

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

Rating Period: July-December 2024

Name of Faculty Member: **RHODORA A. BANDE**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		3.78 x 50% = 1.890	
b. Students (50%)		4.60 x 50% = 2.300	
TOTAL for Instruction	80%	4.19	3.352
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	3.67 x 5.0% = 0.184	0.184
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.71 x 5% = 0.186	0.186
TOTAL for Extension			
4. Production	5%	3.67 x 5.0% = 0.184	0.184
5. Administration/Other Services	5%	3.53 x 5.0% = 0.177	0.177
TOTAL	100%		4.08

EQUIVALENT NUMERICAL RATING: 4.08

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.08**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

RHODORA A. BANDE

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

	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Chair and Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	4	4	3	3.67	1 MAgDev; 1 MS Dev. Soc.
		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>	5	8	4	4	3	3.67	These included online and face-to-face consultation with my students this semester.
		Number of instructional materials developed		1	15	3	3	3	3.00	These were PPT presentations for my classes.
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A					
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	4 subjects every sem	7 undergraduate classes from January to December, 2024.	4	4	4	4.00	ELST 109 (2 sections); Comm 11 (2 sections); ELST 101 (2 sections); ELST 101e
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	N/A	N/A					
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	70%	100.00	4	4	4	4.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	50.00	4	4	4	4.00	These were mostly journal articles and PPT presentations.

	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	0	0.00					No IMs were submitted for review and approval this semester. Most of the materials used were articles published in refereed journals plus ebooks.
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	80%	100.00	4	4	3	3.67	All grades were submitted at the end of the semester.
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100.00	4	4	3	3.67	
	PI 19: Additional Outputs	A 9. 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							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	4	4	3	3.67	ELST 109, ELST 101, ELST 101e, and Comm 11
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	45	4	4	3	3.67	ELST 109, ELST 101, ELST 101e, and Comm 11
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	40	4	4	3	3.67	ELST 109
		A 13. Number of Student organizations advised	Advises student organizations recognized by DSO							

		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	4	4	3	3.67	Baybay Writers Collective and AB English Language Studies.
					Total:				3.78	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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						
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A	N/A					
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	None						
		<i>a. International</i>		0	1	4	4	3	3.67	Presented a paper based on our previously completed project entitled, The Bagung Ritual of San Roque, Northern Samar during the 15th Conference of the SIEF Ritual Year Working Group: Food, Feasts, Festivities, and Folklore
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	0						

	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
	PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies							
	PI 5. Percent of research proposals approved *	A 18. Percentage of of research proposals prepared, submitted and approved	Prepares research proposal	1	1	4	4	3	3.67	The study entitled, "Dialectal Variations of Waray in San Roque, Lao-ang, and Catarman, Northern Samar" was submitted to the OVPREI as of January, 2024.
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	None	N/A					
	PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources							
	PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents							
	PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications							
	PI 11: Number of creative works published	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication							
	PI 12: Number of research articles derived from approved research in the university submitted	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication							

	PI 13: Number of research articles derived from approved research in the university published	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication							
	PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals								
	PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 30. 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							
		A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
				Total:					3.67	
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 (MOUs/MOAs)	A 32. 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	2	4	4	4	4.00	LGU of San Roque and DepEd Catarman: As of December 18, 2024, the Memorandum of Understanding between VSU and LGU San Roque and between VSU and DepEd Catarman
	PI 2: Number of trainees weighted by the length of training	A 33. 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 and projects	A 34. Number of extension programs and projects		N/A	N/A					
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	N/A	N/A					
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1	5	4	4	3	3.67	As moderator during the 15th SIEF Conference; as member of the Technical Working Group for the Humanities; as performer and emcee in a CAC-related event; as emcee during the honors' program
		<i>a. Peer reviewer of journal/book</i>		None	N/A					
		<i>b. Review of research and extension proposal</i>		None	2	4	4	3	3.67	Participated as reviewer during the In-House Review and research proposal review.
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		None	1	4	4	3	3.67	As moderator during the 15th Conference of the Ritual Year Working Group: Food, Feasts, Festivities, and Folklore held in UP Diliman from Dec. 11-13, 2024.
		<i>d. accreditor</i>		None	N/A					
		<i>e. consultancy</i>		None	N/A					
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	4	4	3	3.67	The proposal was approved for implementation. The team is now waiting for the Notice to Proceed from the OVPREI.

	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follows up submitted and reviewed extension proposals	1	1	4	4	3	3.67	The proposal was approved for implementation. The team is now waiting for the Notice to Proceed from the OVPREI.
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	4	4	3	3.67	The proposal was approved for implementation. The team is now waiting for the Notice to Proceed from the OVPREI.
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	None	N/A					
		a. <i>International</i>		N/A	N/A					
		b. <i>National</i>		N/A	N/A					
		c. <i>Regional or Institutional Conferences</i>		N/A	N/A					
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	2	4	4	4	3	3.67	Meeting with the Extension Director and preparation of documents leading to the MOA preparation; preparation of the MOU and its necessary attachments; coordination with LGU San Roque and with DepEd Northern Samar; travel to Northern Samar for the actual signing of MOU.
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials							

	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed								
	PI 14: Number of extension articles derived from approved extension projects in the university submitted	A 45. Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university							
	PI 15: Number of extension articles derived from approved extension projects in the university published	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources							
	PI 17: Amount of research money obtained from internal sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	PI 18: Additional outputs *	A 49. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		N/A	N/A					
					Total:				3.71	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>		None						
		<i>National</i>		None	1	4	4	4	4.00	1 training related to my function as coach for the Culture and the Arts Center

		<i>Regional/Institutional</i>		1	3	4	4	4	4.00	VSU-sponsored activities related to my instruction function.
	OVPI MFO 3. Registration Services									
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	4	4	3	3.67	
	PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	14	4	4	3	3.67	ABELS 1st year to 4th year students
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	N/A	N/A					
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	2	4	4	3	3.67	MAgDev and for ABELS
	PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
	PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator							
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	4	8	4	4	3	3.67	ABELS students

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	4	14	4	4	3	3.67	ABELS students
	PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	N/A	N/A					
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	N/A	N/A					
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	N/A	N/A					
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	4	4	3	3.67	ABELS students
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							

		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 64. Number of virtual classroom created/operational								
					Total:				3.67	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	25	40	4	4	3	3.67	DPC: recommendations and other documents
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	N/A	N/A					
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	N/A	N/A					
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	N/A	N/A					

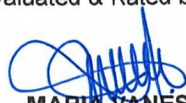
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	N/A	N/A					
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	80%	4	4	3	3.67	Entries at the HRIS are still being updated and synchronized.
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	80%	0					No complaints have been received so far.
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	N/A	N/A					
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	80%	100%	3	3	3	3.00	
	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A	N/A					
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		N/A	N/A					
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		N/A	N/A					
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	35	4	4	3	3.67	Committee, departmental meeting, DPC, and UAC meetings.

		A 81. 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 82. Other tasks performed as DPC and DALL faculty *	Other tasks	10	20	4	4	3	3.67	Performed functions as DPC member (attended meetings, screened applicants, wrote BI reports, and performed other tasks assigned by the department head, such as those related to the holding of the Centennial Essay Writing Contest, RELO, Pagrayhak, and MPWC).
					Total:				3.53	
		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

Head, DPC

Date: 1-17-25

Recommending Approval:



GLENN C. PAJARES

Dean, CAS

Date: 1-17-25

Approved by:



ROTACIO S. GRAVOSO

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 undergraduate courses (5 sections) and 1 graduate course	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	ELSt 109, LTNG 218, LTNG 218e, LTNG 216e
2.	Submission of midterm grades and final grades	Grades submitted to the Office of the Registrar	July 2024	December 2024	January 2025	Impressive	Outstanding	All grade sheets were submitted on the first week of January, 2025 right before the 2 nd semester enrollment.
3.	Performs duties as undergraduate thesis and special topic adviser (advising, organizing, and editing of manuscripts)	Thesis and special topic proposals and manuscripts	July 2024	July – December 2024	July – December 2024	Impressive	Outstanding	6 thesis advisees had their proposal defense in December, 2024.
4.	Performs duties as SRC member (advising and editing of manuscripts)	Proposal and thesis defense of graduate students	July 2024	July – December 2024	July – December 2024	Impressive	Outstanding	11 students where I was served as SRC chair/member had their proposal defense in December, 2024.
5.	Performs duties as academic adviser (enrollment and other academic-related concerns)	Validated enrollment of students	August 2024	August 2024	August 2024	Impressive	Outstanding	Accomplished on time.
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2024	July – December 2024	July – December 2024	Impressive	Outstanding	DALL and UAC meetings, CAS activities

7.	Performs duties related to Research and Extension	Research and extension project proposals	July – December 2024	July – December 2024	July – December 2024	Impressive	Outstanding	Participated in the crafting of DALL's Extension agenda; presented a paper entitled "The Bagung Ritual of San Roque, N. Samar" in UP Diliman based on on a university-approved research with the same title; submitted a research proposal on dialectal variations of Waray language with special focus on the N. Samar variety; facilitated the crafting and signing of 2 MOUs (1 between VSU and LGU-San Roque and 1 between VSU and DepEd Northern Samar) for the conduct of an extension project based on the Bagung research.
8.	Performs duties as DPC Member	Meetings; evaluation of applicants	July – December 2024	July – December	July to December 2024	Impressive	Outstanding	Attended DPC regular and emergency meetings;

								attended interviews/teaching demo for the 1 st semester and 2 nd semester of 2024-2025; conducted background investigation of applicants and wrote the BIR reports
9.	Performs other duties assigned by the university as BWC adviser, CAC member, ATR language editor, TWG for Humanities member	Attendance, published ATR articles, documentation	July 2024	July – December 2024	July – December 2024	Impressive	Outstanding	CAC and BWC meetings; supported the BWC by sponsoring one member's registration fee for an online scriptwriting workshop; edited ATR articles and returned to the desktop publisher; attended the In-House Review as an evaluator for the Humanities research cluster; evaluated proposals submitted to the TWG.

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MARIA VANESSA E. GABUNADA

Department head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhodora A. Bande

Performance Rating:

Aim: Update the syllabi for the 2nd semester, i.e., ELSt 109 and LTNG 218e.

Provided suggestions or recommendations in improving the syllabi.

Date: June 2024

Target Date: 1 year 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 is currently updating the ELSt 109 and LTNG 218 course syllabi.

Date: February 2025

Target Date: 1 month from today

Outcome: NA

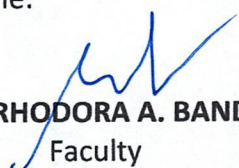
Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



RHODORA A. BANDE
Faculty