

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Joselle R. Cayetano (Assoc. Prof. I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40	5.00	2.00
b. Students	40	4.58	1.83
Total for Instruction	80		3.83
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	20	5.00	1.00
4. Administration			
5. Production	-		
TOTAL	100		4.83

EQUIVALENT NUMERICAL
RATING:

4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JOSELLE R. CAYETANO

Name of Faculty

ANDREW A. MAZO

Director, IHK

Recommending Approval:

BAYRON S. BARREDO

Dean, College of Education


Approved by:


ROTACIO S. GRAVOSO

VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSELLE R. CAYETANO, 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.


JOSELLE R. CAYETANO
 Associate Professor I
 Date: July 15, 2024

Approved: 
ANDREW A. MAZO
 Department Head
 Date: July 15, 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	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4	5	5	5	5	
		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	1	1	5	5	5	5	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1						

	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5	
		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	
	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	16	28.8	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5	
		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	

	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5	
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5	
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5	
	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:	<i>Acts as academic adviser to students</i>	10	80	5	5	5	5	
	A17 . Number of students advised on thesis/ field practice/special problem:		4	7	5	5	5	5	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	7	200	5	5	5	5	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5	
	A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>							
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	2	2	5	5	5	5	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5	
		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 Moddle or Google Classroom	1	1	5	5	5	5	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms and							
		A 26. Other outputs implementing	Designs experiential learning							
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 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 faculty or									
	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	Implementes 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							
	<i>Research Mentoring</i>	<i>Research Mentor/ Sports Trainer</i>		1	2	5	5	5	5	
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelist/Coach</i>		2	7	5	5	5	5	
	<i>Resource Persons</i>	<i>Resource Persons/Coach of Different Sports</i>		1	2	5	5	5	5	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	2	5	5	5	5	
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		1	2	5	5	5	5	CHED RQAT
	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) *								

[illegible]

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: <i>Delivers the output required by his supervisor/ head</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating			
Adjectival Rating		OUTSTANDING	

Evaluated & Rated by:

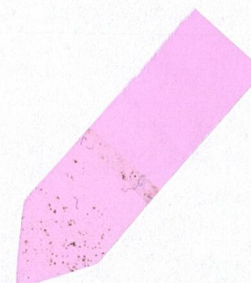
AM
ANDREW A. MAZO
Department Head
Date: July 10, 2024

Recommending Approval

BSB
BAYRON S. BARREDO
Dean, College of Education
Date: July 11, 2024

Approved by:

RG
ROTACIO S. GRAYOSO
Vice President for Instruction
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

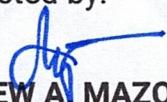
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

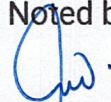
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
Coaching 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: Joselle R. Cayetano

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	Undergraduate Students (BCAED, BEED and PE Students)	Deserving Students must pass the subject and the students failing to comply the minimum required outputs is advised to re-enroll the subject.	Jan 2024	June 2024	July 2024	Impressive	Outstanding	Streamline deserving students and undeserving students are advised to re-enroll.
2	Advise MPE (graduate) students	Students to be guided graduate on time	Jan 2024	June 2024	July 2024	Impressive	Very satisfactory	Attend to students concerns especially with academic, and Facilitate student enrollment.
3	Submit Grades on Time	Grades in the graduate and undergraduate classes were submitted on time	Jan 2024	June 2024	July 2024	Impressive	Outstanding	Grades were submitted ahead and on time.
4	Attends regular, emergency and special meetings; institutional/ collegiate orientation, seminar	Up to date knowledge and information on the current status of the institute, the college and the university as a whole	Jan 2024	June 2024	July 2024	Impressive	Outstanding	Actual attendance/participation and Online participation

5	Develop student assessment and evaluation tool	Checking of student output and make a report (grade)	Jan 2024	June 2024	July 2024	Impressive	Outstanding	Well prepared
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


ANDREW A. MAZO
 Director, IHK

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSELLE R. CAYETANO**

Performance Rating: Outstanding

Aim: To revise existing music syllabus in BCAED and BPED subjects in accordance with ISO9000.

Proposed Intervention to Improve Performance:

Review and update existing syllabus in accordance to arising trends in education and instruction in the post-pandemic period.

Date: January 2024

Target Date: June 2024

First step:

- Revisit the existing syllabus in music.

Result:

- Updated course syllabus in music for BCAED and BPED Subjects.

Date: July 2024

Next Step:

- Produce the updated version of the music course syllabus for BCAED and BPED for SY 2024-2025.

Outcome:

- Revised syllabus in music for BCAED and BPED.

Final Step/Recommendation:

- Submit to the college of education after it was reviewed by the IHK Curriculum committee

Prepared by

ANDREW A. MAZO
Director, IHK

Conforme:

JOSELLE R. CAYETANO
Music Education Instructor, IHK



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: CAYETANO, JOSELLE R.

Department: Institute of Human Kinetics

College: College of Teacher Education

	Course No. & Descriptive Title	Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
TEGr 111	TEACHING MUSIC IN THE ELEMENTARY GRADES	LEC	3.00	Satisfactory	60.0%
Pred 191n	LET Review	LEC	5.00	Outstanding	100.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	4.50	Outstanding	90.0%
PhEd 11n	MOVEMENT ENHANCEMENT	LEC	5.00	Outstanding	100.0%
CAEd 111	PRIN.&PRACTICE(MUSIC OVERVIEW)-THE PHILO.&HISTORICAL FOUNDATIONS OF CREATIVE EXPRESSIONS IN SOUND-I	LEC	5.00	Outstanding	100.0%
CAEd 121	PRINCIPLES AND PRACTICE-MUSIC PEDAGOGY 1 (Teaching Methods in Music for K-6)	LEC	5.00	Outstanding	100.0%
Average Rating			4.58	Outstanding	91.67%

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:

CAYETANO, JOSELLE R.

Name and Signature of Faculty

Date: MAY 12 2024

Distribution of copies: ODIE, College, Department, Faculty