

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

**RHODORA A. BANDE**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.43 x 50% = 2.215	
TOTAL for Instruction	85%	4.70	3.995
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	0.250
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.92 x 5% = 0.246	
TOTAL for Extension			0.246
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.741

EQUIVALENT NUMERICAL RATING: 4.741

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.741

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:

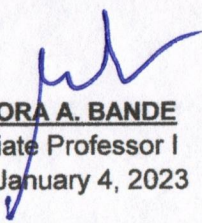
**BEATRIZ S. BELONIAS**

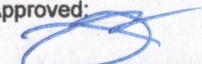
Vice President for Academic Affairs

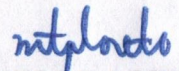


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 2022

  
**RHODORA A. BANDE**  
Associate Professor I  
Date: January 4, 2023

Approved:   
**JETT C. QUEBEC**  
Department Head  
Date: January 6, 2023

  
**MA. THERESA P. LORETO**  
College Dean  
Date: **JAN 13 2023**

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	2	2	5	5	5	5.00	LTNG 205, LTNG 218, LTNG 290.1
	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	1	1	5	5	5	5.00	MAgDev
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	MSLT, MS Ag. Econ
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	8	5	5	4	4.67	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	2	1	5	5	5	5.00	LTNG 205 - ongoing
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	2 Moodle classrooms (LTNG 218 and LTNG 205)



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	12	5	5	5	5.00	12 PPT presentations
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	Assessment tools for LTNG 205 and LTNG 218
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	1					LTNG 205 - ongoing
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	LTNG 205 and LTNG 218
	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	4	5	5	5	5.00	LTNG 205a
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	27.13	5	5	5	5.00	Comm 11, ELST 109, ELST 104, ELST 200.1
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	N/A					Ongoing
		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	1	1	5	5	4.5	4.83	Deferred grade from last semester
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	University-sponsored
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	Comm 11, ELST 101, ELST 104
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Comm 11, ELST 101, ELST 104
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	15	5	5	5	5.00	Comm 11, ELST 101, ELST 104
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	21	5	5	5	5.00	ABELS
		A17. Number of students advised on thesis/ field practice/special problem:								



		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	ABELS (ongoing)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	ABELS (ongoing)
		<b>A18</b> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	4	4.67	ABELS
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> : Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Baybay Writers Collective
		<b>A20</b> : Number of Student organizations assisted on student	Assists student organizations in implementing student related	1	2	5	5	5	5.00	ABELS and Baybay Writers Collective
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : 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	2	2	5	5	5	5.00	ELSt 101 and Comm 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	4	20	5	5	5	5.00	ELST 101, ELST 104, and Comm 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	30	5	5	5	5.00	ELST 101, ELST 104, and Comm 11
		<b>A 23</b> : 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	2	1	5	5	4	4.67	ELSt 101 - ongoing
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	ELST 101, ELST 104, and Comm 11
	<b>PI 11</b> . Additional outputs	<b>A 25</b> . 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 agencies for possible opportunities like research and extension	0	1	5	5	5	5.00	Assisted the Philrootcrops team during their field work in San Roque, N. Samar. This is in connection with a previously completed research project implemented by DLABS in 2015.
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
				SUB-TOTAL				4.97	
<b>UMFO 3 . RESEARCH SERVICES</b>									
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	0	1	5	5	5	5.00	The LGU of San Roque, N. Samar implemented this year the Bagung Cookfest based on the recommendations we made in our research output that was published in 2019, ie., to establish an information center to raise public awareness about the rootcrop and the folk practices that go with it. This is still in its initial stage.
	<b>PI 2.</b> Number of research	<b>A 28.</b> Number of research outputs							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	1	1	5	5	5	5.00	One article has been submitted(co-author) to Science and Humanities Journal. It has been accepted, and we are still working on the revisions.
		<i>In refereed int'l journals</i>							
		<i>In refereed nat'l/regional journals</i>							
	<b>PI 4.</b> Number of research outputs presented in	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l							
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)							



		<b>A 33.</b> 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	2	5	5	5	5.00	2 articles for Science and Humanities Journal were reviewed as peer-reviewer
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
					SUB-TOTAL				5.00	
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	0	1	5	5	4.5	4.83	Initial planning for a possible Extension project with the LGU of San Roque and DepEd focusing on the development of instructional materials related to a local crop (based on a previously completed research project of DLABS).
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Resource Persons	Resource Persons								



	Convenor/Organizer/Editor	Convenor/Organizer/Editor								
	Consultancy	Consultant								
	Coach	Coach		0	2	5	5	5	5.00	Served as coach to 2 SHS students for a poetry reading
	Evaluator	Evaluator								
	PI 8. Percent of extension	A 41. Percent of extension								
	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							
				SUB-TOTAL					4.92	
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 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	100% compliant	100% compliant	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							
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										



	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	no complaint	no complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	N/A						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Admin Functions related to Instruction: member of DLABS Personnel Committee	Screens applicants and other department related functions	3	25	5	5	5	5.00	screened teaching applicants for 1st sem 2022-2023
					SUB-TOTAL				5.00	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

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. Bande is a committed 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: January 6, 2023

Recommending Approval

**MA. THERESA P. LORETO**

Dean, **JAN 13 2023**

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



# 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 two graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2022	February 2023	Ongoing	Impressive	Outstanding	
2.	Submission of midterm grades and final grades	Grades submitted to the Office of the Registrar	August 2022	December, 2022 and February 2023	Ongoing	Impressive	Very Satisfactory	
3.	Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts)	Thesis and special topic proposals and manuscripts	August 2022	February 2023	Ongoing	Impressive	Outstanding	
4.	Performs duties as SRC member (advising and editing of manuscripts)	Proposal and thesis defense of graduate students	August 2022	February 2023	Ongoing	Impressive	Outstanding	
5.	Performs duties as academic adviser (enrollment and other academic-related concerns)	Validated enrollment of students	August 2022	September 2022	September 2022	Impressive	Outstanding	
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2022	July – December 2022	July - December 2022	Impressive	Outstanding	Language Section meetings, DLABS meetings, DPC meetings
7.	Performs other duties assigned by the university as CAC member, ATR language editor, SHJ reviewer	Attendance, published ATR articles, SHJ article returned to the desktop publisher	July 2022	December 2022	July – December 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: Rhodora A. Bande  
Performance Rating:

Aim: Update the syllabi and learning guides for the second semester and work on the Memorandum of Agreement with the LGU of San Roque, N. Samar for a possible extension project

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) Revisit the existing syllabi of the courses assigned to her and start working on the lessons/modules.
- b) Draft the Memorandum of Agreement and present this to the concerned agency

Result:

1. She has started revising the ELSt 109 course syllabus and working on a possible new subject in graduate school.
2. Initial discussions with the LGU of a possible collaboration based on a previously completed research of DLABS have been made.

Date: January, 2023

Target Date: One year from today

Next Step:

She was advised to work on the completion of her doctorate degree.

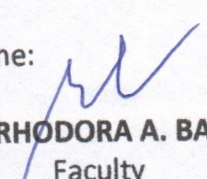
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
**JETT C. QUEBEC**  
Department Head

Conforme:

  
**RHODORA A. BANDE**  
Faculty