

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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. Faculty	30%	4.91	1.47
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.48
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.926


EQUIVALENT NUMERICAL RATING: 4.926


Add: Additional Points, if any: _____

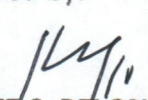
TOTAL NUMERICAL RATING: 4.926

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
RHODORA A. BANDE
Name of Faculty

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

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **RHODORA A. BANDE**, of the **Department of Liberal Arts and Behavioral Sciences** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **June - December 2019**.

RHODORA A. BANDE

Ratee

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

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in English subjects	18.00	18.29	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus	2	4	5	5	4	4.67	ELSt 101, LTNG 223, LTNG 207, ENGL. 232
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	3	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	4	5	5	5	5	
				SUB-TOTAL						19.67	
MF02	Research	Number of research conducted	Publishable research article	Author / Co-author	1	1	5	5	5	5.00	The paper titled, "Folk Beliefs and Practices of Bagong (<i>Amorphophallus sp.</i>) Farmers of San Roque, Northern Samar" was published at Annals of Tropical Research for its Vol 41, No. 1 issue.
		Number of Outputs Presented in a Regional/National/International/Conference	Raw manuscripts	Paper Presenter	1	1	5	5	5	5.00	Presented the paper titled, "The Lullabies of Samar and Leyte" during the 11th Taboan National Writers' Festival held at the Central Bicol State University of Agriculture on October 7-8, 2019.
				SUB-TOTAL						10.00	
MF04	Extension	Number of trainings/seminars attended		Participant	1	4	5	5	5	5.00	16th Lamiraw Creative Writing Workshop, Data Science and Local Knowledge, 11th Taboan National Writers' Festival, Youth Meetup: Igniting Creativity in Local Knowledge in the Context of the 4th Industrial Revolution

				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	20	30	5	5	5	5.00	2 sections of ELST 101 and 4 classes in the graduate degree program
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	10	12	5	5	5	5.00	2 sections of ELST 101 and 4 classes in the graduate degree program
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	10	12	5	5	5	5.00	2 sections of ELST 101 and 4 classes in the graduate degree program
				SUB-TOTAL						15.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices		Participant	1	5	5	5	5	5.00	APB Rep for the VSUIHS interview and teaching demo; adjudicator during the Deb. Soc. Debate Exposition; arbiter during the ASEAN Quiz Show; conductor for the ASEAN during the flag ceremony; participant during the earthquake drill
		Number of committees served		APC	1	10	5	5	5	5.00	
		Number of meetings attended		Attendee	5	15	5	5	5	5.00	
				SUB-TOTAL						15.00	
Total Over-all Rating										64.67	

Average Rating (Total Over-all rating divided by number of entries)		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Prof. Bandel serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in his mind that there is always room for improvement. She should also engage in research/extension; submit outputs for publication and present papers in conferences.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

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 five (5) courses/ subjects (ELSt 101, LTNG 223, LTNG 227, LTNG 229, ENGL 232)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Addresses students' concerns through consultation	Improved student performance	July 2019	December 2019	December 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in ELSt 101, LTNG 223, LTNG 227, LTNG 229, ENGL.	July 2019	August 2019	August 2019	Impressive	Outstanding	Follow ISO format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
5	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	December 2019	December 2019	Impressive	Outstanding	Participates actively in all activities
7	Performs other functions assigned by the Section Head, Department Head, and the university	Edit the 2018 University Annual Report and the second issue of Annals of Tropical Research	July-September 2019	December 2019	December 2019	Impressive	Outstanding	Return the edited report/articles to the assigned committees
8	Paper presentation in a conference	Certificate of appearance, certificate of attendance	July 2019	December 2019	October 2019	Impressive	Outstanding	One paper was presented during a national writers' festival; two creative works were published in an anthology of regional writers (June 2019); one CNF was accepted for publication by NCCA in an anthology of new writers (Nov. 2019)

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHODORA A. BANDE

Aim: To conduct proposal design for her dissertation

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

Date: January 6, 2020 Target Date: One year from date of one-on-one meeting

First Step:
To revise the proposal based on the recommendations of her adviser.

Result:
Promised to work on her proposal and do further reading related to her dissertation topic.


Date: January 16, 2020 Target Date: End of second semester

Next Step:
To remind Ms. Bande to allocate time for revising her proposal.

Outcome: N/A

Final Step/Recommendation: N/A

Prepared by:


GUIRALDO C. FERNANDEZ

Department Head

Conforme:


RHODORA A. BANDE
Faculty