

## Exhibit K

### SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: MARY JEAN M. SAPAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$5.0 \times 50\% = 2.50$	
Total for Instruction	25%	5.0	1.25
2. Research			
a. Client/Dir. For Research (50%)		$2.25 \times 50\% = 1.13$	
b. Dept. Head/Center Director (50%)		$2.25 \times 50\% = 1.13$	
Total for Research	5%	2.26	.11
3. Extension			
a. Client/Dir. For Extension (50%)		$2.5 \times 50\% = 1.25$	
b. Dept. Head/Center Director (50%)		$2.5 \times 50\% = 1.25$	
Total for Extension	5%	2.50	.13
4. Administration & Support Services	65%	5.0	3.25
<b>TOTAL</b>	<b>100%</b>		<b>4.74</b>


Equivalent Numerical Rating:

Add: Additional Points, if any: 4.74

TOTAL Numerical Rating: 4.74

Adjectival Rating: **OUTSTANDING**


Prepared by:

  
MARY JEAN M. SAPAN  
Name of Faculty

Recommending Approval:

  
**ALELI A. VILLOCINO**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

## Individual Commitment and Review Form (IPCR)

I, Mary Jean M. Sapan 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 of July to December 2018.

MARY JEAN M. SAPAN  
Ratee

Approved:

ALELI A. VILLOCINO  
Dean, College of Education

Date: \_\_\_\_\_

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Higher Education Services	FTE-TL	Physical Education 11 Mapeh 114							
		<b>TOTAL</b>	12	16	5	5	5	5	
	Learning Programs and Activites	Developed Course Outline and Syllabus in PE 11 and Mapeh 114	2	2	5	5	5	5	
		Developed power point presentation in MAPEH 114 ans PE 11	10	15	5	5	5	5	
		Collect assignments	5	5	5	5	5	5	
		Check quizzes	4	4	5	5	5	5	
		Conduct practical examinations	6	6	5	5	5	5	
		Conduct midterm and final examinations	1	4	5	5	5	5	
		Design rubrics for PE 11	5	5	5	5	5	5	
	Submission of documents and requirements	DTR	13/mo	65	5	5	5	5	
		Grade Sheets	4	4	5	5	5	5	
		Parental Consent for Varsity Athletes	8	10	5	5	5	5	
	Number of Student-Related activities assited Approved Portfolio Academic Advising	Supervised the performance of Student Teacher assigned in Baybay National High School	5	5	5	5	5	5	
		Advise and counsel graduating students, transferees, shiftee and second courser	10	15	5	5	5	5	
	LDSSA Advising	Advice and counsel LDSSA members	10	15	5	5	5	5	
	Intramural Program	Accommodate and advise students with concerns in the conduct of the intramural games	5	5	5	5	5	5	
		Screen players documents	200	200	5	5	5	5	

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Varsity Sports Program	Assist athletes in the filling up of SCUAA forms	100	100	5	5	5	5	
		Assist in screening athletes documents	100	100	5	5	5	5	
		Assist in the preparation of certificates of membership recognition to varsity athletes	240	240	5	5	5	5	
	Number of VSU Related Activities Assisted Faculty and Staff Sportsfest	Attend faculty sportsfest meeting	2	3	5	5	5	5	
		Entertain concerns and queries related to the activity	2	5	5	5	5	5	
Advance Education Services	FTE TL								
	Total for Instruction				5	5	5	5	
Research Services		Number of Research Proposals							
		Advise faculty to write research proposals	1	1	5	5	5	5	
	Total for Research				4.5	4.5	4.5	4.5	
Extension	Extension proposal for review	Advise faculty to submit extension proposal	1	1	5	5	5	5	
	Summer Recreation Program	Conduct recreation activities for children	3	1	5	5	5	5	
	Coach, Chess Womens Varsity Team	Train the teams in preparation for the regional games	10	10	5	5	5	5	
	Total for Extension Services				5	5	5	5	
Administrative Support Services	Chairman, Institute Personnel Committee	Conduct recruitment, selection and placement for new faculty	1	5	5	5	5	5	
		Endorse faculty for renewal	1	5	5	5	5	5	
		Endorse faculty and staff for seminars, trainings, symposium or conferences	3	12	5	5	5	5	
	Chairman, Intramural Council (Faculty, Staff and Students)	Lead the intramural games for faculty, staff and students of the main campus	1200	2000	5	5	5	5	
		Assist intramural coordinator to create working committees to facilitate the conduct of the event	20	20	5	5	5	5	
		Entertain queries related to the conduct of the activity	2	3	5	5	5	5	
		Follow-up request and budget	3	3	5	5	5	5	
	Sports Director	Attend to Regional SCUAA meeting in preparation for the regional games	3	3	5	5	5	5	
		Assist in the preparation of athletes documents	244	244	5	5	5	5	
		Conduct meetings to working committees in preparation to the regional games participation	2	5	5	5	5	5	

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Institute Director	Sign the following:							
		Certificate of Service Record/DTR	90	100	5	5	5	5	
		Payroll	6	10	5	5	5	5	
		Request of gym/facilities use	5	10	5	5	5	5	
		Submit reports	5	5	5	5	5	5	
		Attend to university called meetings	5	5	5	5	5	5	
		Follow-up requests	3	5	5	5	5	5	
		Conduct regular faculty meeting to faculty and staff	6	7	5	5	5	5	
		Conduct special or emergency meeting to faculty and staff	3	3	5	5	5	5	
		Coach Faculty and Staff	1	2	5	5	5	5	
		Monitor classes	10	10	5	5	5	5	
		Monitor faculty/staff attendance	16	14	5	5	5	5	
					5	5	5	5	
	Total for Administrative Support Services				5	5	5	5	
Efficient and customer friendly frontline service			90% no complaint	100% no complaint	5	5	5	5	
Total Overall Rating									
Overall divide by number of items									

Average rating (Total Over-all rating divided by 4)		4.87
Additional Points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development
Purpose: <i>A driven leader who really has the will + inspiration to lead.</i>

Evaluated and Rated by:

ALELI A. VILLOCINO

Unit Head

Date: \_\_\_\_\_

Recommending Approval

ALELI A. VILLOCINO

College Dean

Date: \_\_\_\_\_

Approved

BEATRIZ S. BELONIAS

Vice Pres. For Instruction

Date: \_\_\_\_\_

**PERFORMANCE MONITORING FORM (July- December 2018)**Name of Employee: Mary Jean M. Sapan


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	Learning and Teaching Activities	<ul style="list-style-type: none"> <li>Developed Course Outline and Syllabus in PE 11 and Mapeh 114</li> <li>Developed power point presentation in MAPEH 114 and PE 11</li> <li>Collect assignments and Check quizzes</li> <li>Conduct practical, midterm and final examinations</li> </ul>	July to December 2018			Impressive	Outstanding	no failed students
2	Approved Portfolio Advising (Academic and Student Organization)	<ul style="list-style-type: none"> <li>Supervised the performance of Student Teachers assigned</li> <li>Advice and counsel graduating students, transferees, shiftee and second courser and organization members</li> </ul>	July to December 2018			Impressive	Very satisfactory	Portfolios were approved on the given schedule and students were advised to become better member of the organization and as part of the VSU community
4	Intramural Program	<ul style="list-style-type: none"> <li>Accommodate and advise students with concerns in the conduct of the intramural games</li> <li>Screen players documents</li> </ul>	July- September 2018			Impressive	Very satisfactory	Was able to address concerns properly
5	Varsity Sports Program	<ul style="list-style-type: none"> <li>Assist athletes in the filling up of SCUAA forms</li> <li>Assist in screening athletes documents, preparation of certificates of membership, and recognition to varsity athletes</li> </ul>	July to September 2018			Very impressive	Outstanding	Very successful
6	Faculty and Staff Sportsfest	<ul style="list-style-type: none"> <li>Attend faculty sportsfest meeting and entertain concerns and queries related to the activity</li> </ul>	July- September 2018			Very impressive	Outstanding	Organized Sportsfest

7	Chairman, Institute Personnel Committee	<ul style="list-style-type: none"> <li>• Conduct recruitment, selection and placement for new faculty</li> <li>• Endorse faculty for renewal seminars, trainings, symposium or conferences</li> </ul>	July to December 2018	Impressive	Very satisfactory	Was able to hire new faculty and had sent faculty to seminars
8	Chairman, Intramural Council (Faculty, Staff and Students)	<ul style="list-style-type: none"> <li>• Lead the intramural games for faculty, staff and students of the main campus</li> <li>• Assist intramural coordinator to create working committees to facilitate the conduct of the event</li> <li>• Entertain queries related to the conduct of the activity</li> <li>• Follow-up request and budget</li> </ul>	July to September 2018	Impressive	Very satisfactory	Successful conduct of the program with a post evaluation after
9	Institute Director	<ul style="list-style-type: none"> <li>• Sign the following Certificate of Service Record/DTR, Payroll</li> <li>• Request of gym/facilities use</li> <li>• Submit reports</li> <li>• Attend to university called meetings</li> <li>• Follow-up requests</li> <li>• Conduct regular faculty meeting to faculty and staff</li> <li>• Conduct special or emergency meeting to faculty and staff</li> <li>• Coach Faculty and Staff</li> <li>• Monitor classes</li> <li>• Monitor faculty/staff attendance</li> </ul>	July to December 2018	Impressive	Very satisfactory	Needs more patience and adjustments in doing the work

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

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

Prepared by:

  
**ALELI A. VILLOCINO**  
 Dean, College of Education

## EMPLOYEE DEVELOPMENT PLAN

*Name of Employee:* **MARY JEAN M. SAPAN**

*Performance Rating:* Outstanding

*Aim:* To execute and implement university and office orders relative to academic and other assigned tasks and concerns with 90% accuracy.

*Proposed Intervention to Improve Performance:*

Manage time wisely and collaboration with colleagues not only in the office but in the university as a whole.

*Date:* June 2018

*Target Date:* July 2018

*First Step:*

- Make a time table and list of things to do according to its priority (instructions, research, Extension and others)

*Result:*

- Can submit reports on time
- Can closely monitor faculty of their attendance
- Can closely monitor faculty on reports to be submitted

*Date:* August 2018

*Target Date:* November 2018

*Next Step:* Carefully implement the plans and wisely supervise the faculty and its performance to work  
*Outcome:*

- Reports will be submitted on time
- Effectively and efficiently faculty in the unit


*Final Step/Recommendation:*

Close monitoring of plan implementation and faculty performance.

*Prepared by:*

  
**ALELI A. VILLOCINO**  
Dean, College of Education

*Conforme:*

  
**MARY JEAN M. SAPAN**  
OIC Director, IHK