

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

**CHERRY N. ROLA**

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%)		4.86 x 50% = 2.430	
TOTAL for Instruction	85%	4.93	4.191
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	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		<b>4.941</b>

EQUIVALENT NUMERICAL RATING: 4.941

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.941**

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**CHERRY N. ROLA**

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, CHERRY N. ROLA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY-JUNE, 2023.

  
CHERRY N. ROLA  
Assoc. Prof. II  
Date:

Approved:   
MARIA VANESSA E. GABUNADA  
Department Head  
Date: 7.24-23

  
MA. 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	Timelines	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								
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	5	5	5	5.00	



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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	1	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	0					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	0					
		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	0					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0					
	<b>PI 10.</b> Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other	1	0					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	25.05	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.60	
		<b>A 11.</b> 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	2	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for	2	2	5	5	4	4.60	

		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	4	5	5	4	4.60	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	1	5	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		0						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	4	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	None	6	5	5	5	5.00	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	3	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	NONE						
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						
	<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	1	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	
		A 23 : Number of on-line course	Submits the course ware	N/A	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0					
	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	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None						
		A 26. Other outputs implementing	Designs experiential learning	1	0					
					TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	PI 1. Number of research outputs in	A27. Number of research outputs in the	Conducts research for	0	0					
	PI 2. Number of research outputs	A 28. Number of research outputs	Conducts and completes	0	0					
	PI 3. Percentage of research	A 29. Percentage of research outputs	Writes publishable materials	0	0					
		In refereed int'l journals		0	0					
		In refereed nat'l/regional journals		1	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	0	0					
		In int'l fora/conferences		0	0					
		In nat'l/regional fora/conferences		0	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of or research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for	None	0					
	PI 6. Additional outputs*	A 32. NO. of research-related awards / research conducted by		None						
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of	None						
		A 34. Number of UMs submitted to	Prepares and submits application for UM of	None						



		<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	None						
					TOTAL				NONE	
<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	None						
	<b>PI 2.</b> Number of trainees	<b>A 37.</b> Number of trainees weighted	Conducts trainings among	None						
	<b>PI 3.</b> Number of extension	<b>A 38.</b> Number of extension	Implementes duly approved	None						
	<b>PI 4.</b> Percentage of beneficiaries	<b>A 39.</b> Percentage of beneficiaries	Provides quality and	None						
	<b>PI 5.</b> Number of technical/expert	<b>A 40.</b> Number of technical/expert	Provides the technical and	1						
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project	None						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		None						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None						
					TOTAL				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the	<b>A 44.</b> 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	non-confo	zero non-conformity					



		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed	0% compli	100% compliant					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<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	Zero % complain t	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best							
		<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	5	15	5	5	5	5.00	Wrote Background Investigation Reports for DLABS applicants; ; attended meetings and conducted duties as DPC member
					<b>TOTAL</b>				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	

Evaluated & Rated by:

  
MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

Recommending Approval

  
MA. THERESA P. LORETO

College Dean

Date: JUL 25 2023

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: \_\_\_\_\_

**Comments & Recommendations for Development Purpose:** Dr. Rola is encouraged to engage in research, extension, and publication activities.

# 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	Screens applicants for 1st Sem SY 2023-2024	Hired applicants for 1st Sem SY 2023-2024	January 2023	June 2023	June 2022	Impressive	Outstanding	
2	Prepares learning materials in preparation for the resumption of full face-to-face classes	Prepared PowerPoints and class activities for face-to-face classes in ELST 108 and COMM11	January 2023	January 2023	June 2023	Impressive	Outstanding	
3	Prepares Midterm examinations for ELST 108 and COMM 11	Approved Midterm examinations for ELST 108 and COMM 11	January 2023	April 2023	April 2023	Impressive	Outstanding	
4	Conducts and critiques title defense of undergraduate students' thesis	Approved undergraduate thesis title	January 2023	April 2023	April 2023	Impressive	Outstanding	
5	Conducts Class observation of assigned regular and part-time faculty.	Evaluated class performances of assigned regular and part-time faculty.	January 2023	May 2023	May 2023	Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



**MARIA VANESSA E. GABUNADA**

Unit Head



## 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, 2023

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 submitted papers for publication.

Date: July, 2023

Target Date: One year from today

Next Step:

She was advised to refine her papers to be submitted for publication.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
**MARIA VANESSA E. GABUNADA**  
Department Head

Conforme:

  
**CHERRY N. ROLA**  
Faculty