

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: APRIL ROSE P. VILLABER

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			5.000

EQUIVALENT NUMERICAL RATING: 5.000


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:

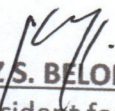

APRIL ROSE P. VILLABER
Name of Faculty


GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:



CANDELARIO L. CALIBO
Dean, CAS


Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **APRIL ROSE P. VILLABER**, of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-JUNE 2019**.


APRIL ROSE P. VILLABER
 Ratee

Approved: 
GUIRALDO C. FERNANDEZ, JR.
 Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Introduction to Literature, Argumentation and Debate, Art Appreciation, and Undergraduate Thesis subjects	18.00		5	5	5	5.00	Taught Introduction to Literature, Argumentation and Debate, Art Appreciation, and Undergraduate Thesis subjects
		Number of Instructional Materials Developed/Revised and Utilized									
		* New	Author/Compiler	Prepares syllabi in Humn 11 and Engl 200	2	2	5	5	5	5.00	Made syllabi in Humn 11 and Engl 200
		* Revised IMs within the last 3 years	Author/Compiler	Revises syllabi in Engl 21 and Engl 26/114	2	2	5	5	5	5.00	Revised syllabi in Engl 21 and Engl 26/114
		* Visual Aids	Author/Compiler	Prepares visual aids in Engl 21, Engl 26/114, Humn 11, and Engl	20	35	5	5	5	5.00	Made visual aids in Engl 21, Engl 26/114, Humn 11, and Engl 200
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	2	5	5	5	5	Approved manuscript of two Bachelor of Arts in English Language students
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		5	12	5	5	5	5	Alloted 12 hours per week on students' consultation
		* Number of organizations advised	Advising		1	2	5	5	5	5.00	Advised the AB English Language Society and the VSU Debate Society
				SUB-TOTAL						25.00	
MF02	Research	Number of research conducted	Research	Co-Component Leader	1	1	5	5	5	5.00	Gender Sensitivity and Gender Role Differences Among Rainforestation Farming Adopters in the Philippines under the project Mainstreaming of Rainforestation in the Philippines
		Number of Outputs Presented in Regional/National/International Conferences		Paper Presenter	1	1	5	5	5	5.00	1. Linguistic Society of the Philippines International Conference 2019 (LSP@50), March 7-9, 2019, De La Salle University, Manila
						Sub-total				10.00	

MF04	Extension	Number of trainings/seminars attended	ning	Participant		3	5	5	5	5.00	1. 2nd Teachers' Training-Workshop for the Teaching of the Introduction to the Philosophy of the Human Person, May 22-14, 2019, VSU Hostel; 2. Echo Seminar-Workshop on Educational Technologies for 21st Century Teachers, July 23-24, 2019, RDE, VSU; 3. Tanggol Wika sa VSU (Pampublikong Forum Ukol sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa Senior High School at Kolehiyo), August 28, 2019,
						Sub-total				5.00	
MF05	Production/Support to Students	Number of quizzes prepared and checked		Engl 21, Engl 26/114, Humn 11, and Engl 200	30	38	5	5	5	5.00	Prepared and checked quizzes in Engl 21, Engl 26/114, Humn 11, and Engl 200
		Number of midterm and final exams prepared and checked.		Prepares and checks midterm and final exams in Engl 21, Engl 26/114, Humn 11, and Engl 200	8	8	5	5	5	5.00	Prepared and checked midterm and final exams in Engl 21, Engl 26/114, Humn 11, and Engl 200
		Number of oral recitations graded/evaluated		Evaluates oral recitations in Engl 21, Engl 26/114, Humn 11, and	35	43	5	5	5	5.00	Evaluated oral recitations in Engl 21, Engl 26/114, Humn 11, and Engl 200
						Sub-total				15.00	
MF06	Other Services	Number of participation in the events/program of the dept./college/university and other offices		Participates in the events/program of the dept./college/university and other offices	2	3	5	5	5	5.00	Participated in the College of Arts & Sciences (CAS) Month Celebration, the DLABS Team Building, and the VSU Anniversary 2019
		Number of events that rendered expert services in the dept./college/university/and other offices		Serves as resource person in the Job-Seeking Seminar for Graduating Students	1	2	5	5	5	5.00	Served as resource person in the Job-Seeking Seminar for Graduating Students of the College of Arts & Sciences (CAS) and the College of Engineering (COE)
		Number of department meetings attended		Attends department meetings	5	20	5	5	5	5.00	Attended department meetings
						Sub-total				5.00	
Total Over-all Rating											

Average Rating (Total Over-all rating divided by number of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:Ms. Villaber serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Exhibit I

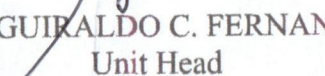
PERFORMANCE MONITORING FORMName of Employee: APRIL ROSE P. VILLABER

Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
aches four (4) course jects (Engl 21, Engl '114, Humn 11, and Engl))	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2019	June 2019	June 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
ist students' concerns ough students consultation	Improved student performance	January 2019	June 2019	June 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
mpares course syllabi ates	Approved course syllabi in Engl 21, Engl 26/114, Humn 11, and Engl 200	January 2019	February 2019	February 2019	Impressive	Outstanding	Follow OBE format as prescribed
omission of midterm grades d final grades	Grades submitted to registrar	January 2019	June 2019	June 2019	Impressive	Outstanding	
nduct research	Progress report	January 1, 2019	June 30, 2019	July 2019	Impressive	Outstanding	Present the output
rticipate in all activities nducted by the department, lege and the university	Attendance, certificates if applicable	January 2019	June 2019	July 2019	Impressive	Outstanding	Participates actively in all activities
rform other functions assign the Dean, and the iversity	Proposal approved by curriculum committee	January 2019	May 2019	May 2019	Impressive	Outstanding	Submit proposals to CAS curriculum committee
per presentations in various ferences	Certificate of appearance, certificate of attendance and certificate of recognition	January 2019	July 2019	July 2019	Very Impressive	Outstanding	
ends trainings and rkshops	Certificate of recognition, written report	January 2019	July 2019	July 2019	Impressive	Outstanding	Participates actively in the trainings and workshops.

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

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

Prepared by:


 GUIRALDO C. FERNANDEZ, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **APRIL ROSE P. VILLABER**

Performance Rating: **OUTSTANDING**

Aim: To pursue doctorate study by 2019 and continue engaging in research and extension projects of the department.

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

Date: August 01, 2019

Target Date: One year from today

First Step:

- a) Encouraged her to apply for PhD study in a reputable institution.
- b) Required her to be involved in the research and extension projects which the department has worked on.
- c) Advised her to publish articles and journals to academically respectable publications.

Result:

She participated in the research and extension projects in the department. She presented papers in several conferences. She published her paper in an international journal publication.

Date: January 03, 2019

Target Date: End of first semester

Next Step:

She was advised to simplify her discussions more for the students with different levels of intellectual abilities to comprehend


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Head, DLABS

Conforme:


APRIL ROSE P. VILLABER
Faculty