SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

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%)		4.99 x 50% = 2.485	
b. Students (50%)		3.86 x 50% = 1.750	
TOTAL for Instruction	90%	4.24	3.812
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	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		**4.312**

EQUIVALENT NUMERICAL RATING: 4.312
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.312**

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 periodJANUARY - JUNE 2022

Approved:

CHERRY N. ROLA
Asst.Prof.2
Date: July 5, 2022

JETT C. QUEBEC
Department Head
Date: July 6, 2022

MA. THERESA P. LORETO
College Dean
Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	0.67	5	5	5	5.00	
	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	1	1	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	2	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	N/A						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	
		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	1	1	5	5	5	5.00	
	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	16.05	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	5	5.00	
		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	6	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	12	5	5	5	5.00	
		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 adviserto students	10	11	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:		3	3	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	6	6	5	5	5	5.00	

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	8	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	**A19** . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	2	5	5	5	5.00	
	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	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	none					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5.00	
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	
	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	1	1	5	5	4	4.67	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	
					SUBTOTAL				4.99	
UMFO 3 . RESEARCH SERVICES										
	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						

PI	Activity	Description								
PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research output within the year								
PI 3. Percentage of research outputs published in internationally- refereed or CHED recognized	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	0						
	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 scienfic for a/conferences	1	0						
	In int'l fora/conferences									
	In nat'l/regional fora/conferences									
PI 5. Percent of research proposals approved *	**A 31.** Percentage of 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	0						
				SUBT-TOTAL			0.00			
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	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 consistent with the SUC's mandated and priority programs	A 38. Number of extension program/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	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 (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							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
				SUBT-TOTAL				0.00	

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	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	zero non-conformity	5	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								

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	No complaint	Zero % complaint	5	5	5	5.00	
	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							
		A.48 Number of Department Personnel Committee meetings attended	Serves as member of the Department Personnel Committee	2	5	5	5	5	5.00	
					AVERAGE				5.00	
	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: July 6, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, 8/4/2022
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

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.	Revises course syllabi	Approved course syllabi	January 2022	February 2022	February 2022	Impressive	Outstanding	
2.	Teaches one graduate subject (LTNG 227) and one GE courses (Comm 11; Humn15n)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	June 2022	June 2022			
3.	Prepares coursewares for major English courses	Approved coursewares	January 2022	January 2022	January 2022	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance	May 2022	May 2022	May 2022	Impressive	Outstanding	
5.	Member of the Review Committee	Reviewed learning guides, syllabi, and TOS	January 2022	April 2022/June 2022	April 2022/June 2022	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: 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: July, 2022   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 looked for possible publication.

Date: June, 2021   Target Date: One year from today

Next Step:

    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