

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%	5.00	1.50
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

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

"Exhibit B"

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 JANUARY - JUNE 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	
MFO1	Higher Education	Full Time Equivalent	Teaching	Assigned in English major subjects	18.00	16.10	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	1	1	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	Assistant Professor of Department of Liberal Arts and Behavioral Sciences
				SUB-TOTAL						5.00	
MF02	Research	Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscript	Paper Presenter /	1	1	5	5	5	5.00	Fifth International Conference on Philippine and Asian Studies – Language, Culture, and Media The Filipino Department, Dalubhasaan ng mga Umuusbong na Mag-aaral ng Araling Filipino (DANUM), and the College of Liberal Arts, De La Salle University, Manila, Philippines, in cooperation with the Center for Batangas Studies of De La Salle Lipa City, Batangas, Philippines
				SUB-TOTAL						5.00	

MF04	Extension	Number of trainings/seminars attended	conference		1	1	5	5	5	5.00	2nd International Conference on Arts and Culture by Culture, Arts, and Design association of the Philippines Foundation, Inc. and Institute for Research in Innovative Instructional Delivery Cebu Normal University at Cebu Provincial Capitol Building sponsored by
				participant							
				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	5 sections
		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	5 sections
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	2	2	5	5	5	5.00	5 sections
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	7 sections (English major subjects and 3 undergraduate thesis)
				SUB-TOTAL						5.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices			1	3	5	5	5	5.00	94th VSU Anniversary
				Participant							
		Number of meetings attended		Attendee	5	8	5	5	5	5.00	Consultative meeting with CAS faculty and staff, Jan. 9, 2019 Departmental meeting, Jan. 9, 2019 VSUFA (with Pres. Tulin) meeting, Feb. 7, 2019 Departmental meeting, Feb. 12, 2019 Departmental meeting, Mar. 15, 2019 Departmental meeting, Aug. 24, 2019

[illegible]

Average Rating (Total Over-all rating)		5.00
Additional Points:		
Approved Additional points (with		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Evaluated & Rated by:

Exhibit I

PERFORMANCE MONITORING FORMName 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 two (3) courses (Engl 124, Litr 136, Engl 116)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
5	Paper presentations in conferences	Certificate of appearance and certificate of participation	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Jan. 2019	May 2019	May 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Jan. 2019	May 2019	May 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