

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOSEPH E. PADILLA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.99 x 50% = 2.495	
b. Students (50%)		3.64 x 50% = 1.820	
TOTAL for Instruction	80%	4.32	3.452
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.95 x 5% = 0.248	
TOTAL for Research			0.248
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.98 x 10% = 0.498	
TOTAL for Extension			0.498
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.448

EQUIVALENT NUMERICAL RATING: 4.448

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.448

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: JOSEPH E. PADILLA
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, JOSEPH E. PADILLA, 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 JANUARY-JUNE 2021


JOSEPH E. PADILLA
 Instructor I
 Date: July 13, 2021

Approved:

JETT C. QUEBEC
 Department Head
 Date: July 30, 2021


MA. THERESA P. LORETO
 College Dean
 Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	<u>A1.</u> Actual Faculty's FTE		Handles subjects/courses assigned	N/A	N/A					N/A
	<u>PI 8:</u> Number of graduate students advised *	<u>A2.</u> Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					N/A
		<u>A3 .</u> Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		<u>A4 .</u> Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A					N/A
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5 .</u> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	N/A	N/A					N/A

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	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					N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	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					N/A
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					N/A
	<u>PI 10</u> . 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	N/A	N/A					N/A
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	18	25.25	5	5	5	5.00	Humn 11n, ELSt 108, Extension
		<u>A10</u> . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	12	10	5	5	5	5.00	Humn 11n, ELSt 108, Extension
		<u>A 11</u> . 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	none	none					For July-December
		<u>A12</u> . Number of trainings attended related to instruction		Attend mandated trainings	3	1	5	5	5	5.00	Moodle Training with Certificate
		<u>A13</u> . Number of long examinations administered and checked		Administers and checks long examination for subjects taught	6	5	5	5	5	5.00	Humn 11n, ELSt 108, Extension
		<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec	45	48	5	5	5	5.00	
		<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	none	8	5	5	5	5.00	ELSt 108
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students	15	12	5	5	5	5.00	ABELS 1
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	none					For July-December
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	none					For July-December

	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Humn 11n, ELSt 108
<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					
	<u>A20</u> . Number of Student organizations assisted on student		Assists student organizations in implementing student related activities	none	none					
<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	3	3	5	5	5	5.00	Humn 11n, ELSt 108, Extension
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	5	5	5	5.00	Humn 11n, ELSt 108, Extension
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	Humn 11n, ELSt 108, Extension
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	Humn 11n, ELSt 108, Extension
	<u>A 23</u> : 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	3	2	5	5	5	5.00	Humn 11n, ELSt 108
	<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	7	5	5	5	5	5.00	Humn 11n, ELSt 108
<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	4.5	5	4.5	4.83	Regional Quality Assessment Team (Graduate Program Requirements, Delivery Mode of the Graduate Program, Library, Electronic Database of Research Work)
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
	<u>A 26</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	3	3	5	5	5	5.00	Humn 11n, ELSt 108
					AVERAGE				4.99	
UMFO 3 . RESEARCH SERVICES										

	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	2	1	5	5	5	5.00	On going research project: Big Books: A Transmission Mechanism Towards the Safeguarding of Baybayanons' Oral Traditions
	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	1	none					For July-December
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	2	2	5	5	5	5.00	Multimodal Discourse Analysis of COVID 19 Vaccination Campaign Posters: A Visual Grammar Approach; Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
						AVERAGE				4.95	
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	2	2	5	5	5	5.00	Schools Division of Negros Occidental; Schools Division of Baybay City
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	1	none					For July-December
	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		Implemtenes duly approved extension projects	1	1	5	5	5	5.00	On going Extension Project: Instructional Materials Development in ELT in the New Normal: A Multimodal Approach

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	2	1	5	5	5	5.00	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication
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			1	8	4.5	5	4.5	4.83	Research Articles in ELSt 108 (Stylistics)
Peer reviewers/Panelists	Peer reviewers/Panelists			1	1	5	5	5	5.00	Schools Division of Negros Occidental: 3rd Division Virtual Research Conference
Resource Persons	Resource Persons			1	1	5	5	5	5.00	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication
Convenor/Organizer	Convenor/Organizer			1	1	5	5	5	5.00	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication
Consultancy	Consultant			1	none					For July-December
Evaluator	Evaluator			1	none					For July-December
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	1	1	5	5	5	5.00	On going Extension Project: Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			1	none					For July-December

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: Mr. Padilla showed commitment and enthusiasm towards work. He has the best potentials for the department. A doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug - 10, 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

PERFORMANCE MONITORING FORM

Name of Employee: **JOSEPH E. PADILLA**

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	Handles and teaches courses assigned as follows: a) Art Appreciation (M092, M116, M733) b) Stylistics (M678, M583)	- Active and operational VSU E-Learning ; - Attendance of students (Online Modality) in the Google Classroom; - Remarkd outputs of students; - Grade Sheets; - Updated virtual classrooms; - Video Discussions - Messenger Group Chats - Instructional Materials	March 2021	July 2021	July 2021	Very Impressive	Outstanding	
2	Addresses students' questions and clarifications about their subjects and some other related concerns	-well-made students' outputs based on the instructions provided in the Learning Guides	March 2021	July 2021	July 2021	Very Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessrment materials	March 2021	July 2021	July 2021	Very Impressive	Outstanding	
4	Write and submit Learning Guides on assigned courses	-Learning Guides in the following course: a. ELSt 108 Stylistics	March 2021	July 2021	July 2021	Very Impressive	Outstanding	
5	Participates in Trainings and Workshops	Certificate of appearance and participation	January 2021	July 2021	July 2021	Impressive	Outstanding	
7	Participates in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	January 2021	July 2021	July 2021	Very Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
Department Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **JOSEPH E. PADILLA**

Performance Rating:

Aim:

- To reflect and evaluate personal teaching practices and strategies and identify those which are deemed effective and beneficial in the current educational state;
- To continually design learning activities which address the need for quality education in the new normal;
- To increase research engagements for publication in Scopus indexed journals duly recognized internationally; and
- To finish the degree in Doctor of Philosophy in English with concentration in Teaching English to Speakers of Other Languages (TESOL).

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

Date: July 2021

Target Date: December 2021

First Step:

- Evaluate existing teaching strategies and make necessary adjustments for improvement or retention.
- Revise learning activities found in the Learning Guide which do not fit to practicality and efficiency.
- Revisit written research papers and articles and improve quality for publication purposes.
- Finish remaining requirements in the PhD Degree.

Result:

- Adapted relevant teaching strategies that helped students, both online and printed modules, attain meaningful and quality learning.
- Adjusted some learning activities in the learning guide.
- Revisited and edited previously written research articles and were readied for publication.
- Continued working on PhD requirements.

Date: July 2021

Target Date: December 2021

Next Step:

- To continually adapt teaching strategies which are deemed effective.
- To submit papers for publication.
- To pass the comprehensive exams in PhD.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


JOSEPH E. PADILLA
Faculty/Ratee