SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member: **JADE BARACHIEL D. BANTASAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.33 X 50% = 2.165	
TOTAL for Instruction	95%	4.67	4.432
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production	5.0%	5.00 x 5.0% = 0.250	0.250
5. Administration/Other Services			
TOTAL	100%		**4.68**

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JADE BARACHIEL D. BANTASAN
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JADE BARACHIEL D. BANTASAN**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period January-June 2024.

Approved:

JADE BARACHIEL D. BANTASAN
Instructor I
Date: 7/22/24

MARIA VANESSA E. GABUNADA
Head, DALL
Date: 19 JUN 2024

GLENN G. PAJARES
College Dean
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A	N/A					
	PI 10. Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation	Entertains students seeking consultation with faculty	N/A	N/A					
		Number of instructional materials developed		N/A	N/A					

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 3. Higher Education Management Services

PI	Activity	Task	Target	Actual				Ave	Remarks
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	30	37.80	5	5	5	5.00	ELST 200.1 (1 section), Humn11 (4 sections), Humn 12 (2 sections)
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	N/A	N/A					
PI 14: Percentage of courses offered with IMs	**A 5.** Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	N/A	N/A					
PI 15: Number of Instructional Materials approved	**A 6.** Number of Instructional Materials approved	Prepares and submits IMs for review and approval	N/A	N/A					
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	100%	100.00	5	5	5	5.00	
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%	90.00	5	5		5.00	
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	6	6	5	5	5	5.00	Humn 11 and Humn 12
	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	14	5	5	5	5.00	Humn 11 and Humn 12
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	6	5	5	5	5.00	Humn 12
	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	N/A	N/A					
					Total:			5.00	

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	N/A	N/A					
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	N/A	N/A					
	a. International			N/A					
	b. National		N/A	N/A					
	c. Regional or Institutional Conferences		N/A	N/A					
PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	0	N/A					
PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG		N/A					

PI	Activity	Description						
PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies		N/A				
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	N/A	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						

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	N/A	N/A					
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	N/A	N/A					
	a. Peer reviewer of journal/book		N/A	N/A					
	b. Review of research and extension proposal		N/A	N/A					

		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		N/A	N/A						
		d. accreditor		N/A	N/A						
		e. consultancy		N/A	N/A						
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	N/A	N/A						
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	N/A	N/A						
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	N/A	N/A						
	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	N/A	N/A						
		a. International		N/A	N/A						
		b. National		N/A	N/A						
		c. Regional or Institutional Conferences		N/A	N/A						
	PI 10: Number of extension actvities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	N/A	N/A						
	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	Activity	Description							Remarks
	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 (extn. conducted by faculty or student & faculty) *								
					Total:					

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)	1	1	5	5	5	5.00	Seminar Workshop on Developing A Sense of Place: Cultural Heritage and Public Art in Tandem
		International								
		National								
		Regional/Institutional		1	1	5	5	5	5.00	Seminar Workshop on Developing A Sense of Place: Cultural Heritage and Public Art in Tandem
	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	80%	100	5	5	5	5.00	
PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	18	23	5	5	5	5.00	ABELS STUDENTS (Academic Adviser)
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	1	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	5	5	5	5.00	Humn 11 and Humn 12 Midterm and Finals
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:		5	4	5	5	5	5.00	Pancito, Mhel Rebigan Sendrejas, Elmerle Negad, Rujilu Ancajas Rojas, Regielyn Guiritan
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	Gara, Mary Grace Peninsula, Hycent Cagande, Murlie Mayor, Shericka Sabejon, Kessha Mae
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	Salve, Isabela Ambatali, Sarah May Tabiolo, Maricar Ann Villamor, Kelvin Klyde Alpos, Daniel Benedict
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						
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						
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						
PI 21: Additional outputs	**A 62.** Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	4	5	5	5	5.00	Pancito, Mhel Rebigan Sendrejas, Elmerle Negad, Rujilu Ancajas Rojas, Regielyn Guiritan
	A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*							
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 64. Number of virtual classroom created/operational								
				Total:				5.00	

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						
PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A						
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A						
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	N/A						
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	N/A						
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	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						
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						
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	N/A						
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)	N/A						
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						

PI 12: Percentage of monthly accomplishment report submitted	**A 76.** Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	N/A							
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							
PI 14: Percentage budget utilization (GAA)	**A 78.** Percentage budget utilization (GAA)		N/A							
PI 15: Percentage budget utilization (STF)	**A 79.** Percentage budget utilization (STF)		N/A							
PI 17: Additional Outputs	**A 80.** Number of meetings attended	Attends meetings (departmental/institutional)	N/A							
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	N/A							
					Total:					
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Average Rating (Total	
Additional Points:	
Approved Additional	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: He performs well in his classes and functions all the tasks assigned to him as committee chairperson/member. Pursuing a doctorate degree would hone his professional skills
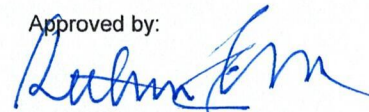
Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Head, DALL
Date: _____

Recommending Approval:

GLENN G. PAJARES
Dean, College of Arts and Sciences
Date: _____

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: <u>Dept. of Arts, Languages, and Literature</u>

Head of Office: <u>Maria Vanesaa E. Gabunada</u>

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

| Activity Monitoring | MECHANISM | | | | Remarks |
| | Meeting | | Memo | Others (Pls. specify) | |
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching **1. Daisy P. Acoritay**	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				
2. Jade Barachiel Bantasan	The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				
3. Kay T. Juanillo	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that the there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.
4. Paula Nadrea M. Paquibulan	The faculty concerned was informed of her			The faculty was called regarding	The faculty concerned was informed of the

	TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.			the TPES results of the 1st semester SY 2023-2024.	TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.
5. Gernah May Y. Santianes	The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	Ms. Santianes assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIA VANESSA E. GABUNADA
Immediate Supervisor

Noted by:

GLENN G. PAJARES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April-June 2023	July-September 2023	October-December 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit Part-timers Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

Output	Activity	Faculty	Timeline				Remarks
and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peered journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on leyte Island. Sugat: Stories and Science for Susutainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Susutainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 2024		✓	✓	
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024					
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024			✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024			✓	✓	no valid complaints
P9 Additional Outputs								
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024			✓	✓	Actual accomplishments meets targets

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JADE BARACHIEL D. BANTASAN**

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 courses: • Art Appreciation • Reading Visual Arts • Undergraduate Thesis	Conducted classes, computed grades per course, and achieve an outstanding result in students' performance evaluation	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Aid in students' concerns on the subject (Humn13n, Humn 12)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn13n, Humn 12)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	June 2024	January to June 2024	Impressive	Outstanding	

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

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JADE BARACHIEL D. BANTASAN**

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 courses: • Art Appreciation • Reading Visual Arts • Undergraduate Thesis	Conducted classes, computed grades per course, and achieve an outstanding result in students' performance evaluation	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Aid in students' concerns on the subject (Humn13n, Humn 12)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn13n, Humn 12)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	June 2024	January to June 2024	Impressive	Outstanding	

* 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: **JADE BARACHIEL D. BANTASAN**
Performance Rating: **Outstanding**

Aims:
- Further update the materials and syllabus for face-to-face class
- To provide students with high-quality instruction and include them in a variety of activities relating to the course.
- To encourage a positive work environment by fostering good communication among coworkers.
- To attend professional conferences in order to expand one's knowledge and acquire new abilities and concepts.
- To develop and implement a variety of instructional strategies that will promote the acquisition of knowledge pertinent to the changing academic environment.

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

Date: JANUARY 2024   Target Date: DECEMBER 2024

- Attend seminars and training related to the field of specialization.
- Review and revise learning materials that improve student learning.
-Provide support to students and develop new learning skills.
-Participate in university and department activities that promote relationship-building among employees.
.

Outcome:

- Updated and revised learning materials that improve student learning every semester
- Provided support to students, Thesis Advisees to improve their learning in the course handled and their Thesis
- Participated in university and department activities, also served as committee on Socio-cultural, IT and Online page support, Facilities on Smart Classroom

Final Step/Recommendation: NA

Prepared by
MARIA VANESSA E. GABUNADA
Department Head

Conforme:

JADE BARACHIEL D. BANTASAN
Ratee/Faculty

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: BANTASAN, JADE BARACHIEL D.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Humn 12n	READING VISUAL ARTS	LEC	5.00	Outstanding	100.0%
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	3.00	Satisfactory	60.0%
Humn 12n	READING VISUAL ARTS	LEC	5.00	Outstanding	100.0%
Humn 12n	READING VISUAL ARTS	LEC	5.00	Outstanding	100.0%
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	4.00	Very Satisfactory	80.0%
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	4.00	Very Satisfactory	80.0%
Average Rating			**4.33**	**Very Satisfactory**	**86.67%**

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 03, 2024

Received by:

BANTASAN, JADE BARACHIEL D.
Name and Signature of Faculty
Date: 05/29/24
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1
FM-ODI-04

1st23-24sDALL-11