

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

JADE BARACHIEL D. BANTASAN

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.92 x 50% = 2.460	
b. Students (50%)		5.00 X 50% = 2.500	
TOTAL for Instruction	100%	4.96	4.960
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services			0.000
TOTAL	100%		4.960

EQUIVALENT NUMERICAL RATING: 4.960

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.960

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JADE BARACHIEL D. BANTASAN

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

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, JADE BARACHIEL D. BANTASAN, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 JULY-DECEMBER 2023

JADE BARACHIEL D. BANTASAN

Instructor I

Date:

04 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date:

10 JAN 2024

MA. THERESA P. LORETO

College Dean

Date: JAN 23 2024

FTE/sem

4.0

2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	Tasks Assigned	Target	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											
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	<u>A1.</u> Actual Faculty's FTE			N/A	N/A					
	<u>PI 8:</u> Number of graduate students advised *	<u>A2.</u> Number of students advised			N/A	N/A					
		<u>A3.</u> Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman			N/A	N/A					
		AS GAC Member			N/A	N/A					
		<u>A4.</u> Number of students entertained for consultation purposes			N/A	N/A					
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5.</u> Number of on-line ready coursewares developed and submitted for review			N/A	N/A					
		On-line ready courseware			N/A	N/A					

Supplemental learning resources				N/A	N/A					
Assessment tools				N/A	N/A					
A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor				N/A	N/A					
A 7 : Number of virtual classroom created and operational				N/A	N/A					
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19			N/A	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			18	37.05	5	5	4	4.67	ELST 200.1 (1 section), Humn12 (3 sections), Humn 13n (3 sections)
	A10. Number of grade sheets submitted within prescribed period	Preparation		12	7	5	5	4	4.67	Midterm Gradesheets for ELST 200.1 (1 section), Humn12 (3 sections), Humn 13n (3 sections)
	A 11 . Number of INC forms with grade submitted within prescribed period			8	N/A					
	A12. Number of trainings attended related to instruction	Trainings attended		1	2	5	5	5	5.00	DALL Syllabus Writeshop and DALL Curriculum Review
	A13. Number of long examinations administered and checked	exam preparation and checking		14	6	5	5	4	4.67	Humn 13n and Humn 12
	A14. Number of quizzes administered and checked			10	12	5	5	4	4.68	Humn 13n and Humn 12
	A15. Number of lab reports and term papers checked and graded			2	2	5	5	5	5.00	Humn 13n and Humn 12
PI 8: Number of students advised: *	A16. Number of students advised:			8	21	5	5	5	5.00	ABELS STUDENTS (Academic Adviser)
	A17. Number of students advised on thesis/ field practice/special problem:									Pancito, Mhel Rebigan Sendrejas, Elmerle Negad, Rujilu Ancajas Rojas, Sheila Marie Borromeo Regielyn Guiritan
	As SRC Chairman	Advising/correction		1	5	5	5	5	5.00	Gara, Mary Grace Peninsula, Hycent Cagande, Murlie Mayor, Shericka Sabejon, Kessha Mae
	As SRC Member	Advising/correction		1	5	5	5	5	5.00	Salve, Isabela Ambatali, Sarah May Tabiolo, Maricar Ann Villamor, Kelvin Klyde Alpos, Daniel Benedict

		<u>A18</u> . Number of students entertained for consultation purposes			10	12	5	5	5	5.00	Grade Consultation and Thesis Draft Consultation
	<u>PI 9</u> : Number of student organizations advised/assisted *	<u>A19</u> . Number of Student organizations advised			none	none					
		<u>A20</u> . Number of Student organizations assisted on student related activities			none	none					
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :			2	3	5	5	5	5.00	Humn13n, Humn 12n
		On-line ready courseware			2	3	5	5	5	5.00	Virtual Classrooms for Humn12, Humn 13n, ELST 200.1
		Supplemental learning resources			10	12	5	5	5	5.00	Learning Materials for Humn12, Humn 13n, ELST 200.1
		Assessment tools			8	12	5	5	5	5.00	Assessments Tasks for Humn13n, Humn 12 Elst 200.1
		<u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor			3	2	5	5	5	5.00	Online Learning Materials for Humn13n and Humn 12
		<u>A 24</u> : Number of virtual classroom created and operational			2	6	5	5	5	5.00	Virtual Classrooms for Humn12, Humn 13n, ELST 200.1
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:									
		Program accreditation/evaluation			1	N/A					
		Agency/firm/Industry linkages			N/A	N/A					
		<u>A 26</u> . Other outputs implementing the new normal due to covid 19			N/A	N/A					
											4.92
UMFO 3 . RESEARCH SERVICES											
	<u>PI 1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *			none	none					
	<u>PI 2</u> . Number of research outputs completed within the year *	<u>A 28</u> . Number of research outputs completed within the year *			1	N/A					

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year			2	N/A						
		<i>In refereed int'l journals</i>				N/A						
		<i>In refereed nat'l/regional journals</i>										
	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 *			1	none						
		<i>In int'l fora/conferences</i>										
		<i>In nat'l/regional fora/conferences</i>										
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved			1	none						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	none						
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer			1	none						
		A 34. Number of UMs submitted to ITSQ. VSU	UM preparation		N/A	N/A						
		A 35. Other outputs implementing the new normal due to covid 19			N/A	N/A						
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	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained			N/A	N/A						
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training			N/A	N/A						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented			N/A	N/A						

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services			Zero % complaint						Zero % non-conformity
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *			N/A	N/A					
	A 48. Other outputs implementing the new normal due to covid 19			N/A	N/A					
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:
Mr. Bantasan is an asset to the department. He performs well in his classes and functions all the tasks assigned to him as committee chairperson/member. Pursuing a doctorate degree would hone his professional skills.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: **10 JAN 2024**

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **JAN 23 2024**

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: **FEB 14 2024**

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JADE BARACHIEL D. BANTASAN**

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 courses: • Philippine Pop Culture • Reading Visual Arts • Undergraduate Thesis	Conducted classes, computed grades per course, and achieve an outstanding result in students' performance evaluation	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Aid in students' concerns on the subject (Humn13n, Humn 12)	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn13n, Humn 12)	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	August 2023	December 2023	August to December 2023	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	August 2023	December 2023	August to December 2023	Impressive	Outstanding	

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

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

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JADE BARACHIEL D. BANTASAN**

Performance Rating:

Aims:

- Further update the materials and syllabus for face-to-face class
- To provide students with high-quality instruction and include them in a variety of activities relating to the course.
- To encourage a positive work environment by fostering good communication among coworkers.
- To attend professional conferences in order to expand one's knowledge and acquire new abilities and concepts.
- To develop and implement a variety of instructional strategies that will promote the acquisition of knowledge pertinent to the changing academic environment.

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

Date: JANUARY 2024

Target Date: DECEMBER 2024

- Attend seminars and training related to the field of specialization.
- Review and revise learning materials that improve student learning.
- Provide support to students and develop new learning skills.
- Participate in university and department activities that promote relationship-building among employees.

Outcome: N/A

Final Step/Recommendation: NA

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

Conforme:

JADE BARACHIEL D. BANTASAN

Ratee/Faculty