SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:MAY-JUNE 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%)		0.00 x 0% = 0.000	
b. Students (50%) *(on study leave until April 2023)*		x = 0.000	
TOTAL for Instruction	0%	0.000	
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5.0%	4.89 x 0.05 = 0.245	
TOTAL for Research			0.245
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	95.0%	4.84 x 0.95 = 4.598	4.598
TOTAL	100%		**4.843**

EQUIVALENT NUMERICAL RATING: 4.843
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.843**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:
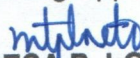
APRIL ROSE VILLABER-ALOJADO
Name of Faculty

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 LIBERAL ARTS AND BEHAVIORAL SCIENCES__ commit to the deliver and agree to be rated on attainment of the following targets in accordance with the indicated measures for the period __JANUARY - JUNE 2023__ .

Approved:

APRIL ROSE VILLABER ALOJADO
Instructor I
Date:

MARIA VANESSA E. GABUNADA
Department Head
Date: 7-26-23

MA. THERESA P. LORETO
College Dean
Date: JUL 2 6 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	Eficiency	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	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	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	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	NA						On study leave Jan. - April 2023
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	NA						On study leave Jan. - April 2023
		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	NA						On study leave Jan. - April 2023
		A12. Number of trainings attended related to instruction	Attend mandated trainings	NA						On study leave Jan. - April 2023

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	NA								On study leave Jan. - April 2023
		A14 . Number of quizzes administered and checked										On study leave Jan. - April 2023
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA								
PI 8: Number of students advised: *		A16. Number of students advised:	*Acts as academic adviserto students*	N/A								
		A17 . Number of students advised on thesis/ field practice/special problem:		N/A								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A								
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	N/A								On study leave Jan. - April 2023
PI 9: Number of student organizations advised/ assisted *		*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*	NA								On study leave Jan. - April 2023
		A20 . Number of Student	*Assists student*	NA								On study leave Jan. - April 2023
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	NA								On study leave Jan. - April 2023
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	NA								On study leave Jan. - April 2023
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	NA								On study leave Jan. - April 2023
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA								On study leave Jan. - April 2023

		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	NA						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA						On study leave Jan. - April 2023
	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	NA						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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	NA						
						TOTAL			NONE	
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	NA						
	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	1	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	1	5	5	5	5.00	Sea, Shore, and Seashells: The Prosperity and Precarity on the Seashell Gleaning in Sto. Rosario Baybay City Leyte
		In refereed int'l journals		0	None					
		In refereed nat'l/regional journals		0	None					
	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	1	5	5	4	4.67	Pagsabák: On Becoming A M(other) in Time of Pandemic

			In int'l fora/conferences		0	None					On study leave Jan.-April 31, 2023
			In nat'l/regional fora/conferences		0	None					On study leave Jan.-April 31, 2023
	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	0	None					
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5.00	From the VSU incentive awards June 2023
		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	0	None					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of	N/A	None					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA	None					
						TOTAL			4.89	

UMFO 4. EXTENSION SERVICES

	PI 1. Number of active	**A 36**. Number of active partnerships	Identifies and links with probable partners for	NA	None					On study leave Jan.- April 31, 2023
	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	NA	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	NA	None					On study leave Jan. - April 31, 2023
	PI 4. Percentage of	**A 39**. Percentage of beneficiaries	Provides quality and relevant training courses	NA	None					On study leave Jan. - April 31, 2023
	PI 5. *Number of*	**A 40** . *Number of technical/expert*	Provides the technical and expert services requested	N/A	None					On study leave Jan. - April 31, 2023
	Research Mentoring	*Research Mentor*		NA	None					
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		NA	None					
	Resource Persons	*Resource Persons*		NONE	None					

	Convenor/Organizer	*Convenor/Organizer*		NONE	None				
	Consultancy	*Consultant*		NONE	None				
	Evaluator	*Evaluator*		NONE	None				
	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	NONE	None				On study leave Jan.-April 31, 2023
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	None				On study leave Jan.-April 31, 2023
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	None				On study leave Jan.-April 31, 2023
					TOTAL			NONE	

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 theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with	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							
		On institutional accreditations							
		On COPC & RQAT	Work on the comments needed for the COPC of MSLT	100% complied	100% complied	5	5	5	5.00	
			Write a proposal to rename MSLT according to RQAT additional comments	100% complied	100% complied	5	5	5	5.00	

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 depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	None							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None							
	A.48 On Curriculum Proposals	Assists in the revision and completion of AB Literature proposal	100% complied	60% complied	5	5	4	4.67	on-going	
		Gather needed documents for the revision of ABELS curicumulum	100% complied	60% complied	5	5	4	4.67	on-going	
				TOTAL				4.84		
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Average Rating (Total Over-all	
Additional Points:	
Approved Additional points	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Miss. Villaber-Alojado has great teaching skills. She is recommended o finish her PhD.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head
Date: 7-26-23

Recommending Approval

MA. THERESA P. LORETO
College Dean
Date: JUL 2 6 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

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 learning guide and module for handled courses	Learning Guide/Module in Litr 118 Literary Criticism and Litr 137 Mythology and Folklore	May 2023	June 2023	June 2023	Impressive	Outstanding	
2	Prepare materials and activities for the handled courses	PowerPoint presentations, educational films, assessment activities	May 2023	June 2023	June 2023	Impressive	Outstanding	
3	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	May 2023	June 2023	June 2023	Impressive	Outstanding	
4	Perform other functions assigned by the department head	Letters, Proposals, Certificate of the trainings and workshops	May 2023	June 2023	June 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

EMPLOYEE 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