

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

Rating Period: JULY - DECEMBER 2023

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%) | | 4.87 x 50% = 2.435 | |
| b. Students (50%) | | 5.00 x 50% = 2.500 | |
| TOTAL for Instruction | 85% | 4.94 | 4.195 |
| 2. Research | 5% | | |
| a. Client/Director for Research | | | |
| b. Dept. Head/Center Director | | 4.67 x 5.0% = 0.234 | |
| TOTAL for Research | | | 0.234 |
| 3. Extension | 5% | | |
| a. Client/Director for Extension | | | |
| b. Dept. Head/Center Director | | 5.00 x 5% = 0.250 | |
| TOTAL for Extension | | | 0.250 |
| 4. Production | | | |
| 5. Administration/Other Services | 5% | 5.00 x 5% = 0.250 | 0.250 |
| TOTAL | 100% | | 4.695 |

EQUIVALENT NUMERICAL RATING: 4.695

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.695

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RHODORA A. BANDE

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Rhodora A. Bande, 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 measures for the period JULY-DECEMBER 2023

RHODORA A. BANDE

Associate Professor 1

Date: 4 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date: 10 JAN 2024

MA. THERESA P. LORETO

College Dean

Date: JAN 23 2024

FTE/sem

4.0

2.5

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Program/ Activities Projects | 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 | Assigned subjects | Handles subjects/courses assigned | 2 | 3 | 5 | 5 | 4 | 4.67 | LTNG 205, LTNG 212, LTNG 216 |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | As academic adviser | Acts as academic adviser to graduate students | 3 | 1 | 5 | 5 | 4 | 4.67 | My previous advisees graduated already. No new advisees have been assigned this semester. |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | | | | | | | | |
| | | As GAC Chairman | Advising/correction | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 1 | 5 | 5 | 4 | 4.67 | Special project is on-going. The student is due for comprehensive exam next semester. |

| | | | | | | | | | | | |
|--|--|--|-------------------------------|--|-----|------|---|---|---|------|--|
| | | AS GAC Member | | Advises and corrects research outline and thesis/SP/dissertation manuscript | 0 | 0 | | | | | |
| | | A4 . Number of students entertained for consultation purposes | Advising on academic matters | Entertains students seeking consultation with faculty | 2 | 9 | 5 | 5 | 5 | 5.00 | These included online and face-to-face consultation with my students this semester and from another student from the previous semester who worked on her INC requirements. |
| | PI 9: Number of instructional materials developed * | A5 . Number of on-line ready coursewares developed and submitted for review | Instructional materials | Converts the existing instructional materials into flexible learning systems | 2 | 5 | 5 | 5 | 5 | 5.00 | LTNG 205, LTNG 212, LTNG 216 |
| | | On-line ready courseware | | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 2 | 5 | 5 | 5 | 5.00 | LTNG 205, LTNG 212, LTNG 216 |
| | | Supplemental learning resources | | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 5 | 10 | 5 | 5 | 5 | 5.00 | LTNG 205, LTNG 212, LTNG 216 |
| | | Assessment tools | | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 10 | 5 | 5 | 5 | 5.00 | LTNG 205, LTNG 212, LTNG 216 |
| | | 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 | N/A | | | | | |
| | | A 7 : Number of virtual classroom created and operational | | Creates virtual classroom using either Moodle or Google Classroom | 1 | 1 | 5 | 5 | 5 | 5.00 | LTNG 205 |
| | PI 10 . Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19 | | | 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 | Instruction | Handles and teaches courses assigned | 18 | 7.95 | 5 | 5 | 4 | 4.67 | 2 sections of ELST 101 |
| | | A10 . Number of grade sheets submitted within prescribed period | Preparation | Prepares gradesheet and submits on or before deadline | 6 | 4 | 5 | 5 | 4 | 4.67 | |
| | | A 11 . Number of INC forms with grade submitted within prescribed period | INC forms submitted | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A12 . Number of trainings attended related to instruction | Trainings attended | Attend mandated trainings | 1 | 3 | 5 | 5 | 5 | 5.00 | Curriculum-related trainings |
| | | A13 . Number of long examinations administered and checked | Exam preparation and checking | Administers and checks long examination for subjects taught | 10 | 12 | 5 | 5 | 4 | 4.67 | ELST 101 (2 sections) |

| | | | | | | | | | | | |
|--|---|---|--|--|----|----|---|---|---|------|--|
| | | A14 . Number of quizzes administered and checked | Quizzes and oral recitations | Prepares and checks quizzes for lec and lab | 20 | 26 | 5 | 5 | 4 | 4.67 | ELST 101 (2 sections) |
| | | A15 . Number of lab reports and term papers checked and graded | Group and individual activities | Checks lab reports and term papers submitted as required | 10 | 20 | 5 | 5 | 4 | 4.67 | ELST 101 (2 sections) |
| | PI 8 : Number of students advised: * | A16 . Number of students advised: | Advising on academic matters | Acts as academic adviser to students | 5 | 13 | 5 | 5 | 5 | 5.00 | Enrollment and validation of subjects |
| | | 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 | 2 | 2 | 5 | 5 | 4 | 4.67 | 2 advisees have conducted their proposal defense |
| | | As SRC Member | Advising/correction | Advises, and corrects research outline and thesis/SP manuscript | 4 | 6 | 5 | 5 | 4 | 4.67 | 6 students (where I am a panel member have conducted their proposal defense) |
| | | A18 . Number of students entertained for consultation purposes | Consultation with students and advisees | Entertains students consulting on subject taught, thesis and grades | 2 | 15 | 5 | 5 | 5 | 5.00 | Course-related concerns |
| | PI 9 : Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | USSO-recognized activities | Advises student organizations recognized by USSO | 1 | 1 | 5 | 5 | 5 | 5.00 | Baybay Writers Collective |
| | | A20 . Number of Student organizations assisted on student related activities | Other related activities | Assists student organizations in implementing student related activities | 1 | 1 | 5 | 5 | 5 | 5.00 | ABELS (more on moral and financial support) |
| | PI 10 : Number of instructional materials developed * | A 21 : Number of on-line course ware developed and submitted : | | | | | | | | | |
| | | On-line ready courseware | Instructional materials | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 2 | 5 | 5 | 5 | 5.00 | ELST 101 |
| | | Supplemental learning resources | Preparation of supplemental learning resources | Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| | | Assessment tools | Preparation of assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 15 | 20 | 5 | 5 | 5 | 5.00 | |
| | | A 23 : Number of on-line courseware reviewed by TRP & edited by MMDC editor | | N/A | | | | | | | |

| | | | | | | | | | | | |
|-----------------------------------|---|--|-----------------------------------|---|---|---|---|---|---|------|--|
| | | A 24 : Number of virtual classroom created and operational | Updating of the Virtual Classroom | Creates virtual classroom using either Moddle or Google Classroom | 1 | 1 | 5 | 5 | 5 | 5.00 | ELST 101 |
| | PI 11. Additional outputs | A 25. Number of Additional outputs accomplished: | | | | | | | | | |
| | | Program accreditation/evaluation | | | | | | | | | |
| | | Agency/firm/Industry linkages | | | | | | | | | |
| | | A 26. Other outputs implementing the new normal due to covid 19 | | | | | | | | | |
| | | | | | | | | | | | 4.87 |
| 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 * | | | | | | | | | |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | | | | | | | | | |
| | 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 | | | | | | | | | |
| | | <i>In refereed int'l journals</i> | | | | | | | | | |
| | | <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 * | | | | | | | | | |
| | | <i>In int'l fora/conferences</i> | | | | | | | | | |
| | | <i>In nat'l/regional fora/conferences</i> | | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of of research proposals prepared, submitted and approved | Writing of the proposal | Prepares research proposal | 1 | 1 | 5 | 5 | 4 | 4.67 | Dialectal Variations of Waray in San Roque, Laoang, and Catarman, Northern Samar |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | | |

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|---|---|--|--------------------------------------|---|---|---|---|---|---|------|--|
| | Convenor/Organizer | Convenor/Organizer | As Organizer | Acts as organizer of an event | 0 | 1 | 5 | 5 | 5 | 5.00 | Pagrayhak sa mga Pulong: A Craft Lecture, Forum, and Book Launch (in-charge of the writing of the activity proposal and part of the team that coordinated the implementation of the event) |
| | Consultancy | Consultant | | | | | | | | | |
| | Evaluator | Evaluator | | | | | | | | | |
| | Tournament Manager | Tournament Manager | As tournament manager | Oversees the planning and implementation of an event: the regional Essay Writing Contest of PASUC | 0 | 1 | 5 | 5 | 5 | 5.00 | In-charge of the planning and coordination of the event |
| | Coach | Coach | As coach | Acts as coach | 0 | 1 | 5 | 5 | 5 | 5.00 | This was a PASUC-related event. Acted as coach for the extemporaneous speech contest. Mentee was declared winner of the regional contest. |
| | Process Documentor and Rapporteur | Process Documentor and Rapporteur | As process documentor and rapporteur | Gives the recap of the 2-day event and makes a process documentation report (Orientation and Reorientation Meeting and Workshop for Cultural Directors and Document Officers for the Implementation of The 2023 Regional PASUC Culture and Arts Festival) | 0 | 1 | 5 | 5 | 5 | 5.00 | This was a PASUC-related event. |
| | Language Editor | Language Editor | As Language Editor | Acts as Language Editor of the articles of the Annals of Tropical Research | 2 | 1 | 5 | 5 | 5 | 5.00 | Two issues this year. The first issue was accomplished during the first half of the year. The second issue has recently been published. |
| | 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 | | | | | | | | | |
| | | | | | | | | | | 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* | | | zero non-conformity | | | | | | | | Zero % non-conformity |
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | Minutes Preparation | | 100% compliant | | | | | | | | 100% compliant |
| | | On program accreditations | Pilot Plant Manager | | | | | | | | | | |
| | | On institutional accreditations | SSF Rootcrop facility incharge | | | | | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | | | Zero % complaint | | | | | | | | Zero % non-conformity |
| | PI 3. Additional Outputs | A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | | | N/A | N/A | | | | | | | |
| | | A 48. Other outputs implementing the new normal due to covid 19 | | | N/A | N/A | | | | | | | |
| | | A 49. As member of the DPC | As DPC Member | As DPC member | 15 | 15 | 5 | 5 | 5 | 5.00 | Performs functions as DPC member (attends meetings, screens applicants, writes RI report) | | |
| | | A 410. As member of committees at DALL | As committee member | As committee member | 15 | 15 | 5 | 5 | 5 | 5.00 | Screens the shiftees to the ABELS program by giving written exams and conducting the interviews; checks and signs documents like syllabus and TOS | | |
| | | | | | | | | | | 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 approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | |

Comments & Recommendations for Development
Purpose: Prof. Bande performs well in all her teaching and committee tasks. Finishing her Ph.D. would be a great development in her profession.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 10 JAN 2024

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 23 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: Feb 14, 2024

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 undergraduate course (two sections) and three graduate courses | Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation | July 2023 | December 2023 | December 2023 | Impressive | Outstanding | ELSt 101, LTNG 212, LTNG 216, LTNG 205 |
| 2. | Submission of midterm grades and final grades | Grades submitted to the Office of the Registrar | July 2023 | January 2024 | Ongoing | Impressive | Outstanding | 80% as of December. |
| 3. | Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts) | Thesis and special topic proposals and manuscripts | July 2023 | August – December 2023 | August – December 2023 | Impressive | Outstanding | 2 advisees did their proposal defense by December. |
| 4. | Performs duties as SRC member (advising and editing of manuscripts) | Proposal and thesis defense of graduate students | July 2023 | August – December 2023 | December 2023 | Impressive | Outstanding | Accomplished on time. |
| 5. | Performs duties as academic adviser (enrollment and other academic-related concerns) | Validated enrollment of students | August 2023 | August 2023 | August 2023 | Impressive | Outstanding | Accomplished on time. |
| 6. | Participates in all activities conducted by the department, college and the university | Attendance, certificates if applicable | July 2023 | August – December 2023 | August – December 2023 | Impressive | Outstanding | DALL meetings, DPC meetings; interview and demo teaching of applicants; tasks of the DALL Beautification Committee (preparations for PASUC and CAS Smart Classroom) |
| 7. | Performs other duties assigned by the university as BWC adviser, CAC member, ATR language editor | Attendance, published ATR articles, documentation | January 2023 | August – December 2023 | August – December 2023 | Impressive | Outstanding | Pagrayhak sa mga Pulong: A Craft Lecture, Forum, and Book Launch was organized; performed duties as coach and tournament manager for |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | PASUC events; edited ATR articles and returned to the desktop publisher |
|--|--|--|--|--|--|--|--|--|

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

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

Prepared by:


MARIA VANESSA E. GABUNADA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhodora A. Bande

Performance Rating:

Aim: Update or make syllabi for the second semester and make a learning guide for ELSt 109.

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

Date: December 2023

Target Date: 6 months from today

First Step:

- a) Revisit the existing syllabi of the courses assigned to her.
- b) Start working on the lessons and modules.

Result:

1. She has started preparing for the ELSt 109 course syllabus and working on a possible new subject in graduate school.
2. She has started gathering references and re-reading for ELSt 109.

Date: December, 2023

Target Date: 6 months from today

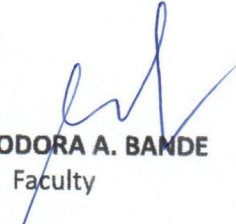
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


MARIA VANESSA E. GABUNADA
Department Head

Conforme:


RHODORA A. BANDE
Faculty