

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: January - June 2024

Name of Faculty Member:

RHODORA A. BANDE

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.87 x 50% = 2.436	
b. Students (50%)		4.70 x 50% = 2.350	
TOTAL for Instruction	85%	4.79	4.068
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5.0% = 0.250	
TOTAL for Research			0.250
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	2.5%	5.00 x 5% = 0.250	
5. Administration/Other Services	2.5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.82

EQUIVALENT NUMERICAL RATING: 4.82

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.82**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RHODORA A. BANDE

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A					
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	4 subjects every sem	10.65	5	4	4	4.33	ELST 109
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	N/A	N/A					
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	70%	100.00	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	50.00	5	5	5	5.00	These were mostly journal articles and PPT presentations.
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	0.00					No IMs were submitted for review and approval this semester. Most of the materials used were articles published in refereed journals plus ebooks.
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	80%	100.00	5	5	4	4.67	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	90.00	5	5	5	5.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	ELST 109
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	ELST 109
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	40	5	5	5	5.00	ELST 109

		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	Baybay Writers Collective and VSU Debate Society. For the 2nd group, the support was more on financial support esp during the debate contest at UP Tacloban.
					Total:				4.87	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	None						
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	None						
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	PI 5. Percent of research proposals approved *	A 18. Percentage of of research proposals prepared, submitted and approved	Prepares research proposal	1	1	5	5	5	5.00	The study entitled, "Dialectal Variations of Waray in San Roque, Lao-ang, and Catarman, Northern Samar" was submitted to the OVPREI as of January, 2024. As of June 2024, we are still waiting for some feedback from the OVPREI.
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	None						
					Total:				5.00	
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 32. 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	1	2	5	5	5	5.00	LGU of San Roque and DepEd Catarman - the team is still coordinating with these two agencies.
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A						
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		N/A						
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	N/A						
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1						
		<i>a. Peer reviewer of journal/book</i>		1	1	5	5	5	5.00	Science and Humanities Journal - review in progress
		<i>b. Review of research and extension proposal</i>		N/A						
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		None						
		<i>d. accreditor</i>		None						
		<i>e. consultancy</i>		None						
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	5	5	5.00	The proposal was approved for implementation. The team is now working on the documents needed for the writing of the MOA.

	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follows up submitted and reviewed extension proposals	1	1	5	5	5	5.00	The proposal was approved for implementation. The team is now working on the documents needed for the writing of the MOA.
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	The proposal was approved for implementation. The team is now working on the documents needed for the writing of the MOA.
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	None						
		<i>a. International</i>		N/A	N/A					
		<i>b. National</i>		N/A	N/A					
		<i>c. Regional or Institutional Conferences</i>		N/A	N/A					
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	2	2	5	5	5	5.00	Meeting with the Extension Director and preparation of documents leading to the MOA preparation.
					Total:				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>		None						
		<i>National</i>		None						
		<i>Regional/Institutional</i>		1	4	5	5	5	5.00	Curriculum-revisions related trainings and 1 related to the Center for Culture and the Arts activities.
	OVPI MFO 3. Registration Services									

	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	5	5	5	5.00	
	PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	14	5	5	5	5.00	ABELS 2nd year to 4th year students
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	N/A	N/A					
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	1	5	5	5	5.00	1 course syllabus
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	ABELS students
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	ABELS students
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	N/A	N/A					
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	N/A	N/A					
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	N/A	N/A					

	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	ABELS students
					Total:				5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	25	30	5	5	5	5.00	DPC: recommendations and other documents
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	N/A	N/A					
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	N/A	N/A					
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	N/A	N/A					
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	N/A	N/A					
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	50%	5	5	5	5.00	Entries at the HRIS are still being updated and synchronized.
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	80%	0					No complaints have been received so far.

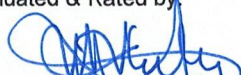
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	N/A	N/A					
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	80%	100%	5	5	5	5.00	
	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A	N/A					
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		N/A	N/A					
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		N/A	N/A					
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	30	5	5	5	5.00	Committee, departmental meeting, DPC, and UAC meetings.
		A 81. 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	N/A					
		A 82. Other tasks performed as DPC and DALL faculty *	Other tasks	10	15	5	5	5	5.00	Performed functions as DPC member and as DALL faculty (attended meetings, screened applicants, wrote BI reports, performed during the QAC dinner, and performed other tasks assigned by the department head, such as those related to the holding of the Centennial Essay Writing Contest, RELO, Pagrayhak, and MPWC)

		A 83. Other tasks performed as BWC Adviser, CAC Member, and ATR Language Editor	Other tasks	10	15	5	5	5	5.00	Assisted the BWC officers and members in the implementation of the Pagrayhak and MPWC events; wrote the Activity Proposal request for funding for the abovementioned events; assisted in the solicitation from private individuals (specifically for the lunch of the 10 writer-fellows, the Pagrayhak snack, and the merienda cena for the culmination program); edited the ATR articles (this
					Total:				5.00	

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: Prof. Bande performs well in all her teaching and committee tasks. Finishing her Ph.D. would be a great development in her profession.


Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Head,DALL

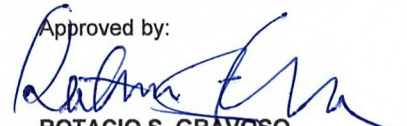
Date: 19 JUL 2024

Recommending Approval:


GLENN C. PAJARES
 Dean, CAS

Date:

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Dept. of Arts, Languages, and Literature

Head of Office: Maria Vanesaa E. Gabunada

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching <u>1. Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1 st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1 st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	<p>as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
<p>2. Jade Barachiel Bantasan</p>	<p>The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
3. Kay T. Juanillo	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Hmn 13n. She said that there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
4. Paula Nadrea M. Paquibulan	<p>The faculty concerned was informed of her</p>			<p>The faculty was called regarding</p>	<p>The faculty concerned was informed of the</p>

	<p>TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>the TPES results of the 1st semester SY 2023-2024.</p>	<p>TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
<p>5. Gernah May Y. Santianes</p>	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>Ms. Santianes assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA VANESSA E. GABUNADA
Immediate Supervisor

Noted by:



GLENN G. PAJARES
Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April- June 2023	July- Septem- ber 2023	Octob- er- Decem- ber 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit <u>Part-timers</u> Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revise instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peer-reviewed journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on Leyte Island. Sugat: Stories and Science for Sustainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Susutainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 2024		✓	✓	
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024				
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	no valid complaints
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024		✓	✓	Actual accomplishments meets targets

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head

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 undergraduate course (two sections) and three graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2024	June 2024	June 2024	Impressive	Outstanding	ELSt 109, LTNG 218, LTNG 218e, LTNG 216e
2.	Submission of midterm grades and final grades	Grades submitted to the Office of the Registrar	January 2024	June 2024	June 2024	Impressive	Outstanding	Last set of grade sheet was submitted on June 28, 2024. These were for the thesis advisees.
3.	Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts)	Thesis and special topic proposals and manuscripts	January 2024	January – June 2024	May - June 2024	Impressive	Outstanding	2 advisees did their final defense in May; they are currently considered as graduating.
4.	Performs duties as SRC member (advising and editing of manuscripts)	Proposal and thesis defense of graduate students	January 2024	January – July 2024	February – May 2024	Impressive	Outstanding	Accomplished on time.
5.	Performs duties as academic adviser (enrollment and other academic-related concerns)	Validated enrollment of students	January 2024	January	January 2024	Impressive	Outstanding	Accomplished on time.
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2024	January – June 2024	January – June 2024	Impressive	Outstanding	DALL meetings, DPC meetings; interview and demo teaching of applicants; tasks of the DALL Beautification Committee; other tasks assigned by the department head and by the University (emcee during RELO

								event, tasks related to the Centennial Essay Writing Contest, conduct of BI of the applicants, reader during Honors Program, and performer/singer during the QAC dinner)
7.	Performs other duties assigned by the university as BWC adviser, CAC member, ATR language editor	Attendance, published ATR articles, documentation	January 2024	January – June 2024	January – June 2024	Impressive	Outstanding	Pagrayhak sa mga Pulong: Readings and Conversations and 2 nd Mt. Pangasugan Writers Clinic were organized; performed duties as member of the CAC; edited ATR articles and returned to the desktop publisher

* 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: Outstanding

Aim: Update the syllabi for the first semester, e.g., ELSt 101 and LTNG 218.

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

Date: July 2024

Target Date: 6 months from today

First Step:

- a) Revisit the existing syllabi of the courses assigned to her.
- b) Start working on the lessons and modules.

Result:

1. She has started preparing for the ELSt 101 course syllabus and working on a possible new subject in graduate school.
2. She has started gathering references and re-reading for ELSt 101.

Date: July 2024

Target Date: 6 months from today

Outcome: NA

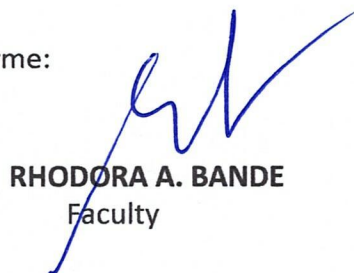
Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



RHODORA A. BANDE
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: BANDE, RHODORA A.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ELSt 101	INTRODUCTION TO THE ENGLISH LANGUAGE SYSTEM	LEC	5.00	Outstanding	100.0%
ELSt 101	INTRODUCTION TO THE ENGLISH LANGUAGE SYSTEM	LEC	5.00	Outstanding	100.0%
LTNG216	TEACHING SPEECH COMMUNICATION	LEC	5.00	Outstanding	100.0%
LTNG212	TECHNIQUES IN ADVANCED COMPOSITION	LEC	3.50	Very Satisfactory	70.0%
LTNG205	RELATED ACT. IN LANGUAGE TEACHING	LEC	5.00	Outstanding	100.0%
Average Rating			4.70	Outstanding	94.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

BANDE, RHODORA A.

Name and Signature of Faculty

Date: 06/06/24

Distribution of copies: ODIE, College, Department, Faculty

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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