SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

Name of Faculty Member: **APRIL ROSE VILLABER-ALOJADO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.480	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	95%	4.65	4.413
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	5%	4.83 x 5% = 0.242	0.242
TOTAL	100%		4.654

EQUIVALENT NUMERICAL RATING: 4.654
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.654**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

APRIL ROSE VILLABER-ALOJADO
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, AAPRIL ROSE VILLABER-ALOJADO, a faculty member of the __DEPARTMENT OFLIBERAL ARTS AND BEHAVIROAL 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 2022__

Approved:

__APRIL ROSE VILLABER-ALOJADO__
Instructor III
Date: July 6, 2022

__JETT C. QUEBEC__
Department Head
Date: July 7, 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	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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	NA	NA					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					
		A3 . Number of students advised on thesis/special problem/dissertation		NA	NA					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					
	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	NA	NA					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	NA					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					
		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	NA	NA					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA	NA					
	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	NA	NA					
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 per semester	24.43	5	5	5	5.00	(M400) Litr13 (M033) Engl11e (M058) Humn11 (M068) Humn11 (M070) Humn11 (M071) Humn11
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	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	*NONE*	0						
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	*1*	0						
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	*6*	12	5	5	5	5.00	(M400) Litr13 (M033) Engl11e (M058) Humn11 (M068)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	*30*	69	5	5	5	5.00	Humn11 (M070) Humn11 (M071) Humn11
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	*N/A*	0						
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	*N/A*	0						
		A17 . Number of students advised on thesis/ field practice/special problem:		*N/A*	0						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP	*N/A*	0						
		As SRC Member	Advises and corrects research outline and thesis/SP	*N/A*	0						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	162 (6 classes)	5	5	4	4.67	(M400) Litr13 (M033) Engl11e (M058) Humn11 (M068) Humn11 (M070) Humn11 (M071)
	PI 9: Number of student organizations advised/	*A19* . Number of Student organizations advised	*Advises student organizations recognized by USOO*	*1*	0						
		A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	*1*	0						
	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								
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	*1*	0						

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on*	1	6	5	5	5	5.00	Literatures of the Philippines (Litr13) Introduction to Literature (Engl11e) Art Appreciation (Humn11)
		Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	5	25	5	5	5	5.00	Literatures of the Philippines (Litr13) Introduction to Literature (Engl11e) Art
		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	1	0					
		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	Literatures of the Philippines (Litr13) Introduction to Literature (Engl11e) Art
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	1	0					
		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	0					
					SUBTOTAL				4.96	
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research		**A27.** Number of research outputs in the	Conducts research for possible	1	0					
PI 2. Number of research outputs completed within the year *		**A 28.** Number of research outputs completed within the year *	Conducts and completes research project within the year	1	0					
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	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	**A 30.** Number of research outputs	Prepares, submits and	1	0							
	outputs presented in	*In int'l fora/conferences*	presents research papers in	1	0							
		In nat'l/regional fora/conferences		1	0							
	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	1	0							
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0							
		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	1	0							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of	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							
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active	**A 36.** Number of active partnerships	Identifies and links with	1	0							
	PI 2. Number of trainees	**A 37.** Number of trainees weighted by	Conducts trainings among	1	0							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and	**A 38.** Number of extension programs/projects implemented	Implementes duly approved extension projects	1	0							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	**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	1	0							
	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*		NONE								

Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
Resource Persons	Resource Persons		1	0					
Convenor/Organizer	Convenor/Organizer		1	0					
Consultancy	Consultant		1	0					
Evaluator	Evaluator		1						
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	1	0					
PI 11. Additional outputs *	A 42. No. of extension-related awards /exts. conducted by faculty or student &		1	0					
	A 43.Other outputs implementing the	Designs extension related	1	0					
				AVERAGE					

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation,	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	Zero non-conformity	Zero non-conformity	5	5	4	4.67	
	A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all	100% compliant						
	On program accreditations		NA						
	On institutional accreditations		NA						

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	no complaint	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performfing	None						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management	None						

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
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	None						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
				AVERAGE				4.83	
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: Ms Villaber is valuable employee of DLABS. She consistently showed sincere willingness to help students. A doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

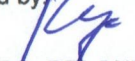Department Head

Date: July 7, 2022+A17

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:___8/4/2022___

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **April Rose Villaber-Alojado**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recomme ndation
1	Teach three (3) courses (Litr13, Engl11e, Humn11)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2022	June 2022	June 2022	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2022	June 2022	June 2022	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2022	June 2022	June 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2022	June 2022	June 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2022	June 2022	June 2022	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Documents for accreditation	January 2022	June 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
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: April Rose Villaber-Alojado

Performance Rating: Outstanding

Aim: To continue and finish doctorate study and improve teaching strategies

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

Date: January 15, 2022   Target Date: One year from today

First Step:

a) Required her to continue and finish her doctorate study
b) Advised her to publish articles and journals to academically respectable publications.
c) Encouraged her to balance and manage her time well between teaching and doctorate study.

Result:

She presented papers in several conferences as requirements in the continuation of her doctorate study.

Date: June 15, 2022   Target Date: End of second semester

Next Step:

She was advised to simplify her discussion and activities for the students with different levels of intellectual abilities.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

APRIL ROSE VILLABER-ALOJADO
Employee [Faculty]