

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

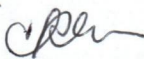
Name of Faculty Member: CHERRY N. ROLA

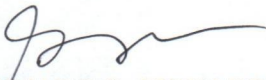
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.92	1.48
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.48
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.803

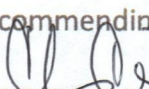
EQUIVALENT NUMERICAL RATING: 4.803

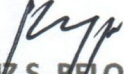
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.803

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
CHERRY N. ROLA
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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, CHERRY N. ROLA, 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 JULY-DECEMBER 2019.

CHERRY N. ROLA

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 major subjects	18.00	33.90	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	1	1	5	5	4	4.67	
		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	3	5	5	5	5	
				SUB-TOTAL						19.67	
MF02	Research										
				SUB-TOTAL						0.00	
MF04	Extension	Number of trainings/seminars attended	ECHO-Seminar Workshop on Educational Technologies	participant	1	2	5	5	5	5.00	
			Training Workshop on Writing Research Papers for Peer-Reviewed Publication								
				SUB-TOTAL						5.00	

MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	30	31	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	5	5	5	5	5	5.00	
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	2	2	5	5	5	5.00	
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices	DLABS Anniversary	Participant	1	2	5	5	5	5.00	
			CSC Month								
		Number of meetings attended	Departmental	Attendee	5	7	5	5	5	5.00	
Total Over-all Rating				SUB-TOTAL						10.00	
Total Over-all Rating										54.67	

Average Rating (Total Over-all rating divided by number of entries)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Comments & Recommendations for Development

Purpose: Ms. Rola serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement. She should also engage in research/extension and submit outputs for publication.

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Cherry N. Rola**

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 three (3) courses (Elst 106, Comm 11, Engl 121)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
5	Paper presentations in conferences	Certificate of appearance and certificate of participation	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2019	Dec. 2019	Dec. 2019	Impressive	Outstanding	

* 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: Cherry N. Rola

Performance Rating:

Aim: To attend conferences and present paper for publications

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

Date: January, 2019

Target Date: One year from today

First Step:

- a) Look for conference schedules
- b) Decide which conference to participate
- c) Refine paper according to guidelines given

Result:

Has participated in a conference.

Date: June, 2019

Target Date: One year from today

Next Step:

She was advised to refine her papers to be submitted for publication.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


CHERRY N. ROLA
Faculty