


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: APRIL ROSE P. VILLABER


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.85	1.46
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.46
2. Research	2.5%	4.63	0.12
3. Extension	2.5%	4.72	0.12
4. Production	2.5%	4.88	0.12
5. Administration/Other Services	2.5%	4.93	0.12
TOTAL			4.939


EQUIVALENT NUMERICAL RATING: 4.939
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.939

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
APRIL ROSE P. VILLABER
Name of Faculty

Reviewed by: 
GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Instruction

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: APRIL ROSE P. VILLASER

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
1. Instruction			
a. Faculty	20%	4.88	1.40
b. Students	70%	3.00	2.10
TOTAL for Instruction	90%		4.46
2. Research	2.5%	4.03	0.12
3. Extension	2.5%	4.72	0.12
4. Production	2.5%	4.88	0.12
5. Administration/Other Services	2.5%	4.93	0.12
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

APRIL ROSE P. VILLASER GUALDO C. FERNANDEZ, JR.

Recommending Approver:

CARLOS A. CALBO

Dean, CAS

Approved by:

BEATRIZ S. DELON

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **APRIL ROSE P. VILLABER**, of the Department of Liberal Arts and Behavioral Sciences, commits 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 2018**.

APRIL ROSE P. VILLABER

Ratee

Approved: **GUINALDO C. FERNANDEZ, JR.**

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Technical Writing, Writing in the Discipline, Argumentation and Debate, and Research Planning and Manuscript Writing subjects	18.00	28.35	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New	Author/Compiler	Prepares syllabi in Engl 24e and Engl 198	2	2	5	5	4.5	4.83	Made syllabus in Engl 24e and Engl 198
		* Revised IMs within the last 3 years	Author/Compiler	Revises syllabi in Engl 12 and Engl 26/114	2	2	5	5	4.7	4.90	Revised syllabi in Engl 12 and Engl 26/114
		* Visual Aids	Author/Compiler	Prepares visual aids in Engl 24e, Engl 12, Engl 26/114 and Engl 198	20	28	4.6	5	4.7	4.77	Made visual aids in Engl 24e, Engl 12, Engl 26/114 and Engl 198
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	6	4.8	4.8	4.7	4.767	
				SUB-TOTAL						24.27	
MF02	Research	Number of research conducted	Research	Co-Component Leader	1	1	4.6	4.5	4	4.37	Gender Sensitivity and Gender Role Differences Among Rainforestation Farming Adopters in the Philippines under the project Mainstreaming of Rainforestation in the Philippines
		Number of Outputs Presented in Regional/National/International For a/Conferences		Paper Presenter	1	3	5	4.7	5	4.90	1. 2018 World Interdisciplinary Research Conference "Research and Innovation in a Knowledge-Driven Environment", April 5-7, 2018 Bangkok, Thailand; 2nd International 2. Conference on Philippine and Asian Studies, May 3-5, 2018 Visayas State University, Baybay City Leyte 3. DLSU-VSU Research Publication Writeshop, June 18-19 2018 at Visayas State University, Baybay City Leyte
						Sub-total				9.27	

statement of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2017

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MF04	Extension	Number of trainings/seminars attended	Tr	Participant	3	6	4.8	4.8	5	4.72	Attended the DLABS Research Capability Writeshop for the Social Science and Philosophy Teachers, the 2nd Research Conference on Enhancing Graduate Education through Research, the Re-echo Training on New CHED General Education for Art Appreciation and Rizal, the 2018 World Interdisciplinary Research Conference, and the Second International Conference on Philippine and Asian Studies (Language, Culture and Media).
						Sub-total				4.72	
MF05	Production/Support to Students	Number of quizzes prepared and checked		Prepares and checks quizzes in Engl 24e, Engl 12, Engl 26/114 and Engl 198	40	44	4.7	5	4.8	4.83	Prepared and checked quizzes in Engl 24e, Engl 12, Engl 26/114 and Engl 198
		Number of midterm and final exams prepared and checked.		Prepares and checks midterm and final exams in Engl 24e, Engl 12, Engl 26/114 and Engl 198	6	10	5	4.8	5	4.93	Prepared and checked midterm and final examination in Engl 24e, Engl 12, Engl 26/114 and Engl 198
		Number of oral recitations graded/evaluated		Evaluates oral recitations in Engl 24e, Engl 12, Engl 26/114 and Engl 198	30	45	4.8	5	4.8	4.87	Evaluated oral recitations in Engl 24e, Engl 12, Engl 26/114 and Engl 198
						Sub-total				14.63	
MF06	Other Services	Number of participation in the events/program of the dept./college/university and other offices		Participates in the events/program of the dept./college/university and other offices	3	3	5	5	5	5.00	Participated in VSU Anniversary 2018 and CAS Month Celebration and CAS Month Fun Run
		Number of events that rendered expert services in the dept./college/university/and other offices	Speaker	Serves as resource person in the Environmental Jamboree for Senior High School Studens	1	2	4.7	5	4.7	4.80	Serves as resource person in the Environmental Jamboree for Senior High School Students and in the College of Arts Job Seeking Seminar
		Number of department meetings attended		Attends department meetings	3	10	5	5	5	5.00	Attended department meetings
						Sub-total				14.80	
Total Over-all Rating										67.69	

Average Rating (Total Over-all rating divided by number of entries)		4.83
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose: Miss Villabon is an excellent teacher. In fact, she gives a rating of outstanding in her student evaluation. She ought to maintain such performance and she has to further PhD studies.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

Comments & Recommendations for Development

Date _____
 College Dean _____
 CANDIDATE FOR OFFICE _____
 (Signature) _____
 Reconfirming Approval _____

Date: _____
 Department Head _____
 CHAIRMAN C. FERNANDEZ, JR.
 Evaluated & Reviewed by: _____

ADJECTIVAL RATING		4.83
FINAL RATING		4.83
copy of approval)		
Approved Additional points (with		
Additional Points		
Average Rating (Total Over-all rating divided by number of entries)		4.83

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: APRIL ROSE P. VILLABER

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 four (4) course subjects (Engl 24e, Engl 12, Engl 26, and Lit 133)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in Engl 24e, Engl 12, Engl 26, and Lit 133	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
5	Conduct research	Progress report	January 1, 2018	July 30, 2018		Impressive	Outstanding	On-going
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	May 2018	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assign by the Dean, and the university	BSM proposal approved by DMP curriculum committee	January 2018	May 2018	May 2018	Impressive	Outstanding	Submit BSAP, BSM proposals to CAS curriculum committee
8	Paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	January 2018	July 2018	July 2018	Very Impressive	Outstanding	One paper got published
9	Attends trainings and workshops	Certificate of recognition, written report	January 2018	July 2018	July 2018	Impressive	Outstanding	Participates actively in the trainings and workshops.

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

Johnston 1957
 C. V. JOHNSON, JR.
 1957

No.	Task Description	Expected Outcome	Completed Date	Anticipated Date to Complete	Actual Date	Quality of Work	Comments
1	Attend the training and workshops	Report on the training and workshops	2018	2018	2018	Good	Completed and workshop report submitted in the
2	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
3	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
4	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
5	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
6	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
7	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
8	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
9	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the
10	Participate in all activities conducted by the department, college and the university	Participate in all activities conducted by the department, college and the university	2018	2018	2018	Good	Completed and workshop report submitted in the

Name of Employee: WILLIAM ROSE, JR. ALLYBEEK

GOVERNMENT PRINTING OFFICE: 1967

1990

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **APRIL ROSE P. VILLABER**

Performance Rating: **OUTSTANDING**

Aim: To pursue doctorate study by 2019 and continue engaging in research and extension projects in the Department.

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

Date: August 01, 2018

Target Date: One year from today

First Step:

- a) Encouraged her to apply for PhD study in a reputable institution.
- b) Required her to be involved in research and extension projects which the Department has worked on.
- c) Advised her to submit papers for presentation and journal publication.

Result:

She participated in the research and extension projects in the department. She presented papers in several conferences. She published her paper in an international journal publication.

Date: January 03, 2019

Target Date: End of first semester

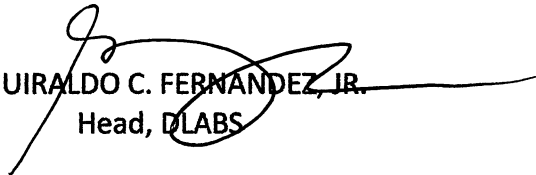
Next Step:

She was advised to simplify her discussions more for the students with different levels of intellectual abilities to comprehend


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Head, DLABS

Conforme:


APRIL ROSE P. VILLABER
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff
APRIL ROSE P. VILLABER

Conformer:

Head, CLASS
GURILDO C. FERNANDEZ JR.

Prepared by:

Final Step/Recommendation: NA

Outcome: NA

intellectual abilities to comprehend
She was advised to simplify her discussions more for the students with different levels of

Next Step:

Date: January 03, 2019

Target Date: End of first semester

Result:

publication.
paper in several conferences. She published her paper in an international journal
She participated in the research and extension projects in the department. She presented

c) Advised her to submit papers for presentation and journal publication.

worked on.

b) Requested her to be involved in research and extension projects which the Department has

a) Encouraged her to apply for PhD study in a reputable institution.

First Step:

Date: August 01, 2018

Target Date: One year from today

higher responsibilities:

Proposed interventions to improve performance and/or competence and qualifications to assume

projects in the Department.

Aim: To pursue doctorate study by 2019 and continue engaging in research and extension

Performance Rating: OUTSTANDING

Name of Employee: APRIL ROSE P. VILLABER

EMPLOYEE DEVELOPMENT PLAN