

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

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%)		5.00 x 50% = 2.500	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	85%	4.84	4.110
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.860

EQUIVALENT NUMERICAL RATING: 4.860

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.860

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RHODORA A. BANDE

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, Rhodora A. Bande, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit 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 2023.


RHODORA A. BANDE
 Associate Professor I
 Date:

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 7-24-23


MARIA THERESA P. LORETO
 College Dean
 Date: JUL 25 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										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	3	5	5	5	5.00	
		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	
		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	3	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	2	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12	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	1	1	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle 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	2	2	5	5	5	5.00	
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							
		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	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		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	10	10	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	36	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	10	62	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	11	5	5	5	5.00	

		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	Baybay Writers Collective
		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	College of Engineering-based organization - as judge in their activities; as adviser of the Baybay Writers Collective, I helped organize the 3-month writers clinic.
	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	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	20	5	5	5	5.00	
		A 23 : Number of on-line course	Submits the course ware duly reviewed	2	2	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs								
		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							

					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3)	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A						
PI 2. Number of research	A 28. Number of research outputs	Conducts and completes research or project	N/A	N/A						
PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and submits for publication	N/A	N/A						
	<i>In refereed int'l journals</i>		N/A	N/A						
	<i>In refereed nat'l/regional journals</i>		N/A	N/A						
PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and presents research	N/A	N/A						
	<i>In int'l fora/conferences</i>		N/A	N/A						
	<i>In nat'l/regional fora/conferences</i>		N/A	N/A						
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	N/A						
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A	N/A						
	A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal	N/A	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	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						
				TOTAL					NONE	
UMFO 4. EXTENSION SERVICES										
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	Identifies and links with probable partners for extension activities and maintains this active partnership								
PI 2. Number of trainees weighted by the length of	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	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects								
PI 4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	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/Editor								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	1 extension proposal			5	5	5	5.00	Bagong Extension project - In progress.
	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							
			TOTAL						5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate	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							
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as prescribed in the accreditation standards							
		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							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other dents/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

	OVPI MFO 4. Program and Institutional Accreditation Services
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	PI 8. Compliance to all requirements thru the established/adequate	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							
		A 45. Compliance to all requirements of the program and institutional	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


	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 dents/agencies *	Initiates/introduces improvements in performing 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	5	15	5	5	5	5.00	Wrote Background Investigation Reports for DLABS applicants; conducted classroom observation as DPC member; attended meetings and conducted duties as DPC member
					TOTAL				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total)	
Additional Points:	
Approved Additional	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development
Purpose: Prof. Bande has great teaching and management skills. She is recommended to finish her Ph.D.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-22

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: III 25 2022

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 two undergraduate courses and two graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2023	July 2023	July 2023	Impressive	Outstanding	European Literature, Technical Writing, Related Activities in Language Teaching (online and in-campus)
2.	Submission of midterm grades and final grades	Grades submitted to the Office of the Registrar	January 2023	July 2023	July 2023	Impressive	Outstanding	Accomplished on time.
3.	Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts)	Thesis and special topic proposals and manuscripts	January 2023	January – July 2023	July 2023	Impressive	Outstanding	2 advisees done; as of July 12, I'm still working with one advisee on her manuscript revisions.
4.	Performs duties as SRC member (advising and editing of manuscripts)	Proposal and thesis defense of graduate students	January 2023	July 2023	July 2023	Impressive	Outstanding	Accomplished on time.
5.	Performs duties as academic adviser (enrollment and other academic-related concerns)	Validated enrollment of students	January 2023	July 2023	July 2023	Impressive	Outstanding	Accomplished, including enrollments for Summer of 2022-2023
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2023	January – July 2023	January – July 2023	Impressive	Outstanding	Language Section meetings, DLABS meetings, DPC meetings; class observations and generation of Background Investigation Reports
7.	Performs other duties assigned by the university as BWC adviser, CAC member, ATR language editor	Attendance, published ATR articles, documentation	January 2023	January – July 2023	January – July 2023	Impressive	Outstanding	The Mt. Pangasugan Writers' Clinic was organized and implemented; acted as Chair for the Pageant Questions Committee during the Search for Mr. and Miss VSU

								2023; edited ATR articles and returned to the desktop publisher
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* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor
Prepared by:



MARIA VANESSA E. GABUNADA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhodora A. Bande

Performance Rating:

Aim: Update the syllabi and learning guides for the first 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: July 2023

Target Date: 6 months 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 101 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: July, 2023

Target Date: 6 months from today

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA

Department Head

Conforme:



RHODORA A. BANDE
Faculty