

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

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

JADE BARACHIEL D. BANTASAN

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.50 X 50% = 2.250	
TOTAL for Instruction	90%	4.74	4.262
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.000 x 5% = 0.250	0.250
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.000 x 5% = 0.250	0.250
TOTAL	100%		4.762

EQUIVALENT NUMERICAL RATING: 4.762

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.762

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JADE BARACHIEL D. BANTASAN

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, JADE BARACHIEL D. BANTASAN, 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 JULY-DECEMBER 2022

JADE BARACHIEL D. BANTASAN

Instructor I

Date: 12/20/2022

Approved:

JETT C. QUEBEC

Department Head

Date: January 6, 2023

MA. THERESA P. LORETO

College Dean

Date: **JAN 13 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	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	N/A					
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					

	A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A	N/A					
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	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 normal	N/A	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	21	28.35	5	5	5	5.00	ELST 200.1 (1 section), Humn13n (6 sections)
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	12	7	5	5	5	5.00	Midterm Grade Sheets for ELST 200.1 (1 section), Humn13n (6 sections)
	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	8	N/A					
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	none					
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	6	5	5	5	5.00	Humn13n
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	Humn13n
	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	2	2	5	5	5	5.00	Humn13n
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	8	8	5	5	5	5.00	ABELS STUDENTS
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	none					
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	R. Batistil and I. Elarde
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	4	4.67	Humn13n , ELST 200.1
PI9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	none					

	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Virtual Classroom for Humn13n AND ELST 200.1
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	12	5	5	5	5.00	Learning Materials for Humn13n, ELST 200.1
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	12	5	5	5	5.00	Assessments Tasks for Humn13n, Elst 200.1
		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	3	3	5	5	5	5.00	Online Learning Materials for Humn13n
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Virtual Classrooms for Humn13n, ELST 200.1
	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	none					
		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	N/A	N/A					
					SUB-TOTAL					4.97	
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	none	none					
	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	N/A					
	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	2	N/A					

		In refereed int'l journals			0	1	5	5	5	5.00	Bantasan, Jade Brachiel. Teaching Speech Communication: Study Guide, Services for Science and Education – United Kingdom; Aug. 25, 2022;
		In refereed nat'l/regional journals									
	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	none					
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	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	none					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	none					
		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	1	none					
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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				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	N/A	N/A					
	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	N/A	N/A					
	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	N/A	N/A					

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	N/A	N/A						
	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			none	none						
	Peer reviewers/Panelists	Peer reviewers/Panelists			none	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 immediate implementation	none	none						
	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	N/A	N/A						
						SUB-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 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						
		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								
		On program accreditations	Area 2 Incharge		1	2	5	5	5	5.00	ABELS & MSLT	
		On institutional accreditations										
UMFO 6. General Admin. & Support Services (GASS)												

PI 2. Zero percent complaint from clients	A 46. Customerly friendly frontline	Provides customer friendly frontline services to clients	Zero % complaint	no 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	N/A						N/A
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	N/A						
				SUB-TOTAL				5.00	
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		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Mr. Bantasan is a loyal and dedicated faculty of DLABS. He is a purpose driven individual, truly an asset to the department. It would be best if Sir Jade publish research articles in peer reviewed journals.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: January 6, 2023

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 13 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JADE BARACHIEL D. BANTASAN**

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 courses: • Philippine Pop Culture	Conducted classes, computed grades per course, and achieve an outstanding result in students' performance evaluation	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Aid in students' concerns on the subject (Humn13n)	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn13n)	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	JULY 2022	January 2023	July to December 2022	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
Department Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **JADE BARACHIEL D. BANTASAN**

Performance Rating:

Aims:

- Further update the materials and syllabus for face-to-face class
- To provide students with high-quality instruction and include them in a variety of activities relating to the course.
- To encourage a positive work environment by fostering good communication among coworkers.
- To attend professional conferences in order to expand one's knowledge and acquire new abilities and concepts.
- To develop and implement a variety of instructional strategies that will promote the acquisition of knowledge pertinent to the changing academic environment.

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

Date: JANUARY 2023

Target Date: DECEMBER 2023

- Attend seminars and training related to the field of specialization.
- Review and revise learning materials that improve student learning.
- Provide support to students and develop new learning skills.
- Participate in university and department activities that promote relationship-building among employees.


Outcome: N/A

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


JADE BARACHIEL D. BANTASAN
Ratee/Faculty