

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RHODORA A. BANDE

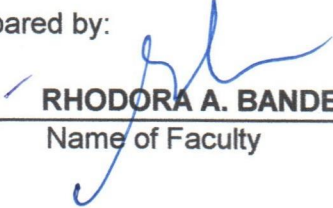
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.93 x 50% = 2.47	
b. Students (50%)		4.50 x 50% = 2.25	
TOTAL for Instruction	80%	4.72	3.77
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.25	
TOTAL for Research			0.25
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.25	
TOTAL for Extension			0.25
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.50	0.50
TOTAL	100%		4.772

EQUIVALENT NUMERICAL RATING: 4.772

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.772

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
RHODORA A. BANDE  
Name of Faculty

Reviewed by:   
JETT C. QUEBEC  
Department Head

Recommending Approval:   
MA. THERESA P. LORETO  
Dean, CAS

Approved by:   
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Rhodora A. Bande, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2021.

RHODORA A. BANDE

Assistant Professor III

Date: July 28, 2021

Approved:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: Aug. 10, 2021

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
						Quality	Efficiency	Timeliness	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	3	7	5	5	5	5.00	MSLT, MAgDev, MEd
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	4.5	4.83	MSLT, MAgDev
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	9	5	5	4.5	4.83	MSLT, MAgDev, MEd

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	2	1	5	5	4.5	4.83	1 learning guide for ELSt 101 (as a supplemental subject for the MAgDev and MSLT students)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	3 Moodle classrooms
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	4.5	4.83	12 PPT presentations
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	4.5	4.83	Assessment tools for ELSt 101
		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	2	1	5	5	5	5.00	Learning Guide for ELSt 101
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	ELSt 101, ELSt 104, ELSt 109
	<b>PI 10 .</b> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	2	4	5	5	5	5.00	ELSt 101
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	12.3	5	5	5	5.00	ELSt 101, ELSt 104, LTNG 205e, Litr. 135
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	5	5.00	ELSt 101, ELSt 104, LTNG 205e, Litr. 135
		<b>A 11 .</b> 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							
		<b>A12 .</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	University-sponsored

	<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	ELSt 101, ELSt 104, ELSt 109, LTNG 205e
	<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	22	5	5	5	5.00	ELSt 101, ELSt 104, ELSt 109, LTNG 205e
	<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	16	5	5	5	5.00	ELSt 101, ELSt 104, ELSt 109, LTNG 205e
<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic advisor to students	5	18	5	5	5	5.00	MSLT, MAgDev, Med, ABELS
	<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
	<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	1	5	5	4.5	4.83	ELSt 101
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	4.5	4.83	ELSt 101
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	15	5	5	4.5	4.83	ELSt 101, ELSt 104, ELSt 109

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	40	5	5	4.5	4.83	ELSt 101, ELSt 104, ELSt 109
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	2	5	5	4.5	4.83	ELSt 101
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	5	5	5	5.00	ELSt 101, ELSt 104, ELSt 109, Litr 135
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	3	10	5	5	5	5.00	AACCUP-related documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
					<b>AVERAGE</b>				<b>4.93</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research orproject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	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>								

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		none	2	5	5	5	5.00	1) Prevalence of English (L2) lexicon in Conversations of Waray (L1) Speakers: What are we doing with these children?; Journal of Educational and Human Resource Development 9:22-24 (2021) SLSU, Sogod, So. Leyte; 2) Ubod, "Sa Baragayuhon nga Kapurupud-an", published by The National Commission for Culture & the Arts, National Committee on Literary Arts, p. 331; copyright 2020; ISBN-987-971-814-245-5
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards /research conducted by faculty or								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
					<b>AVERAGE</b>				<b>5.00</b>	

UMFO 4. EXTENSION SERVICES										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	Project Baybayanon
	Research Mentoring	Research Mentor								
	Peer	Peer reviewers/Panelists		1	1	5	5	5	5.00	Article reviewer at SHJ
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Project Baybayanon
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	Ang Gubat Workshop
	Consultancy	Consultant								
	Evaluator	Evaluator								

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
					<b>AVERAGE</b>			<b>5.00</b>	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity				
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant				
		On program accreditations							
		On institutional accreditations							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint				
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice						

		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	3	6	5	5	5	5.00	Online editing, instead of paper and pen, of ATR articles.
				1	2	5	5	5	5.00	Co-authored 1 article; published literary article in a national anthology
			Dept. Personnel Committee Member	2	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.
					<b>AVERAGE</b>				<b>5.00</b>	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

**Comments & Recommendations for Development Purpose:** Ms. Bande is a committed professor of DLABS, she is a protector of quality education. Finishing her doctorate degree would further strengthen the faculty profile of the department.

Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: July 30, 2021

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, \_\_\_\_\_

*Aug. 10, 2021*

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *8/3/2021*

## PERFORMANCE MONITORING FORM

Name of Employee: RHODORA A. BANDE

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.	Teaches three undergraduate courses and two graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	October 2020	February 2021	March 2021	Impressive	Outstanding	
2.	Prepares course syllabi updates	Approved course syllabi in Language courses	February 2021	March 2021	March 2021	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	October 2020	March 2021	March 2021	Impressive	Outstanding	
4.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January – June 2021	January – June 2021	January – June 2021	Impressive	Outstanding	Language Section meetings, DLABS meetings, DPC meetings, Ang Gubat coordination, RQAT preparations

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Unit Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Rhodora A. Bande

Performance Rating:

Aim: Work on the syllabi and learning guides for the first semester, revise the learning guides for the first semester, work on her dissertation.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities.

Date: July 2021

Target Date: One year from today

First Step:

- a) Revisit the existing syllabi of the courses assigned to her and start working on the lessons/modules.
- b) Work on the completion of her doctorate.

Result:

- 1. She has started revising the ELSt 101 course syllabus.
- 2. She has enrolled in Dissertation Writing 1 and is currently working on her paper. Latest update given was: her topic, title, and concept paper were approved.

Date: July, 2021

Target Date: One year from today

Next Step:

She was advised to enrich her modules and to aim for a proposal hearing within the semester.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
**JETT C. QUEBEC**  
Department Head

Conforme:

  
**RHODORA A. BANDE**  
Faculty