

## 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 x 50% = 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	75 %	5.0	3.75
2. Research			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director (50%)		x50% =	
Total for Research			
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	10%	2.50	.25
4. Administration & Support Services	15%	5.0	.75
<b>TOTAL</b>	<b>100%</b>		<b>4.75</b>


Equivalent Numerical Rating: 4.75

Add: Additional Points, if any:

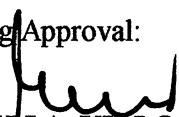
TOTAL Numerical Rating: 4.75

Adjectival Rating: **OUTSTANDING**

Prepared by:

  
MARY JEAN M. SAPAN  
Name of Faculty

Recommending Approval:

  
ALESIA 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 January to June 2018.

  
**MARY JEAN M. SAPAN**  
 Ratee

Approved:

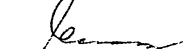
  
**ALELI A. VILLOCINO**  
 Head of Unit

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

MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
Higher education services	FTE-TL	<u>First Semester</u> Physical Education 12 Mapeh 119 Mapeh 114							
		<b>TOTAL</b>	12	14	5	5	5	5	
MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Instructional Materials Revised and Utilized	Develop OBE Course Syllabus in PE 12, Mapeh 119 and Mapeh 114	3	3	5	5	5	5	
	<b>Number of Student Advising (Mapeh Majors) and Consultation Services</b> Academic Advising	Advise and counsel graduating students, transferees, shiftee and second courser	10	15	5	5	5	5	
	CE-SSC Advising	Advise and counsel members of the							
		CE-SSC	10	10	5	5	5	5	

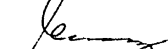
MFO	Success Indicators	Task Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
	Number of VSU-Related Activities Assisted SCUAA Games	Request 45 athletes documents from (URO)	40	240	5	5	5	5	
		screen athletes documents	40	240	5	5	5	5	
		organiz athletes documents	40	40	5	5	5	5	
	Number of Student-Related Annual Atheltic Awards Night								
		prepare athletes certificates (Regional)	200	240	5	5	5	5	
	prepare athletes certificates (National)	40	45	5	5	5	5		
	Student Teachers Congress	plan and organize the activity and invite participants outside VSU							
		Pinning Ceremony	plan and organize MAPEH majors pinning ceremony	80	70	5	5	5	5
				40	70	5	5	5	5
	TOTAL FOR INSTRUCTION				5	5	5	5	
Extension	Trainer	Train the VSU Chess Women/Men Team	8	8	5	5	5	5	
	TOTAL FOR EXTENSION				5	5	5	5	
Support to Operations	Attendance in regular and special meetings								
		Number of IHK regular and special meetings							
		meetings	10	15	5	5	5	5	
	TOTAL FOR SUPPORT TO OPERATIONS				5	5	5	5	
					5	5	5	5	
Average Rating		20	5		Development Purposes  Contributes towards the growth and operation of the organization.				
Additional Points									
Punctuality									
Approved Additional Points (with copy of approval)									
Final Rating									
Adjectival Rating									

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**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	Teach service physical education and major subjects	<ul style="list-style-type: none"> <li>Empowered students to do regular physical activities through dance for health and fitness</li> <li>Design physical activities to address the needs of students with disability in a class</li> </ul>	January 2018	May 2018	May 2018	Very impressive	Outstanding	no failed students
2	Advice and counsel CE-SSC Officers	<ul style="list-style-type: none"> <li>Well-organized, capacitated and productive Officers</li> </ul>	January 2018	May 2018	May 2018	Impressive	Very satisfactory	Conduct regular follow-up and meeting to ensure a well-organized council
3	Advice MAPEH major students	<ul style="list-style-type: none"> <li>Empowered students to graduate on time and face challenges courageously</li> </ul>	January 2018	May 2018	June 2018	Impressive	Very satisfactory	Conduct regular communication to students especially with academic concerns
4	Prepare and screen documents of 48 athletes to participate in the National SCUAA @ University of Antique	<ul style="list-style-type: none"> <li>100% to qualify in the National Games</li> </ul>	January 2018	1 <sup>st</sup> week of February 2018	1 <sup>st</sup> week of February	Impressive	Very satisfactory	Double check documents
5	Organize the Student Teachers Symposium	<ul style="list-style-type: none"> <li>Increased Knowledge and information on student teaching and experiences</li> </ul>	January 2018	April 2018	April 20, 2018	Very impressive	Outstanding	Very successful
6	Prepare the Certificates of athletes who participated in the National Meet	<ul style="list-style-type: none"> <li>Organized distribution of certificates</li> </ul>	January 2018	March 2018	April 2018	Very impressive	Outstanding	Very organized

\* 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:*

"Walk the talk". It is easy to plan but implementation is hard. Therefore, a close monitoring of plan implementation is therefore recommended.

*Prepared by:*

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

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MARY JEAN M. SARAN  
OIC Director, IHK