

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 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%)		4.89 x 50% = 2.445	
b. Students (50%)		4.43 x 50% = 2.215	
TOTAL for Instruction	85%	4.66	3.96
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% = 0.25	
TOTAL for Extension			0.25
4. Production			
5. Administration/Other Services	10%	4.83 x 10% = 0.480	0.480
TOTAL	100%		4.691

EQUIVALENT NUMERICAL RATING: 4.691

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.691


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 JANUARY-JUNE 2022

RHODORA A. BANDE

Assistant Professor III

Date: Aug. 4, 2022

Approved:

JETT C. QUEBEC

Department Head

Date: August 4, 2022

MA. THERESA P. LORETO

College Dean

Date: 8/9/2022

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	1.11	5	5	4	4.67	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	4	4.67	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							LTNG 205 - ongoing
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	NONE					
		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	8	5	5	5	5.00	Assessment tools for LTNG 205 and LTNG 218
		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	2	NONE					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle 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	2	5	5	5	5.00	LTNG 205
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	18	10.85	5	4	4	4.33	Comm 11, ELST 109, ELST 200.2
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	8	5	4	4	4.33	
		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	5	5.00	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	10	5	5	5	5.00	Comm 11, ELST 109
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	22	5	5	5	5.00	Comm 11, ELST 109
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	16	5	5	5	5.00	Comm 11, ELST 109
	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	2	5	5	5	5.00	ABELS (1 has completed her thesis manuscript; 1, in progress)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	ABELS
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	4	4.67	1 was referred to the DBGF for counselling. Her case was forwarded to USSO for further supervision.
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	ABELS
	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	1	NONE					
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	2	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	15	5	5	5	5.00	ELST 109 and Comm 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	30	5	5	5	5.00	ELST 109 and Comm 11
		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	2	NONE					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ELST 109 and Comm 11
	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							
		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							
					SUB-TOTAL				4.89	

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 industry or by	Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A					
	PI 2. Number of research outputs	A 28. Number of research outputs	Conducts and completes research project	1	N/A					
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within	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	N/A					
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	2	5	5	5	5.00	Co-authored 1 article; published literary article in a national anthology
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scientific forum/conference	1	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 reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	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					
					SUB TOTAL				0.00	
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 36. 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							
	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							
	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	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. 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							
	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		1	1	5	5	5	5.00	SHJ article
	Resource Persons	Resource Persons								
	Convenor/Organizer/Editor	Convenor/Organizer/Editor								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
					SUB-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 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	zero non-conformity	zero non-conformity	5	4	4	4.33	
		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								
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	no complaint	Zero % complaint	5	5	5	5.00	
	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 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	3	4	5	5	5	5.00	Online editing, instead of paper and pen, of ATR articles.
		Admin Functions related to Instruction: member of DLABS Personnel Committee	Screens applicants and other department related functions	2	10	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.
					SUBTOTAL				4.83	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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: August 4, 2022

Recommending Approval

MA. THERESA P. LORETO

Dean, 8/9/2022

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 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	February 2022	June 2022	June 2022			
2.	Submission of midterm grades and final grades	Grades submitted to the Office of the Registrar	February 2022	July 2022	July and Aug 2022			
3.	Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts)	Thesis and special topic proposals and manuscripts	February 2022	June 2022	July 2022			
4.	Performs duties as SRC member (advising and editing of manuscripts)	Proposal and thesis defense of graduate students	February 2022	June 2022	June 2022			
5.	Performs duties as academic adviser (enrollment and other academic-related concerns)	Validated enrollment of students	February 2022	February 2022	February 2022			
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January – June 2022	January – June 2022	January – June 2022			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	January – June 2022	January – June 2022	January – June 2022			

* 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 first semester, revise the learning guides for the first semester, work on her dissertation.

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

Date: July 2022

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) Work on the completion of her doctorate.

Result:

- 1. She has started revising the ELSt 101 course syllabus.
- 2. She has enrolled in Dissertation Writing 1 and is currently working on her paper.

Date: January, 2022

Target Date: One year from today

Next Step:

She was advised to enrich her modules and to aim for a proposal hearing within the semester.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


RHODORA A. BANDE
Faculty