING

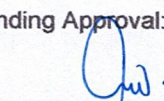
Prepared by:

  
DENNIS JOEL L. CERNA  
Name of Faculty


Reviewed by:

  
ANDREW A. MAZO  
Director, IHK

Recommending Approval:

  
BAYRON S. BARREDO  
Dean, College of Education

Approved by:

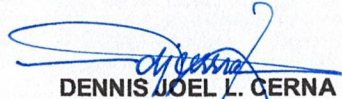
  
ROTACIO S. GRAVOSO  
VP for Academic Affairs




"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period January to June 2024.

  
**DENNIS JOEL L. CERNA**  
 Instructor III  
 Date: July 10, 2024

Approved:   
**ANDREW A. MAZO**  
 Department Head  
 Date: JULY 10, 2024

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		0.6	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		5	5	5	5	5.00	As Academic Adviser
		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		5	5	5	5	5.00	As Academic Adviser



[illegible]



		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
<b>PI 8:</b> Number of students advised: *		<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	37	5	5	5	5.00	Bachelor of Culture and Arts Education Students
		<b>A17.</b> 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							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	1083	5	5	5	5.00	Bachelor of Culture and Arts Education Students, Bachelor of Physical Education students,
<b>PI 9:</b> Number of student organizations advised/ assisted *		<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1						
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	University Interdormitory Student Body-Literary Musical Competition
<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							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	16	5	5	5	5.00	PhEd14, PhEd138, TEGr113, CAEd126
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	22	5	5	5	5.00	PhEd14, PhEd138, TEGr113, CAEd126
		<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	TEGr113
	<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 *	Conducts research for possible utilization by industry or 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 *	Conducts and completes research oroject 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	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>								
	<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 scienfic for a/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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<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							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<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 38.</b> Number of extension programs/projects implemented	Implements 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		1	5	5	5	5.00	Kabataan Paduwaon Lingawon (Walk in) Brgy. Concepcion 1, Sogod
	Research Mentoring	Research Mentor/ Sports Trainer		1	1	5	5	5	5.00	VSU Dancesports Team
	Peer reviewers/Panelists	Peer reviewers/Panelist/Coach			2	5	5	5	5.00	Action Research



	Resource Persons	Resource Persons/Coach of Different Sports		1	1	5	4.8	5	4.93	VSU Dancesports Team
	Convenor/Organizer	Convenor/Organizer		1	4	5	5	5	5.00	Grand Kaugmaran Festival, Centennial Fun Run, Centennial Goodwill Games, Centennial Anniversary Ball,
	Consultancy	Consultant								
	Evaluator	Evaluator		1	5	5	5	5	5.00	Hugyaw 2024 (WLC Ormoc), National Arts Month Folk Dance
	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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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		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 (GASS)									
<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							
<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	1						
	<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>						110	110	110	109.77
<b>Average Rating</b>						5	5	5	4.99
<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: <i>Knows his work very well and requires very minimum supervision.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		4.99	
Adjectival Rating		OUTSTANDING	

Evaluated & Rated by:

**ANDREW A. MAZO**

Department Head

Date: *JULY 10, 2024*

Recommending Approval:

**BAYRON S. BARREDO**

Dean, College of Education

Date: *JULY 11, 2024*

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: *9/17/2024*



# PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: INSTITUTE OF HUMAN KINETICS

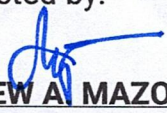
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

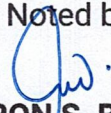
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
<b>Coaching</b>  Review the needed support to facilitate the attainment of the Institute's targets (Jan-June 2024)		Faculty Meeting June 20, 2024			Submit a List of support needed to attain targets

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ANDREW A. MAZO**  
Immediate Supervisor  
Supervisor

Noted by:

  
**BAYRON S. BARREDO**  
Next Higher



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*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teach PrEd212, PhEd 14, PhEd138, TEgR113 and CAEd 126	Deliver quality learning to students in the undergraduate program	January 2024	May 2024	May 2024	Very impressive	Outstanding	
2	Develop ppt in PrEd212, PhEd 14, PhEd138, TEgR113 and CAEd 126	A more comprehensive ppt presentation aligned to the syllabus	January 2024	May 2024	May 2024	Very Impressive	Outstanding	
3	Enhance the Syllabus for PrEd212, PhEd 14, PhEd138, TEgR113 and CAEd 126	A syllabus for PrEd212, PhEd 14, PhEd138, TEgR113 and CAEd 126 following the face to face modality of learning	January 2024	May 2024	May 2024	Very Impressive	Outstanding	
4	Develop and create a training outline for the VSU Dance Sports Team	Update members and train new members of VSU Dance Sports Team	August 2023	May 2024	May 2024	Very Impressive	Outstanding	
5	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- May 2024			Very impressive	Outstanding	
6	Submit reports and other requirements	Sign DTRs, submit grade sheets	January - June 2024			Very Impressive	Outstanding	

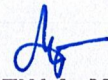


7	Appointed as Go-Chairperson for Kaugmaran Festival 2024	Facilitate, organize and establish the guidelines for the Kaugmaran Festival 2024	March -April 2024	Very Impressive	Outstanding	
8	Facilitated and organized different activities for the university and the IHK. <ul style="list-style-type: none"> <li>● IHK 49th Anniversary</li> <li>● Grand Kaugmaran Festival</li> <li>● Centennial Goodwill Games</li> <li>● Centennial Fun Run</li> <li>● Centennial Ball</li> <li>● VSU Beyond 60</li> <li>● Ugmad Awards 2024</li> </ul>	<ul style="list-style-type: none"> <li>● Created different publication materials necessary for the advertisement of the activity</li> <li>● Acted as an organizer and facilitator for the success of the event.</li> </ul>	March- April 2024	Very Impressive	Outstanding	

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

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

Prepared by:



**ANDREW A. MAZO**

Unit Head



## EMPLOYEE DEVELOPMENT PLAN

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

Performance: Outstanding

Aim: To create a comprehensive apprenticeship program for the institute and the university as a whole

Proposed Intervention to Improve Performance:

Attend relevant seminars and workshops in the field of apprenticeship.

Date: July 2024

Target date: August 2024

First Step: Review and update the Apprenticeship program in the institute

Result:

- Attractive Apprenticeship Program in the Institute

Date: October 2024

Target Date: December 2024

Next Step:

- Study the result of the program.

Outcome:

- A more attractive and comprehensive Apprenticeship Program at the University that produces excellent outcomes.

Final step/recommendation:

- Consistency of the implementation of the Apprenticeship program.

Prepared by:

**ANDREW A. MAZO**  
Director, IHK

Conforme:

**DENNIS JOEL L. CERNA**





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: CERNA, DENNIS JOEL L.

Department: Institute of Human Kinetics

College: College of Teacher Education

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	4.00	Very Satisfactory	80.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	4.50	Outstanding	90.0%
PhEd 151	ADMINISTRATION AND MANAGEMENT OF PHYSICAL EDUCATION AND HEALTH EDUCATION PROGRAM	LEC	5.00	Outstanding	100.0%
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	LEC	3.00	Satisfactory	60.0%
PhEd 151	ADMINISTRATION AND MANAGEMENT OF PHYSICAL EDUCATION AND HEALTH EDUCATION PROGRAM	LEC	5.00	Outstanding	100.0%
Average Rating			4.56	Outstanding	91.25%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 08, 2024

Received by:

CERNA, DENNIS JOEL L.

Name and Signature of Faculty

Date: May 22, 2024

Distribution of copies: ODIE, College, Department, Faculty

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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