SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member: **CORAZON A. PADILLA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.475	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	90%	4.39	**3.951**
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.451**

EQUIVALENT NUMERICAL RATING: 4.451
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.451**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

CORAZON A. 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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CORAZON A. 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 2022

	Approved:	
CORAZON A. PADILLA	**JETT C. QUEBEC**	**MA. THERESA P. LORETO**
Instructor II	Department Head	College Dean
Date: July 5, 2022	Date: July 6,, 2022	Date: 8/4/2022

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					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					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	N/A					N/A
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	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					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	N/A	N/A					N/A
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems	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 Moddle or Google Classroom	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	N/A	N/A					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	22.2	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	14	5	5	4	4.67	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020); ELSt 200 (M423)
		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	1	10	5	5	5	5.00	20-1-01338, 20-1-00536, 14-1-00331, 20-1-02060, 20-1-00820, 20-1-01282, 19-1-01774, 19-1-01879, 18-1-00451, 18-1-01791
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	VSU Faculty Onboarding 2nd Semester AY 2021-2022 and TURNITIN Feedback Studio Instructor's Workflow Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec	10	60	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	none	none					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	12	5	5	5	5.00	ABELS 1
		A17 . Number of students advised on thesis/ field practice/special								

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	Klent Jay Solijon, Lanie Rey Moreno, Chelsy Gween Negad,
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	0					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	none	none					
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	none	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	3	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	20	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
	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	3	none					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	6	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)
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	3	5	5	4	4.67	ABELS AACCUP Accreditation
		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	3	2	5	5	5	5.00	Comm 11 (M003, M004, M006, M009); ELSt 102 (MO19, M020)

				SUBTOTAL				4.95	
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	Writes publishable materials out of research outputs and submits for publication							
	In refereed int'l journals		1	NONE					
	In refereed nat'l/regional journals								
PI 4. Number of research	**A 30.** Number of research outputs	Prepares, submits and presents research paper in scientfic for							
	In int'l fora/conferences		1	none					
	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	2	none					
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					
	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	2	NONE					
				SUB-TOTAL				0.00	
UMFO 4. EXTENSION SERVICES									

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and	Identifies and links with probable partners for extension activities and maintains this active partnership	2	1	5	5	5	5.00	DepEd Division Office of Baybay City
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	1	none					
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	none					
PI 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and relevant	2	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		1	none					
Peer reviewers/Panelists	Peer reviewers/Panelists		1	none					
Resource Persons	Resource Persons		1	none					
Convenor/Organizer	Convenor/Organizer		1	none					
Consultancy	Consultant		1	none					
Evaluator	Evaluator		1	none					
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	none					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	none					
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	2	none					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	none					

	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal		2	1				
				AVERAGE				5.00	

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	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			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 (GASS)

PI 2. Zero percent complaint from clients	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	No complaint	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 dents/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							
			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. Corazon Padilla's positive attitude contributes to the vibrant vibes in the department. She is eager to be of assistance to departmental endeavors. A Doctorate degree would certainly be a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 6, 2022

Recommending Approval

MA. THERESA R. LORETO
Dean, College of Arts and Sciences
Date:____8/4/2022____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **CORAZON A. 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	Handle and teach courses assigned as follows: a) Purposive Communication (M003, M004, M006, M009) b) ELSt 102 Theories of Language and Language Acquisition (M019, M020) c) ELSt 200.2- Language Research 2: Undergraduate Thesis	- Active and operational Moodle Classrooms; - Attendance of students (Online Modality) in Moodle Classroom; - Remarked outputs of students; - Grade Sheets; - Updated virtual classrooms; - Video Discussions - Messenger Group Chats - Instructional Materials -Approved Undergraduate Thesis	February 2022	June 2022	June 2022	Impressive	Outstanding	
2	Address 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	February 2022	June 2022	June 2022	Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	February 2022	June 2022	June 2022	Impressive	Outstanding	
4	Write and submit Learning Guides on assigned courses	-Learning Guides in the following courses: a. Purposive Communication b. Theories of Language and Language Acquisition	February 2022	June 2022	June 2022	Impressive	Outstanding	
5	Participate in Trainings and Workshops	Certificate of appearance and participation	February 2022	June 2022	June 2022	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	February 2022	June 2022	June 2022	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CORAZON A. PADILLA**
Performance Rating:

Aims:
- To further improve personal teaching activities and techniques that are considered successful and beneficial;
- To offer meaningful contribution and service to the department, college, and the university on the whole;
- To increase research engagements for publication in CHED-recognized and ISI/Scopus-indexed journals duly recognized internationally;
- To stay updated to the recent trends in the field and establish linkages to build programs in line with the university's mission; 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: January 2022   Target Date: June 2022
First Step:
- Review the learning activities found in the Learning Guide and modify when deemed necessary.
- Evaluate and modify existing teaching strategies and approach to fit in the new normal.
- Reflect on initiatives that can offer meaningful gain to the department, college, and the university on the whole;
- Enhance written research papers and articles for publication purposes.
- Pass the oral defense and the comprehensive examinations to complete the degree.

Result:
- Adjusted some learning activities in the learning guide.
- Adapted relevant teaching strategies that helped students in the new normal.
- Identified possible research and extension partners.
- Revisited and edited previously written research articles and were submitted for publication.
- Continued working on manuscript for Oral Defense.

Date: July 2022   Target Date: December 2022

Next Step:
- To continually adapt effective teaching strategies and approach in the new normal.
- To build partnership and collaboration with different agencies and colleagues for research and extension.
- To attend and present research papers in international conferences.
- To submit papers for publication.
- To write dissertation and pass Oral Defense.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JEFF C. QUEBEC
Department Head

Conforme:

CORAZON A. PADILLA
Faculty