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~~ Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	~~90~~ ~~95%~~ √ 95%		~~4.50~~ ~~4.75~~ √ 4.75
2. Research	~~2.5%~~		~~0.00~~
3. Extension	~~2.5%~~		~~0.00~~
4. Production			
5. Administration/Other Services	5.0%	4.00	0.2
TOTAL			~~4.50~~ ~~4.750~~ √ 4.95

EQUIVALENT NUMERICAL RATING: ~~4.50~~ ~~4.750~~ √ 4.95
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: ~~4.750~~ √ 4.95 ~~4.50~~

ADJECTIVAL RATING: **OUTSTANDING** ~~VERY SATISFACTORY~~ OUTSTANDING √

Prepared by:

CHERRY N. ROLA
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
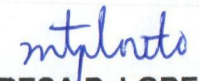Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHERRY N. ROLA, a faculty member of the _DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES_ commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2020.

Approved:

CHERRY N. ROLA
Asst.Prof.2
Date:

JETT C. QUEBEC
Department Head
Date: 1 - 26 - 21

MA. THERESA P. LORETO
College Dean
Date: 2/15/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	1.05	5	5	5	5.00	Handled LTNG 223 & LTNG 209
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	6	5	5	5	5.00	Entertained students' queries & clarifications
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	2	5	5	5	5.00	Prepared reading assignments to be incorporated in the studnts course requirement
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	2	5	5	5	5.00	Prepared lesson design requirement
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A						
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	32.7	5	5	5	5.00	Handled and taught Comm 11 (3 sections), Elst 106 (2 sections) and Engl. 200.1
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	NONE					(THE SEMESTER HAS NOT FINISHED YET)
		A 11 . 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	4	NONE (FOR JULY TO DECEMBER)					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	WEBINAR ON TOS MAKING
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	35	NONE (FOR JULY TO DECEMBER)					
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20						
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	20	9	5	5	5	5.00	ABELS Students

PI	Activity	Description							Remarks
	A17. *Number of students advised on thesis/ field practice/special problem:*		3	NONE					
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	NONE					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	NONE					
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	Entertained students consulting on subject taught
PI 9: Number of student organizations advised/ assisted *	**A19**. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	1	5	5	5	5.00	ABELS Society
	A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	none						
PI 10: Number of instructional materials developed *	**A 21 :** Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	1	5	5	5	5.00	*Prepared learning module for ELST 106*
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	none					
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	2	5	5	5	5.00	Prepared midterm examinations for Comm11 and Elst 106
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	Created virtual classroom using Moddle for Comm11 and ELST 106
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								

		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	Prepared pesonal documents required for program/institutional accreditation and/or evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	2	5	5	5	5.00	online interview and online interaction as raw materials for their course requirements
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** 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 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	none						
		In refereed int'l journals								
		In refereed nat'l/regional journals								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	none						
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								

PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	A 33. 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 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	none						
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	A 36. 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	none							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	none							
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	none							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	N/A							
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A							
Research Mentoring	Research Mentor									
Peer reviewers/Panelists	Peer reviewers/Panelists									
Resource Persons	Resource Persons									

	Convenor/Organizer	*Convenor/Organizer*						
	Consultancy	*Consultant*						
	Evaluator	*Evaluator*						
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation					
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *						
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal					

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity		4	4	4	4.0
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant				
		On program accreditations						
		On institutional accreditations						

UMFO 6. General Admin. & Support Services (GASS)

	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint				
	PI 3: Additional Outputs	**A 47**. 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					
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal					

Total Over-all Rating											
Average Rating											
Adjectival Rating											

Average Rating (Total Over-all rating divided by number of entries)	5.00	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	5.00	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose: Dr. Rola serves the department with integrity and commitment. Her dedication to work enables her to submit her deliverables with accuracy and on time.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: 1-26-21

Recommending Approval

MA. THERESA P. LORETO
Dean, _____
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/19/21

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.	Prepares course syllabus	Approved course syllabi in ELSt 106, LTNG 223 and LTNG 209	July 2020	October 2020	October 2020	Impressive	Outstanding	
2.	Teaches two graduate subjects (LTNG 223 & LTNG 209), one major subject (ELST 106) and one GE course (COMM11)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	October 2020	February 2021	On-going			
3.	Advises students' thesis (1 advisee)	Corrected outputs of students	October 2020	February 2020	On-going			
4.	Prepares coursewares for major English courses	Approved coursewares	July 2020	October 2020	October 2020	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance	July 2020	December 2020	December 2020	Impressive	Outstanding	
6.	Member of the Review Committee	Reviewed learning guides, syllabi, and TOS	July 2020	December 2020	December 2020	Impressive	Outstanding	

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

Prepared by:

JETT C. QUEBEC

Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Cherry N. Rola
Performance Rating:

Aim: To submit papers for publications

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

Date: June, 2020   Target Date: One year from today

First Step:

    a) Look for publication schedules
    b) Decide which publication to submit
    c) Refine paper according to guidelines given

Result:
    Has submitted papers for publication.

Date: June, 2020   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:

JETT C. QUEBEC
Department Head

Conforme:

CHERRY N. ROLA
Faculty