

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: July-December 2021

Name of Faculty Member: RHODORA A. BANDE

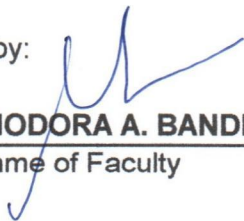
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.88 x 50% = 2.44	
b. Students (50%)		4.75 x 50% = 2.38	
TOTAL for Instruction	85%	4.82	4.09
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.25	
TOTAL for Research			0.25
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.25	
TOTAL for Extension			0.25
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.25	0.25
TOTAL	100%		4.843

EQUIVALENT NUMERICAL RATING: 4.843


Add: Additional Points, if any:

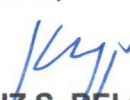
TOTAL NUMERICAL RATING: 4.843

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
RHODORA A. BANDE
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, Rhodora A. Bande, 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 2021

RHODORA A. BANDE

Assistant Professor III

Date: Dec. 21, 2021

Approved:

JETT C. QUEBEC

Department Head

Date: January 5, 2022

MA. THERESA P. LORETO

College Dean

Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and
						Quality	Efficiency	Timeliness	Average	
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	1	0.67	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	7	5	5	5	5.00	MSLT, MAgDev, MEd
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	MSLT
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	9	5	5	5	5.00	MSLT, MAgDev, MEd

	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	2	1	5	5	4	4.67	1 learning guide for ELSt 101 (as a supplemental subject for the MAgDev and MSLT students)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	4	4.67	3 Moodle classrooms
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	5	5.00	12 PPT presentations
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	5	5.00	Assessment tools for ELSt 101
		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	2	1	5	5	5	5.00	Learning Guide for ELSt 101
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	2	4	5	5	5	5.00	ELSt 101
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	22.21	5	5	4	4.67	ELSt 109, LTNG 211, LTNG 218
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	4	4.67	
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	University-sponsored

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	4	4.67	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	22	5	5	4	4.67	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	16	5	5	4	4.67	ELSt 101, LTNG 218, LTNG 211, ELSt 109,
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	5	18	5	5	4	4.67	MSLT, MAgDev, Med, ABELS
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	2	5	5	5	5.00	
	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	2	1	5	5	5	5.00	ELSt 101
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	4	4.67	ELSt 101
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	15	5	5	5	5.00	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	30	5	5	5	5.00	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	2	5	5	5	5.00	ELSt 101
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	5	5	5	5.00	ELSt 101, LTNG 218, LTNG 211, ELSt 109, Comm 11
	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	3	4	5	5	5	5.00	AACCUP-related documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
					AVERAGE				4.88	
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	1	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 project within the year	1	NONE					
	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	Published 1 creative nonfiction in UBOD, an NCLA/NCCA anthology of literary pieces of regional writers and co-authored 1 peer-reviewed article at the Journal of Educational and Human Resource Development	1	2	5	5	5	5.00	1. Sa Baragyuhan nga Kapurupud-an (Growing up in Tropical Islands) 2. Prevalence of English (L2) Lexicon in Conversations of Waray (L1) Speakers: What are we doing with these children?
		In refereed int'l journals								

		<i>In refereed nat'l/regional journals</i>							
	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 scientific for a/conferences	1	0				
		<i>In int'l fora/conferences</i>		None					
		<i>In nat'l/regional fora/conferences</i>		None					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0				
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1					
		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	1	0				
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0				
					AVERAGE				5.00
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						

	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							
	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							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	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							
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer/Editor</i>	<i>Convenor/Organizer/Editor</i>		1	1	5	5	5	5.00	Ang Gubat for publication
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *								
	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								
					AVERAGE					5.00	
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 4. Program and Institutional Accreditation Services									0.00	
	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 the QMS 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	none	zero non-conformity	5	5	5		5.00	
		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											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5		5.00	
	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 performing 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	3	6	5	5	5		5.00	Online editing, instead of paper and pen, of ATR articles.

				1	2	5	5	5	5.00	Co-authored 1 article; published literary article in a national anthology
			Dept. Personnel Committee Member	2	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.
					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

Comments & Recommendations for Development Purpose: Ms. Bande is a committed professor of DLABS, she is a protector of quality education. Finishing her doctorate degree would further strengthen the faculty profile of the department.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 5, 2022

Recommending Approval


MA. THERESA P. LORETO

Dean, 2/9/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

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 two undergraduate courses and two graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2021	January 2022		Impressive	Outstanding	
2.	Prepares course syllabi updates	Approved course syllabi in Language courses	July 2021	August 2021	August 2021	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	August 2021	January 2022		Impressive	Outstanding	
4.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July – Dec 2021	July – Dec 2021	July - Dec 2021	Impressive	Outstanding	Language Section meetings, DLABS meetings, DPC meetings, CAC activities, Ang Gubat coordination and participation in the selection of participants for the De La Salle Creative Writers Workshop

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

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

Prepared by:


JETT C. QUEBEC
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhodora A. Bande

Performance Rating:

Aim: Revise the syllabi and work on the learning guides for the second semester, work on her dissertation.

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

Date: December 2021

Target Date: One year from today

First Step:

- a) Revisit the existing syllabi of the courses assigned to her and start working on the lessons/modules.
- b) Work on the completion of her doctorate.

Result:

1. ELSt 109 course syllabus has been revisited.
2. She has enrolled in Dissertation Writing 1 and is currently working on her paper. Latest update given was: her topic, title, and concept paper were approved.

Date: December, 2021

Target Date: One year from today

Next Step:

She was advised to enrich her modules and to aim for a proposal hearing within the semester.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



JETT C. QUEBEC
Department Head

Conforme:



RHODORA A. BANDE
Faculty