

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: LYNDON L. MANINGO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		4.95 x 50% = 2.48	
b. Students (50%)		4.67 x 50% = 2.33	
Total for Instruction	75%	4.81	3.61
2. Research			
a. Client/Dir. for Research (50%)		2.33 x 50% = 1.17	
b. Dept. Head/Center Director (50%)		2.34 x 50% = 1.17	
Total for Research	5%	2.34	.18
3. Extension			
a. Client/Dir. For Extension (50%)		2.33 x 50% = 1.17	
b. Dept. Head/Center Director (50%)		2.34 x 50% = 1.17	
Total for Extension	5%	2.34	.18
4. Admin & Support Services	15%	5.0	.75
TOTAL	100%		4.72

Equivalent Numerical Rating: 4.72

Add: Additional Points, if any:

TOTAL Numerical Rating: 4.72

Adjectival Rating: Outstanding

Prepared by:

LYNDON L. MANINGO
Name of Faculty

Reviewed by:

MARY JEAN M. SAPAN
Department Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean


Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNDON L. MANINGO 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 July to December, 2018.


LYNDON L. MANINGO
Ratee


MARY JEAN M. SAPAN
Head of Unit
Date: 2-15-19

MFO and PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
HIGHER EDUCATION SERVICES	FTE TL	1st Semester, SY 2018-2019 <ul style="list-style-type: none"> Physical Ed. 11 Physical Ed. 13 Senior High School PE 	23	28.30	5	5	5	5	
	Implementation of Instructional Programs, Projects and Activities: Teaching Guides/teaching aids	<ul style="list-style-type: none"> Developed IM's for instruction Conduct Quiz, Mid-term and Final Examinations collect and check Projects/assignments with 100% completed on due date No. of teaching aids and devices preparation for utilization with 80% acceptance 	3 33 11 5	9 44 24 7	5 5 5 5	5 5 5 5	5 5 5 5	5 5 5 5	

	Submission of reports and other requirements	<ul style="list-style-type: none"> • DTR • Grade Sheets 	7 11	7 11	4 4	5 5	5 5	4.67 4.67	
	Attends Institutional/Collegiate orientation, seminars, trainings and workshops	<ul style="list-style-type: none"> • 100% attendance in institutional/collegiate orientation, seminar 	2	4	5	5	5	5	
	Student Advising	<ul style="list-style-type: none"> • Student-Teaching Advisee • Adviser, Beta Phi Upsilon/ Lambda Phi Delta Frat./Sor. • BPEd Advisee 	6 15 15	6 18 15	5 5 4	5 5 5	5 5 5	5 5 4.67	
	Student Consultation Service	<ul style="list-style-type: none"> • Number of hours spent on Student Consultation/Sem. • Advising students on subject-related concerns/Sem. • Consultation regarding Intramural Games matters • Frat./Sor. Consultation • Coaching VSU Swimming Team • Consultant, Football tournament organized by Footbelle United • Try-out session for swimming athletes 	14hrs/week 7hrs 2 2 3 1 2hrs/week	40hrs/week 14hrs 5 6 4 2 5hrs/wee	5 5 5 5 5 5 5	5 5 5 5 5 5 5	5 5 5 5 5 5 5	5 5 5 5 5 5 5	
	TOTAL FOR INSTRUCTION SERVICES				4.83	5	5	4.95	
QUALITY RESEARCH OUTPUT		<ul style="list-style-type: none"> • Submitted Research proposal during College of Education In-house Review 	1	1	4	5	5	4.67	
	TOTAL FOR RESEARCH SERVICES				4	5	5	4.67	
QUALITY EXTENSION OUTPUT		<ul style="list-style-type: none"> • Draft and Submit extension proposal at OVPRE • 	1	1	4	5	5	4.67	
	TOTAL FOR EXTENSION SERVICES				4	5	5	4.67	

SUPPORTING TO ORGANIZATION	Coordinator (program, varsity, etc)	<ul style="list-style-type: none"> IHK Extension Section Summer Recreation Program 	1 1	1	4	5	5	4.67	
	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> Number of IHK regular and, special and emergency meetings attended Attended varied academic and extra-curricular activities 	6	13	5	5	5	5	
			4	10	5	5	5	5	
	Training/seminar/conference participation	<ul style="list-style-type: none"> Coach, VSU Swimming Team Tournament Manager (Kayak Race), Faculty and Staff Sportsfest 	1 1	4 1	5 5	5 5	5 5	5 4.67	
			1	1	5	5	5	4.67	
	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> Chairperson, Schedule of Games for University-wide Intramural Games Technical (lights & sounds), Annual Athletic Awards Co-Chairman, Schedule of Games For Goodwill Games 	1	1	5	5	5	4.67	
			1	1	5	5	5	4.67	
			1	1	5	5	5	4.67	
	TOTAL FOR SUPPORTING TO ORGANIZATIONS				5	5	5	5	
Efficient and customer-friendly frontline service	0% complaint from client served		90% no complaint	100% no complaint	5	5	5	5	
Total Over-all Rating					5	5	5	5	
Average Rating					4.57	5	5	4.86	

Average Rating (Total Over-all rating divided by 4)	14.57	4.86
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development

Purpose: *SKILLFUL IN PROPOSING OPTIMAL SOLUTIONS TO CONCERNS*

Evaluated by:

MARY JEAN M. SAPAN

Unit Head

Date: 2-15-19

Recommending Approval:

ALELI A. VILLOCINO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: LYNDON L. MANINGO


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. 2. 3. 4.	<ul style="list-style-type: none"> Developed IM's for instruction Conduct Quiz, Mid-term and Final Examinations collect and check Projects/assignments with 100% completed on due date No. of teaching aids and devices preparation for utilization with 80% acceptance 	-Materials for instruction -Enhanced learning and development of students	July 2018	December 2018	December 2018	Very impressive	Outstanding	
5. 6.	<ul style="list-style-type: none"> DTR Grade Sheets 	-Sign and submit DTR and Grade Sheets	July 2018	December 2018	December 2018	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> Attendance in institutional/collegiate orientation, seminar 	-Capability building and skills enhancement	July 2018	December 2018	December 2018	Very impressive	Outstanding	
8. 9. 10.	<ul style="list-style-type: none"> Student-Teaching Advisee Adviser, Beta Phi Upsilon/ Lambda Phi Delta Frat./Sor. BPEd Advisee 	-Improved Organization task and other related activities, issues and concerns in line with its mandate	July 2018	December 2018	July-October 2018	Very impressive	Outstanding	
11. 12.	<ul style="list-style-type: none"> Number of hours spent on Student Consultation/Sem. Advising students on subject-related concerns/Sem. 	-Resolved issues and concerns through advices on issues and concerns regarding students different	July 2018	December 2018	December 2018	Very impressive	Outstanding	

13.	<ul style="list-style-type: none"> • Consultation regarding Intramural Games matters • Frat./Sor. Consultation • Coaching VSU Swimming Team • Concsultant, Football tournament organized by Footbelle United 	activities and involvement in academic and extra curricular						
14.								
15.								
16.								
17.	<ul style="list-style-type: none"> • Try-out session for swimming athletes 	-acquire students athletes skilful enough to compete and stand out for the name of school	July 2018	December 2018	December 2018	Very impressive	Outstanding	
18.	<ul style="list-style-type: none"> • Draft and Submit extension proposal at OVPRE 	-Submit Extension Proposal	July 2018	May 2018	January 2018	Very impressive	Outstanding	

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

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

Prepared by:


MARY JEAN M. SAPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LYNDON L. MANINGO

Performance Rating: Outstanding

Aim: To come up with an extension proposal

Proposed Intervention to Improve Performance:

Collaborate with other faculty to come up with a strong and achievable extension proposal

Date: July 2018

Target Date: September 2018

First Step:

- Meeting with faculty members to discuss possible extension activities/programs

Result:

- Come up with possible extension programs/activities

Date: October 2018

Target Date: November 2018

Next Step:

- Assign faculty on areas to work on in the extension proposal


Outcome:

- Doable extension proposal

Final Step/Recommendation:

Review the proposal as a whole for comments and suggestions before forwarding it to the College.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


LYNDON L. MANINGO