

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member:

MICHAEL CARLO C. VILLAS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.474	
b. Students (50%)		4.25 x 50% = 2.125	
TOTAL for Instruction	80%	4.60	3.679
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	0.500
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.68

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING:

OUTSTANDING


Prepared by:


MICHAEL CARLO C. VILLAS
 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


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL CARLO C. VILLAS, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated mes JANUARY-JUNE 2024


MICHAEL CARLO C. VILLAS
 Associate Professor II
 Date: 7/9/2024

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 19 JUL 2024


GLENN G. PAJARES
 College Dean
 Date: _____

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	LTNG 211: Teaching Literature	3 units	1.89	5	5	5	5.00	LTNG 299e, LTNG 290, LTNG 211
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	4	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE	2	5	5	5	5.00	LTNG 290, LTNG 299e
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						

		A4 . Number of students entertained for consultation purposes	Acts as Chair of the Dept. Graduate Admission Committee	1	2	5	5	5	5.00	LTNG 290, LTNG 299e
	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	1	0					Learning Guide in LTNG 211: Teaching Literature (in progress)
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	0					Learning Guide in LTNG 211: Teaching Literature (in progress)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	LTNG 211
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	LTNG 211
		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	None						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	0					
	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	N/A	0					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI5: Total FTE, coordinated, implemented and monitored *	A9 . Actual Faculty's FTE	Litr 135, EIng 122, LTNG 211, ENGL 229	15 units per semester	12.15	5	5	4	4.67	ELSt 110, LTNG 211, LTNG 299e, LTNG 211e
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	7	5	5	4	4.67	ELSt 110, LTNG 211, LTNG 299e, LTNG 211e, ELSt 200.2

		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	LTNG 211
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	8	5	5	5	5.00	ELSt 110, LTNG 211, LTNG 299e, LTNG 211e
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	20	5	5	5	5.00	ELSt 110, LTNG 211, LTNG 299e, LTNG 211e
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	24	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	93	5	5	5	5.00	ELSt 110, LTNG 211, LTNG 299e, LTNG 211e, ELSt 200.2
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	Baybay Writers Collective, Armor of Light Catholic Students Organization
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	4	4.67	Baybay Writers Collective, Armor of Light Catholic Students Organization

	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	0					LTNG 211
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	3	5	5	5	5.00	
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1	5	5	5	5	5.00	
		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	NONE						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	NONE						
	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	0					No accreditation in the previous semester
		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	1						

			Total:				4.95	
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	1	1	5	5	5	5.00 Variants of Cebuano and Waray in Selected Towns on Leyte Island (ongoing); Variants of Cebuano and Waray in Selected Towns on Leyte and Samar Islands (proposed)
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				research ongoing
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						
	<i>In refereed int'l journals</i>		1	0				research ongoing
	<i>In refereed nat'l/regional journals</i>							
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 scientific for a/conferences	1	0				research ongoing
	<i>In int'l fora/conferences</i>		1	0				research ongoing
	<i>In nat'l/regional fora/conferences</i>		1	0				research ongoing
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	1	1	5	5	5	5.00 Variants of Cebuano and Waray in Selected Towns on Leyte and Samar Islands
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE					
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reveiwer of journal articles/scientif papers, reviews the paper received and returns duly reviewed paper	NONE					

		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NONE						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	5	5	5	5	5.00	ELSt 110, LTNG 299e
					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 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	1	4	5	5	5	5.00	AdMU, CDRMO-Ormoc, LGU San Roque, DepEd Northern Samar Division (in progress)
	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	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	Implements duly approved extension projects	1	2	5	5	5	5.00	Sugat: Stories and Sciences for Sustainability; Saving Minamanwa
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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	1	2	5	5	5	5.00	Sugat: Stories and Sciences for Sustainability; Saving Minamanwa
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		N/A						

	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	2	5	5	5	5.00	MFA Poetry Workshop, 2nd Ibabao Writers Workshop
	Resource Persons	Resource Persons		NONE	2	5	5	5	5.00	MFA Poetry Workshop, 2nd Ibabao Writers Workshop
	Convenor/Organizer	Convenor/Organizer		NONE						
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator		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 immediate implementation	1	2	5	5	5	5.00	Sugat: Stories and Science for Sustainability; Local Cultural Heritage and Community Development Initiative
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Designs extension related activities and other outputs to implement new normal	NONE						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0					
UMFO 5. SUPPORT TO OPERATIONS					Total:				5.00	
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*		zero non-conformity						Zero % non-conformity
		A 45. Compliance to all requirements of the program and institutional accreditations:	100% compliant							100% compliant
		On program accreditations		N/A						
		On institutional accreditations		N/A						

UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services							Zero % non-conformity
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		NONE					
		A 48. Other outputs implementing the new normal due to covid 19		NONE					

Average Rating (Total)	
Additional Points:	
Approved Additional	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
Prof. Villas accomplishes his department tasks competently. He also performs well in his classes. He is advised to finish his Ph.D. soon.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 19 JUL 2024

Recommending Approval


GLENN G. PAJARES

Dean, College of Arts and Sciences

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 Humn 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 Susustainability
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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Michael Carlo C.Villas

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	Teach undergraduate and graduate courses (LTNG 299e, ELSt 110, ELSt 200.2, LTNG 211, LTNG 290, LTNG 211e)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	January 2024	June 2024	July 2024	Impressive	Outstanding	
2	Conducts research activities relevant to one's discipline	Research proposals, research reports, publications, conference presentations	January 2024	June 2024	July 2024	Impressive	Outstanding	
3	Conducts extension activities relevant to one's discipline	Extension proposals, reports on extension activities, publications, conference presentations	January 2024	June 2024	July 2024	Impressive	Outstanding	
4	Assist students' concerns through student consultations	Improved students' performance	January 2024	June 2024	July 2024	Impressive	Outstanding	
5	Class preparation	Prepare visual aids, quizzes, and activities	January 2024	June 2024	July 2024	Impressive	Outstanding	
6	Submission of midterm grades and final grades	Submit grades to the university registrar	January 2024	June 2024	July 2024	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	January 2024	June 2024	July 2024	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	June 2024	July 2024	Impressive	Outstanding	

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

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

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating: Outstanding

Aim: To have his final defense for the degree, Ph.D. in Comparative Literature, attend research and extension training, and design a learning guide for ELSt 110 (Language of Literary Texts).

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

Date: December 2024

Target Date: One year from today

First Step:

- a) Encourage him to continue working on his dissertation to finish within the year.
- b) Require him to continue his research on Cebuano and Variants in Leyte and Samar and his extension project, "Sugat: Stories and Science for Sustainability" and develop research and extension proposals.
- c) Require him to design a learning guide for ELST 110 (Language of Literary Texts).

Result:

He is currently working on his doctoral dissertation and is expected to finish his degree by December 2024.

Date: December 2024

Target Date: One year from today

Next Step:

He will be advised to finish his doctoral dissertation by December 2024. He will develop effective teaching strategies based on student and peer evaluation.

Outcome: Ph.D. in Comparative Literature

Final Step/Recommendation: Present papers in national and international conferences; Publish in journals indexed in Scopus, Web of Science, and ASEAN Citation.

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



MICHAEL CARLO C. VILLAS
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **VILLAS, MICHAEL CARLO C.**

Department: **Dept. of Arts, Languages and Literature**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Litr 135	CREATIVE WRITING	LEC	4.00	Very Satisfactory	80.0%
Litr 135	CREATIVE WRITING	LEC	4.00	Very Satisfactory	80.0%
LTNG211	TEACHING LITERATURE	LEC	5.00	Outstanding	100.0%
ELng 122	CREATIVE WRITING	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.25	Very Satisfactory	85.00%

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:

VILLAS, MICHAEL CARLO C.

Name and Signature of Faculty

Date: 5/25/2024

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.