

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CHERRY N. ROLA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	90%	4.49	4.037
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	0.250
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.537

EQUIVALENT NUMERICAL RATING: 4.537

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.537

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:



CHERRY N. ROLA

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, CHERRY N. ROLA, 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


CHERRY N. ROLA
 Asst.Prof.2
 Date:

Approved:

JETT C. QUEBEC
 Department Head
 Date:


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 denominators)
						Quality	Efficiency	Timelines	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	6 units	1	5	5	5	5.00	LTNG 209
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	4	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	LTNG 209

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	LTNG 209
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	LTNG 209
		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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	5	5	5	5.00	LTNG 209
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	17.55	5	5	5	5.00	Humn 15n (5 sections)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	5	5	5	5	5.00	Humn 15n (5 sections)
		A 11 . 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	0	3	5	5	5	5.00	Comm 11
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Moodle Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	Humn 15n
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	Humn 15n
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	9	9	5	5	5	5.00	ABELS Students
		A17 . Number of students advised on thesis/ field practice/special problem:		1	1					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0					

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	none	none						
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year								
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1							
	In refereed int'l journals									
	In refereed nat'l/regional journals									
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1							
	In int'l fora/conferences									
	In nat'l/regional fora/conferences									
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A							
	A 33. 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	N/A							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	DLABS Research Lecture Series Committee	
				AVERAGE				5.00		
UMFO 4. EXTENSION SERVICES										
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of	A 36. 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	none							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	none							

	PI 3. Number of extension programs organized and supported	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	none							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	N/A							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. 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*	A 44. 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	5	5	5.00				
		A 45. 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		AVERAGE				5.00			

UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
PI 3: Additional Outputs	A 47. 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							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
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 serves the department with integrity and commitment. Her dedication to work enables her to submit her deliverables with accuracy and on time.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date:

Recommending Approval


MA. THERESA P. LORETO

Dean, _____

Date:

Aug. 10, 2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

8/13/21

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.	Prepares course syllabus	Approved course syllabi in Humn15n and LTNG 209	March 2021	March 2021	March 2021	Impressive	Outstanding	
2.	Teaches one graduate subject (LTNG 209) and one GE course (Humn15n)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	March 2021	July 2021	On-going			
3.	Prepares coursewares for major English courses	Approved coursewares	March 2021	July 2021	July 2021	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance	February 2021	February 2021	February 2021	Impressive	Outstanding	
5.	Member of the Review Committee	Revised learning guides, syllabi, and TOS	March 2021	July 2021	July 2021	Impressive	Outstanding	

* 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: Cherry N. Rola
Performance Rating:

Aim: To submit papers for publications

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

Date: June, 2020

Target Date: One year from today

First Step:

- a) Look for publication schedules
- b) Decide which publication to submit
- c) Refine paper according to guidelines given

Result:

Has submitted papers for publication.

Date: June, 2020

Target Date: One year from today

Next Step:

She was advised to refine her papers to be submitted for publication.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


CHERRY N. ROLA
Faculty