

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		5.0 x 50% = 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	25 %	5.0	1.25
2. Research			
a. Client/Dir. For Research (50%)		2.35 x 50% =1.18	
b. Dept. Head/Center Director 50%)		2.35 x 50% =1.18	
Total for Research	5%	2.36	.12
3. Extension			
a. Client/Dir. For Extension (50%)		2.5 x 50% = 1.25	
b. Dept. Head/Center Director 50%)		2.5 x 50% = 1.25	
Total for Extension	5%	2.5	.13
4. Support to Operations	65%	5.0	3.25
TOTAL	100%		4.75

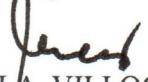
Equivalent Numerical Rating: 4.75

Add: Additional Points, if any: _____


TOTAL Numerical Rating: 4.75

Adjectival Rating: OUTSTANDING

Prepared by:


ALELI A. VILLOCINO
Name of Faculty

Approved:



BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO** of the **INSTITUTE OF HUMAN KINETICS** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicators of January to June 2019.


ALELI A. VILLOCINO
 Ratee

Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education	FTE	Teaches undergraduate courses	5.0	6.70	5	5	5	5.0	2 nd Semester AY 2018 – 2019
	Accreditation Level I AACUP	Supervises & Collects Documents for Level I (BSEd- Biological & Physical Sciences)	50%	100%	5	4	4	4.33	Area 1 Chairperson
Advanced Education	Accreditation PSV MEd	Facilitates all Areas & Collects documents for MEd Program	50%	70%	5	4	4	4.33	Facilitator
	Total for Instruction				5.0	4.33	4.33	4.55	18 21 24 = 4.15
Research Services	Number of Research Proposal Reviewed & Endorsed	Reviews & Endorses Research Proposal for Funding	2	3	5	5	4	4.67	Chairman, Committee for Higher Education
	Total Research				5	5	4	4.67	
Extension Services	Number of Extension Proposals Reviewed & Endorsed	Reviews & Endorses Research Proposal for Funding	2	2	5	5	4	4.33	"I Can Do It: Master Teachers' Capability Building on Research (DTE) & "Langoy sa Kaluwasan" (IHK) (Proposal submitted to ODREX)
	Total for Extension				5	4	4	4.33	
Administrative Support Services	Conducted the recruitment, selection and placement of new faculty to hire part-time and regular faculty		80% Compliance	100%	5	5	4	4.67	Dean, College of Education

	Conducted General Faculty Meetings		80%	100%	5	5	5	5.00	
	Conducted regular management committee meetings, emergency meetings		80%	100%	5	5	4	4.67	
	Indorse faculty for the renewal of their appointments for another school year		80%	100%	5	5	4	4.67	
	Indorse faculty for VSU Faculty Fellowship Grant	Chairman, CoEd Management Committee	80%	100%	5	5	5	5.0	
	Indorse faculty to attend and present papers in regional, national and international conferences		80%	100%	5	5	5	5.0	
	Supervised academic related activities		80%	100%	5	5	4	4.67	
	Monitored the attendance of the faculty and department heads in different academic and co-curricular activities		80%	100%	5	5	4	5.0	
	Monitored the attendance of faculty and administrative staff members		80%	100%	5	5	5	5.0	
	Created working committees to facilitate in the different workshops, curricular activities		80%	100%	5	5	5	5.0	
	Prepared office orders, Memoranda and other documents related to academic and administrative		80%	100%	5	5	4	4.67	
	Implemented academic policies through issuance of Memoranda & other concerns.		80%	100%	5	5	5	5.0	
	Conducted curricular review of teacher education programs		80%	100%	5	5	4	4.67	
	Conducted collegiate orientation, seminars, trainings and workshops		80%	100%	5	5	5	5.0	
	Signed and submitted DTR on the first week of the following month		80%	100%	5	5	4	4.67	
	Facilitated Area in-charge for Preliminary Survey Visit of MEd program		80%	100%	5	5	4	4.67	

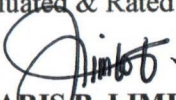
	Attended meetings and trainings related to ISO 9001:2015		80%	100%	5	5	5	5.0	Internal Auditor
	Attended meetings as member of the university committees and/Councils. Submitted reports to the respective committees/offices		80%	100%	5	5	5	5.0	Member, UAdCo Member, University Academic Council Member, University Curriculum Committee Member, Library Committee
	Attended meetings of faculty request to change grade of students		80%	100%	5	5	5	5.0	Member, Committee on Change of Grade
	Total for Administrative Support Services				5	5.0	4.8	4.93	
Total Over-all Rating					4.55	4.67	4.67	4.93	

Average Rating (Total Over-all rating divided by 4)		4.70
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

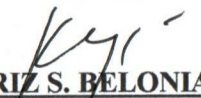
The college dean is highly organized and excels at planning. She supports & leads team members and handles details personally. She is very committed to her job.

Evaluated & Rated by:


CHARIS B. LIMBO
Department Head

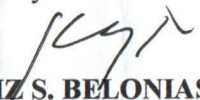
Date: 11/25/19

Recommending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO


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 MAPH 119 (Special Education for MAPEH) and PrEd 125 – The Teaching Profession, Grade 12 WIRC (Immersion)	Deliver quality learning to students to BSED major in MAPEH and Bachelor of Culture & Arts Education students	January 2019	May 2019	May 2019	Very impressive	Outstanding	
2	Supervising Grade 12 Student in their immersion	Deliver quality supervision and monitoring of students' work immersion in different departments	January 2019	May 2019	May 2019	Very impressive	Outstanding	
3	Revised and updated PPT in MAPH 119 and PrEd 125	A more comprehensive and effective powerpoint presentation/slides	January 2019	January 2019	January 2019	Very Impressive	Outstanding	
4	Develop evaluation and assessment tools to rate students' performance	<ul style="list-style-type: none"> Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs Conducted students assessment in the Midterm Examination Conducted Practical Examinations 	January – May 2019			Very impressive	Outstanding	
5	Submit reports and other requirements	Submit DTR, grade sheets, committee reports	January to June 2019			Very Impressive	Outstanding	
6	Student Consultation	<ul style="list-style-type: none"> Advise undergraduate students on subject/course-related activities, projects and assignments Advise and coach undergraduate students on problems/concerns related to course work 				Very impressive	Outstanding	
7	Mentor and coach new department head/director/principal	<ul style="list-style-type: none"> Empowered leaders Committed and dedicated leaders 	January to June 2019			Very Impressive	Outstanding	

8	Consultation with department head/institute director & principal	<ul style="list-style-type: none"> Improved communication, organizational and management performance and decision-making. Exchange of ideas and information 	January to June 2019	Very impressive	Outstanding	
9	Oversee the management of the department/institute	<ul style="list-style-type: none"> Personnel needs are provided Efficient and effective management of resources 	January to June 2019	Very impressive	Outstanding	
10	Facilitated in cascading ISO 9001:2015 to faculty and staff in the College of Education	<ul style="list-style-type: none"> Conducted management meetings, attended department regular and emergency meetings, sent/posted important messages on the virtual office (group chats) to remind and update personnel of ISO activities. 	January – June 2019	Very Impressive	Outstanding	
11	Attended administrative council meetings, university meetings, quality assurance activities	<ul style="list-style-type: none"> Well-informed faculty and staff of university updated guidelines, policies and other university affairs Empowered personnel and open to new ideas 	January – June 2019	Very Impressive	Outstanding	
12	Recommended faculty and staff to attended trainings, workshop, seminars	<ul style="list-style-type: none"> Improved performance, driven and inspired Technical experts 	January – June 2019	Very impressive	Outstanding	

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

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

Prepared by:


ALELIA. VILLOCINO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim: *To revise and design course syllabi compliant to outcome-based and ISO format.*

Proposed intervention to improve Performance:

1. Collaborate with faculty from the department/institute to strengthen the mentoring and coaching culture.
2. Organize department/college writeshops for faculty to improve in writing and revising the course syllabi of new courses.

Date: May 2019

Target Date: June – December 2019

First Step:

1. Review the Policies, Standards and Guidelines of the degree program with emphasis on the nature of the field of study, program goals & outcomes and curriculum
2. Gather books, journals and other learning materials.
3. Create a team of faculty specific to the discipline.
4. Provide a time frame for submission to the review committee.

Result: Finalize the course syllabus and other learning materials

Date: Periodic reading, reviewing and revising

Target Date: July to December 2019

Next Step:

Present the draft to the department instruction & curriculum committee for suggestions, corrections to improve the course syllabus.

Outcome:

Meaningful course revision, more enhanced.

Final Step/Recommendation:

Keep course content and context current.

Prepared by:


BEATRIZ S. BELONIAS
VP for Instruction

Conforme:


ALELI A. VILLOCINO
Instructor