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
(1)	(2)	(3)	(2x3)
1. Instruction			
a. ~~Faculty~~ H*ead*	100%	5.00	5.00
b. Students	0%		0.00 4.625
TOTAL for Instruction ~~90.95%~~ ✗ 92.5%			~~4.75~~ 4.50 ✓
2. Research	~~2.5%~~	0.00	—
3. Extension	2.5%	5.00	0.13
4. Production			
5. Administration/Other Services	5.0%	5.00	0.25
TOTAL			~~4.875~~ — 4.955

EQUIVALENT NUMERICAL RATING: ~~4.875~~ — 4.955
Add: Additional Points, if any: —————
TOTAL NUMERICAL RATING: ✓ ~~4.875~~ — 4.955

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 _JULY-DECEMBER 2020._

RHODORA A. BANDE
Assistant Professor III
Date:

Approved:

JETT C. QUEBEC
Department Head
Date: 1-21-21

MA. THERESA P. LORETO
College Dean
Date: 2/15/2021

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	Eficiency	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	3	2	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	3	5	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	0	0					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		A4. _Number of students entertained for consultation purposes_	_Entertains students seeking consultation with faculty_	2	5	5	5	5	5.00	MSLT, MAgDev, MEd

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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4	5	5	5	5.00	4 modules for ELSt 101 uploaded to the Open University virtual classroom
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	10	5	5	5	5.00	Articles from refereed journals were selected and used for the class (LTNG 205)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	5	5	5	5.00	LTNG 205
	A 6 : Number of on-line courseware reviewed by the DLABS reviewer	Submits the courseware duly reviewed by the DLABS reviewer	2	4	5	5	5	5.00	ELSt 101 MAgDev Bridging Program
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	ELSt 101 exclusive for MAgDev Open University students as part of their bridging program
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	2	10	5	5	5	5.00	Emails and updates to facilitate ease in the delivery of lessons.
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	32. 25	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	0	0	0	0	0.00	Classess started in October 2020; hence, no grade sheets were prepared yet.
	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							

PI	Activity	Task	Q1	Q2				Avg	Remarks
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	University-sponsored
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	ELSt 101, ELSt 104, Litr 135, LTNG 205
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	ELSt 101, ELSt 104, Litr 135, LTNG 205
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	20	5	5	5	5.00	ELSt 101, ELSt 104, Litr 135, LTNG 205
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	20	30	5	5	5	5.00	ELSt 101, ELSt 104, Litr 135, LTNG 205
	A17 . 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							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
	A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	1	2	5	5	5	5.00	ABELS and USSC
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	4	5	5	5	5.00	4 modules for ELSt 101
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	4	5	5	5	5.00	4 modules for ELSt 101 uploaded to the virtual classroom

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	4	9	5	5	5	5.00	Video clips from book authors, links from reliable websites, and own posts were provided on the virtual classroom
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	30	5	5	5	5.00	ELSt 101
		A 23 : Number of on-line course ware reviewed by the DLABS reviewer	Submits the course ware duly reviewed by the DLABS reviewer	2	4	5	5	5	5.00	ELSt 101
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	ELSt 101, ELSt 104, Litr 135
	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*	2	20	5	5	5	5.00	Emails and updates to facilitate ease in the delivery of lessons.
	PI 11. Additional outputs	**A 25**. 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	Identifies and links with probable partners for extension activities and maintains this active partnership							

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								
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	Implementes duly approved extension projects								
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								
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								
Research Mentoring	*Research Mentor*									
Peer reviewers/Panelists	*Peer reviewers/Panelists*									
Resource Persons	*Resource Persons*									
Convenor/Organizer	*Convenor/Organizer*									
Consultancy	*Consultant*									
Writer	*Writer*	As contributor to the NCCA UBOD 2020	0	1		5	5	5	5.00	Creative Non-Fiction entry submitted and included in the anthology of new and emerging writers in the regions

PI	Activity	Description			Q1	Q2	Q3	Total	Remarks
PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *								
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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	2	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI	Activity	Description							
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 theQMS 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				
	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								

UMFO 6. General Admin. & Support Services

PI	Activity	Description							
PI 2. Zero percent	**A 46**. Customerly friendly frontline	Provides customer friendly frontline			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 performfing 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	3	6	5	5	5	5.00	Online editing, instead of paper and pen, of ATR articles.
Total Over-all Rating									
Average Rating									
	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 theQMS 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						
	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								

UMFO 6. General Admin. & Support Services

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 performfing 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	2	**8**	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.
Total Over-all Rating									
Average Rating									
Adjectival 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. Bande is a commited 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: 1-26-21

Recommending Approval

MA. THERESA P. LORETO
Dean, _____
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
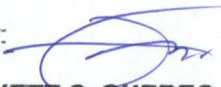Vice President for Academic Affairs
Date: 2/19/21

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 one graduate course	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	October 2020	December 2020	December 2020	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in Language courses	October 2020	October 2020	October 2020	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	October 2020	November 2020	January 2021			No grades submitted as of December
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	October 2020	October 2020	December 2020	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JETT C. QUEBEC
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhodora A. Bande
Performance Rating:

Aim: Work on the syllabi and learning guides for the second 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: January 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 109 course syllabus.
   2. She has enrolled in Dissertation Writing 1 and is currently working on her paper.

Date: January, 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.
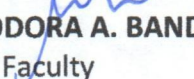
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

RHODORA A. BANDE
Faculty