SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2024

Name of Faculty Member: **APRIL ROSE VILLABER-ALOJADO**

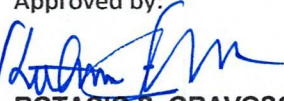| Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		3.67 x 50% = 1.835	
b. Students (50%) *(on study leave until April 2023)*		5.00 x 50% = 2.500	
TOTAL for Instruction	80%	4.335	**3.468**
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	20%	3.00 x 20% = 0.600	0.600
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		**4.07**

EQUIVALENT NUMERICAL RATING: 4.07
Add: Additional Points, if any: N/A
TOTAL NUMERICAL RATING: **4.07**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

APRIL ROSE VILLABER-ALOJADO
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, __APRIL ROSE VILLABER ALOJADO___, a faculty member of the _DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE_ commit 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 2024_

Approved:

APRIL ROSE VILLABER ALOJADO
Instructor II
Date: 1-17-25

MARIA VANESSA E. GABUNADA
Department Head
Date: 1-17-25

GLENN G. PAJARES
College Dean
Date: 1-17-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					

				N/A	N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A						
	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	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A						
		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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A						

				N/A	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							

UMFO 2. HIGHER EDUCATION SERVICES	
OVPI UMFO 3. Higher Education Management Services	

				(target)	(actual)	Q	E	T	Ave	Remarks
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	18 units	39.15 units	4	4	3	3.67	M940 - Humn11 M897 - Humn11 M243 - Comm11 M053 - Comm11 M384 - Comm11 M041 - Comm11 M551 - Comm11
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	14	4	4	3	3.67	
		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	0	1	4	4	3	3.67	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	4	4	4	3	3.67	VSU Faculty Onboarding; ISO 9001:2015 Awareness and Re-awareness Seminar; Facilitating Teaching and Learning: Strategies for An Interactive Classroom; Training Workshop on Writing Innovative Research Proposals
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	18	4	4	3	3.67	M940 - Humn11 M897 - Humn11 M243 - Comm11 M053 - Comm11 M384 - Comm11 M041 - Comm11 M551 -
		A14 . Number of quizzes administered and checked		30	45	4	4	3	3.67	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					
	PI 8: Number of students advised: *	**A16.** Number of students advised:	*Acts as academic adviser to students*	1	3	4	4	3	3.67	

		_A17_ . _Number of students advised on thesis/ field practice/special problem:_		1	5	4	4	3	3.67	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	5	4	4	3	3.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	5	4	4	3	3.67	
		_A18_ . _Number of students entertained for consultation purposes_	Entertains students consulting on subject taught, thesis and grades	30	261 (7 classes)	4	4	3	3.67	M940 - Humn11 M897 - Humn11 M243 - Comm11 M053 - Comm11 M384 - Comm11 M041 - Comm11 M551 - Comm11
	PI 9: Number of student organizations advised/ assisted *	**_A19_** . _Number of Student organizations advised_	_Advises student organizations recognized by USOO_	0	0					
		_A20_ . _Number of Student organizations assisted on student related activities_	_Assists student organizations in implementing student related activities_	0	0					
	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	0	0					
		On-line ready courseware	_Prepares Instructional module/laboratory guide/workbook or a combination thereof_	0	0					
		Supplemental learning resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_	5	35	4	4	3	3.67	M940 - Humn11 M897 - Humn11 M243 - Comm11 M053 - Comm11 M384 - Comm11 M041 - Comm11 M551 - Comm11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	4	4	3	3.67	

		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	0	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	8	4	4	3	3.67	M940 - Humn11 И897 - Humn11 M243- Comm11 M053 - Comm11 M384 - Comm11 M041 - Comm11 M551 - Comm11 MT21 -
	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	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	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	0	0					
					Total:				3.67	

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	0	0					
	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	0	0					
	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	0					
		In refereed int'l journals		0	0					
		In refereed nat'l/regional journals		0	0					

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	0						
	In int'l fora/conferences		1	0						
	In nat'l/regional fora/conferences		1	0						
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	None	None						
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		None	None						
	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	None	None						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A						
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	N/A	N/A						
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	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	None						

	PI	Activity	Description							
	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	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	None	None					
	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							
	Research Mentoring	*Research Mentor*		0	0					
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		1	0					
	Resource Persons	*Resource Persons*		1	0					
	Convenor/Organizer	*Convenor/Organizer*		0	2	3	3	3	3.00	Bachelor or Arts in Literature (AB Lit) OBE Syllabus Writeshop; DALL Talk: RELO Lecture Series
	Consultancy	*Consultant*		0	0					
	Evaluator	*Evaluator*		0	0					
	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	None	None					
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		None	None					

				None	None				3.00		
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None	None						
					Total:				3.00		

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							
		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			N/A						
		On institutional accreditations			N/A						

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	N/A	N/A						

				N/A	N/A						
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		N/A	N/A						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		N/A	N/A						
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. Alojado teaches and performs well in the department. Finishing her Ph.D. would be a great development for her profession and to the department.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head
Date: 1-17-25

Recommending Approval

GLENN G. PAJARES
College Dean
Date: 1-17-25

Approved by:

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **APRIL ROSE VILLABER ALOJADO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendat ion
1	Prepare course outline and learning guide for handled courses	Course Outline and Learning Guide in Comm 11 (Purposive Communication) and Humn 11 (Art Appreciation	July 2024	December 2024	December 2024	Impressive	Outstanding	
2	Prepare materials and activities for the handled courses	PowerPoint presentations, educational films, and assessment activities for Comm 11 and Humn 11	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Conduct thesis advising to assigned Fourth Year ABELS students	Thesis Manuscript and Logbook	July 2014	December 2024	December 2024	Impressive	Outstanding	
4	Participate in all activities conducted by the department, college, and the university	Attendance sheet	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Perform other functions assigned by the department head	Letters, Event moderators and emcee, Certificate of the trainings and workshops	July 2024	December 2024	December 2024	Impressive	Outstanding	

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

Prepared by:

MARIA VANESSA E. GABUNADA, Ph.D.
Department Head

EXHIBIT L

FACULTY DEVELOPMENT PLAN

Name of Employee: **APRIL ROSE VILLABER ALOJADO**

Performance Rating: Outstanding

Aim: To continue and finish doctorate study and improve teaching strategies.
To finish and publish dissertation into a book.
To publish journal articles to academically respectable publications.
To write learning guide and modules in literature-related subjects.

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

Date: December 2024   Target Date: One year from today

First Step:

  a) Required her to continue and finish her doctorate study.
  b) Advised her to publish articles and journals to academically respectable publications.
  c) Required her to write learning guide and modules for literature-related subjects.
  d) Encouraged her to balance and manage her time well between teaching and doctorate study.

Result:

Prepared by:

MARIA VANESSA E GABUNADA, Ph.D.
Department Head

Conforme:

APRIL ROSE VILLABER ALOJADO
Employee/Faculty

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: **ALOJADO, APRIL ROSE V.**

Department: **Dept. of Arts, Languages and Literature**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Humn 11	ART APPRECIATION	LEC	5.00	Outstanding	100.0%
Humn 11	ART APPRECIATION	LEC	5.00	Outstanding	100.0%
Humn 11	ART APPRECIATION	LEC	5.00	Outstanding	100.0%
Litr 13	LITERATURES OF THE PHILIPPINES	LEC	5.00	Outstanding	100.0%
Litr 13	LITERATURES OF THE PHILIPPINES	LEC	5.00	Outstanding	100.0%
	Average Rating		5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO.
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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 11-11-2024

Received by:

ALOJADO, APRIL ROSE V.
Name and Signature of Faculty
Date: 12-27-24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION OFFICE
3/F Administration Building, Visayas State University
Baybay City, Leyte
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph
Phone/Fax: +63 053 565 0600 local 1104

Page 1 of 1
FM-ODI-04

No. 2nd23-24sr
DALL-03