SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JULY-DECEMBER 2023

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%)		4.85 x 95% = 4.608	4.608
b. Students (50%) *(on study leave until April 2023)*			
TOTAL for Instruction	95%	4.608	
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	5.0%	4.89 x 0.05 = 0.245	0.245
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		**4.852**

EQUIVALENT NUMERICAL RATING: 4.852
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.852**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

APRIL ROSE VILLABER-ALOJADO
Name of Faculty

Reviewed by:

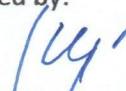**MARIA VANESSA E. GABUNADA**
Department Head

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, __APRIL ROSE VILLABER ALOJADO__, 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

Approved:

APRIL ROSE VILLABER ALOJADO
Instructor I
Date: **0 4 JAN 2024**

MARIA VANESSA E. GABUNADA
Department Head
Date: **1 0 JAN 2024**

MA. THERESA P. LORETO
College Dean
Date: **JAN 2 3 2024**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

				N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	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	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
	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	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	38.1	5	5	5	5.00	T009 - Litr118 MR40 - Humn11 M003 - Comm11 M899 - Humn11 M006 - Comm11 M844 -

					Q	E	T	Avg	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	9	5	5	4	4.67	Comm11 M062 - Comm11 M147 - Comm11 M112 -
	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	0					
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Curriculum Review,Syllabus Review Strategic Planning,
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	15	5	5	4	4.67	T009 - Litr118 MR40 - Humn11 M003 - Comm11 M899 - Humn11 M006 -
	A14. Number of quizzes administered and checked		30	58	5	5	4	4.67	Comm11 M844 - Comm11 M062 -
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	1	0					
	A17. Number of students advised on thesis/ field practice/special problem:		1	0					
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	0					
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	352 (9 classes)	5	5	4	4.67	T009 - Litr118 MR40 - Humn11 M003 - Comm11 M899 - Humn11 M006 - Comm11 M844 - Comm11 M062 - Comm11 M147 - Comm11 M112 - Comm11
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	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	0	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	28	5	5	5	5.00	T009 - Litr118 MR40 - Humn11 M003 - Comm11 M899 - Humn11 M006 - Comm11 M844 - Comm11 M062 - Comm11 M147 - Comm11 M112 - Comm11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	12	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	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	9	5	5	5	5.00	T009 - Litr118 MR40 - Humn11 M003 - Comm11 M899 - Humn11 M006 - Comm11 M844 - Comm11 M062 - Comm11 M147 - Comm11 M112 - Comm11
	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	0					

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	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	0	0						
									4.85		

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	0	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	0	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		0	0						
		In refereed nat'l/regional journals		0	0						
	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		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 implementation	None	None						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		None	None						

		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	None	None						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	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	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	Identifies and links with probable partners for extension activities and maintains this active partnership	None	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	None							
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	None	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	None	None							

PI	Activity	Description							Remarks
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		0	0					
Peer reviewers/Panelists	Peer reviewers/Panelists		1	0					
Resource Persons	Resource Persons		1	0					
Convenor/Organizer	Convenor/Organizer		0	4	5	5	5	5.00	Pagrayhak sa mga Pulong, English Month Celebration, Smart Classroom Launching, and Curriculum Review
Consultancy	Consultant		0	0					
Evaluator	Evaluator		0	0					
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	None	None					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		None	None					
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None	None					
								5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI	Activity	Description							Remarks
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						

		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			N/A					
		On institutional accreditations			N/A					
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	N/A	N/A					
	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	N/A	N/A					
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	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: Ms. Alojado teaches and performs well in the department. Finishing her Ph.D. would be a great development for her profession and to the department.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: _____ 1 0 JAN 2024

Recommending Approval

MA. THERESA P. LORETO

College Dean

Date: _JAN 2 3 2024_

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _Feb 14, 2024_

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/ Recommendation
1	Prepare course outline and learning guide for handled courses	Course Outline and Learning Guide in Litr118 (Literary Criticism), Humn15 (Great Books), and Comm11 (Purposive Communication)	May 2023	August 2023	August 2023	Impressive	Outstanding	
2	Prepare course outline and learning guide for handled courses	Course Outline and Learning Guide in Comm11 (Purposive Communication) and Humn11 (Art Appreciation)	August 2023	December 2023	December 2023	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, educational films, and assessment activities for Litr118, Humn15, and Comm11	May 2023	August 2023	August 2023	Impressive	Outstanding	
4	Prepare materials and activities for the handled courses	PowerPoint presentations, supplemental readings, and assessment activities for Comm11 and Humn11	August 2023	December 2023	December 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; revised course syllabi	August 2023	December 2023	December 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Letters, Event moderators and emcee, Certificate of the trainings and workshops	August 2023	December 2023	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, Ph.D.
Department Head

EXHIBIT L

FACULTY DEVELOPMENT PLAN

Name of Employee: **APRIL ROSE VILLABER ALOJADO**

Performance Rating: Outstanding

Aim: To continue and finish doctorate study and improve teaching strategies.
To finish and publish dissertation into a book.
To publish more journal articles to academically respectable publications.
To write learning guide and modules in literature-related subjects.

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

Date: January 2023   Target Date: One year from today

First Step:

  a) Required her to continue and finish her doctorate study.
  b) Advised her to publish more articles and journals to academically respectable publications.
  c) Required her to write learning guide and modules for literature-related subjects.
  d) Encouraged her to balance and manage her time well between teaching and doctorate study.

Result:

Prepared by:

MARIA VANESSA E GABUNADA, Ph.D.
Department Head

Conforme:

APRIL ROSE VILLABER ALOJADO
Employee/Faculty