

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

Rating Period: January - June 2024

Name of Faculty Member: **CHERRY N. ROLA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.00 x 50% = 2.000	
b. Students (50%)		4.50 x 50% = 2.250	
TOTAL for Instruction	80%	4.25	3.400
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	3.33 x 5% = 0.167	0.167
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.33 x 5% = 0.167	0.167
TOTAL for Extension			
4. Production	5%	3.67 x 5% = 0.184	0.184
5. Administration/Other Services	5%	3.67 x 5% = 0.184	0.184
TOTAL	100%		4.10

EQUIVALENT NUMERICAL RATING: 4.10
 Add: Additional Points, if any: N/A
 TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


CHERRY N. ROLA

Name of Faculty

Reviewed by:


MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Approved by:



ROTACIO S. GRAVOSO


Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHERRY N. ROLA, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE commit to the deliver and agree to be rated on the the following targets in accordance with the indicated measures for the period July - December 2024.


CHERRY N. ROLA
 Associate Professor II
 Date: 1-10-25

Approved: 
MARIA VANESSA E. GABUNADA
 Head, DALL
 Date: 1-10-25


GLENN PAJARES
 College Dean
 Date: 1-10-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	3	4	4	4	4.00	LTNG 214, LTNG 218, LTNG 223
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	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	2	4	4	4	4.00	
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	4	4	4	4.00	
	Number of instructional materials developed		1	1	4	4	4	4.00	LTNG 218
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI MFO 3. Higher Education Management Services									
	<u>PI 6</u> : Number of programs accredited	<u>A 1</u> . Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A				
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A 2</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	9.00	4	4	4	4.00 COMM 11, ELST 108, ELDs 129, ELST 112, ELST 105 (deloaded due to approved reseach)
	<u>PI 11</u> : Number of new revised curricular proposals submitted	<u>A 3</u> . Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	N/A	N/A				
	<u>PI 13</u> : Percentage of courses offered with approved course syllabi	<u>A 4</u> . Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	80%	80%	4	4	4	4.00
	<u>PI 14</u> : Percentage of courses offered with IMs	<u>A 5</u> . Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	50%	4	4	4	4.00
	<u>PI 15</u> : Number of Instructional Materials approved	<u>A 6</u> . Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	0.00				

	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	4	4	4	4.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		50%	50%	4	4	4	4.00	
	PI 19: Additional Outputs	A 9. 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							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	9.00	4	4	4	4.00	COMM 11, ELST 108, ELDs 129, ELST 112, ELST 105
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18.00	4	4	4	4.00	COMM 11, ELST 108, ELDs 129, ELST 112, ELST 105
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2.00	4	4	4	4.00	ELST 108, ELDs 129
		A 13. Number of Student organizations advised	Advises student organizations recognized by DSO							
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
					Total:				4.00	
UMFO 3 . RESEARCH SERVICES										

	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	N/A	1	4	3	3	3.33	Creating a Language & Literacy Profile of VSU Students: Basis for Language & Literacy Development Programs
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A	N/A					
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	N/A	N/A					
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	0						
	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
	PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies							
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	N/A	N/A					
	PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources							
	PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents							
	PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications							

	PI 11: Number of creative works published	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication							
	PI 12: Number of research articles derived from approved research in the university submitted	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication							
	PI 13: Number of research articles derived from approved research in the university published	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication							
	PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals								
	PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 30. 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 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
					Total:				3.33	
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 (MOUs/MOAs)	A 32. 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	N/A	N/A					
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		N/A	N/A					
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	N/A	N/A					
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	N/A	N/A					
		<i>a. Peer reviewer of journal/book</i>								
		<i>b. Review of research and extension proposal</i>								
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								

	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	N/A	1	4	3	3	3.33	Safeguarding the Integrity of Academic Writing
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	N/A	N/A					
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	N/A	N/A					
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	N/A	N/A					
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	N/A	N/A					
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials							
	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed								
	PI 14: Number of extension articles derived from approved extension projects in the university submitted	A 45. Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university							

	PI 15: Number of extension articles derived from approved extension projects in the university published	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources							
	PI 17: Amount of research money obtained from internal sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	PI 18: Additional outputs *	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
					Total:				3.33	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>			1	4	4	3	3.67	22nd Asia TEFL International Conference
		<i>National</i>								
		<i>Regional/Institutional</i>		1						
OVPI MFO 3. Registration Services										
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	4	4	3	3.67	
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	15	4	4	3	3.67	
OVPI MFO 4. Curricular Program Management Services										

	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	0	1	4	4	3	3.67	
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	3	5	4	4	3	3.67	COMM 11, ELST 108, ELDs 129, ELST 112, ELST 105
	PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
	PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator							
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	5	5	4	4	3	3.67	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	10	10	4	4	3	3.67	
	PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	N/A	N/A					

	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	N/A	N/A					
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	N/A	N/A					
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	4	4	3	3.67	
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 64. Number of virtual classroom created/operational								
					Total:				3.67	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										

	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	N/A	N/A					
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	N/A	N/A					
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	N/A	N/A					
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	N/A	N/A					
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	N/A	N/A					
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	50%	0.5	4	4	3	3.67	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	N/A	N/A					

	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	N/A	N/A					
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	N/A	N/A					
	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A	N/A					
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		N/A	N/A					
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		N/A	N/A					
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	3	10	4	4	3	3.67	Montly Department Meeting
		A 81. 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	N/A	N/A					
					Total:				3.67	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									
	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: Dr. Rola is an asset to the department. She performs well in her several functions on top of handling her classes. Dr. Rola is advised to publish in an international WoS, ISI, or SCOPUS Index Journal for the dissemination of her study.					

Evaluated & Rated by:



MARIA VANESSA E. GABUNADA

Head, DAW

Date: 1-10-25

Recommending Approval:

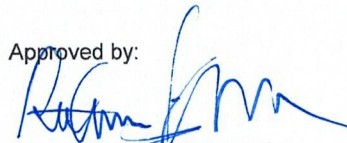


GLENN G. PAJARES

Dean, CAS

Date: 1-10-25

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/11/25

PERFORMANCE MONITORING FORM

Name of Employee: CHERRY N. ROLA

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 one (1) GE course, two (2) major courses, and one (1) graduate course.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2024	August 2024	December 2024	Impressive	Outstanding	
2.	Prepares course syllabi updates	Approved course syllabi	August 2024	August 2024	August 2024	Impressive	Outstanding	
3.	Submits midterm grades and final grades	Grades submitted to registrar	August 2024	December 2024	December 2024	Impressive	Outstanding	
4.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Performs functions as committee member	Attendance to committee meetings, completion of committee tasks	August 2024	December 2024	December 2024	Impressive	Outstanding	

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

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

Prepared by:



MARIA VANESSA E. GABUNADA

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Cherry N. Rola

Performance Rating:

Aim: To prepare proposal for research or extension

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

Date: July, 2024

Target Date: One year from today

First Step:

- a) Determine needs of students or other prospect beneficiaries
- b) Draft a proposal
- c) Refine the proposal according to guidelines given

Result:

Has crafted a proposal for research or extension.

Date: July, 2024

Target Date: One year from today

Next Step:

Advised to submitted the proposal to the research or extension office.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


MARIA VANESSA E. GABUNADA
Department Head

Conforme:


CHERRY N. ROLA
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: ROLA, CHERRY N.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ELSt 108	STYLISTICS	LEC	4.00	Very Satisfactory	80.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
ELDs 129	ISSUES AND PERSPECTIVE IN ENGLISH LANGUAGE STUDIES	LEC	4.00	Very Satisfactory	80.0%
ELSt 108	STYLISTICS	LEC	5.00	Outstanding	100.0%
LTNG214	TEACHING READING	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

ROLA, CHERRY N.

Name and Signature of Faculty

Date: 1-10-25

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

