SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JULY-DECEMBER 2023

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%)		4.93 x 50% = 2.465	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	60%	4.97	2.98
2. Research	10.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10.0% = 0.500	
TOTAL for Research			0.500
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	30%	4.96 x 30% = 1.488	1.488
TOTAL	100%		4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.97**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

___**CORAZON A. PADILLA**___
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
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, CORAZON A. PADILLA, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE 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 2023

CORAZON A. PADILLA	Approved:	
CORAZON A. PADILLA	**MARIA VANESSA E. GABUNADA**	**MA. THERESA P. LORETO**
Asst. Prof. III	Department Head	College Dean
Date: Dec.20, 2023	Date:	Date: JAN 2 3 2024
0 4 JAN 2024	1 0 JAN 2024	

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Eficiency	Timelines s	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	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 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 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	28.05	5	5	5	5.00	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
		A10 . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	3	5	5	5	4	4.67	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
		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	1	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction		Attend mandated trainings	1	1	5	5	5	5.00	VSU Faculty Onboarding
		A13 . Number of long examinations administered and checked		Administers and checks long examination for subjects taught	2	4	5	5	4	4.67	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	5	15	5	5	4	4.67	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
		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	13	5	5	5	5.00	ABELS 1, 2, and 3
		A17 . 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	2	5	5	5	5.00	Aericka Jane Managbanag, Rhodelyn Atracador
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	7	5	5	5	5.00	Maybelle Mata, Vanessa Jaballa, Cristene Regonios, Maria Theresa Pepito, Diaz, Jenya Marie Canillo, Lipardo, Venz Norman, Bacusmo, Bernard, Regonios, Cristine Silleza,

	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 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
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	none	none					
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	10	5	5	5	5.00	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
	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	none	none					
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	COMM 11 website
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	none	none					
	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	5	5	5	5	5.00	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
				average						
					Total:				4.93	
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	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	none	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			none	none					
		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							
		In int'l fora/conferences			none	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	none	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	none	none					
		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	COMM 11 (M009, M144, M068), ELSt 104 (M922, M766), ELSt 200.2 (MT13)
						Total:				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	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 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			none	none					
	Peer reviewers/Panelists	Peer reviewers/Panelists			none	none					
	Resource Persons	Resource Persons			none	none					
	Convenor/Organizer	Convenor/Organizer			none	none					

				none	none					
Consultancy	Consultant			none	none					
Evaluator	Evaluator			none	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	none	none					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			none	none					
	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:				N/A	

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:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								
					Total:				N/A	

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	zero complaint					
	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *									
	A 48. Other outputs implementing the new normal due to covid 19									
PI 3: Additional Outputs										
Effectively acted Administrative /Financial Documents	Number of official documents timely and effectively acted upon		Review and sign documents	26	800	5	5	5	5.00	
Docs	Number of quality procedure revised		revise Quality Procedure	1	1	5	5	5	5.00	
Planning Management and Monitoring Services	Programs, activities and Project (PAPs) planned									

				Planned meetings		Planned Schedule and Invitation	10	14	5	5	5	5.00	
				number of conducted meetings		Preside plan meetings	10	14	5	5	5	5.00	
				Number of PAPs monitored		Scholarship Program	2						Committee Members has yet to be identified with approval from VSUAAI BOD.
						Alumni Communicator's output	4	6	5	5	5	5.00	Alumni Tracer studies and other monitoring reports
				Number of Alumni Monitored via google survey docs		google survey responses	100	465	5	5	5	5.00	
Additional Assignment (ACRO Head)													
ACRO	Alumni Services			Alumni Inquirries responded (%)		respond to inquiries by Alumni via social Media platform	80%	100%	5	5	5	5.00	
				Number of alumni clearance acted upon		signed alumni clearance of graduating students	400	825	5	5	5	5.00	
	Strong Alumni Engagement			Number of Social Media maintained and regularly updated		Social media updated regularly	1	2	5	5	5	5.00	Viscan Kami, VSU Alumni and Community Relations Office FB Page, ACRO Website, ACRO Instagram account
				Percent campus alumni joining activity		facilitation collaborated with Acs	20%	30%	5	5	5	5.00	
				number of alumni campus activity facilitated		facilitation collaborated with Acs	1	1	5	5	5	5.00	
				Number of chapter identified and facilitated for creation		coordinate with alumni groups via social media	1	2	5	5	5	5.00	VHSAAI, NOVAA
				Number of Chapters submitting report to ACRO		Inform alumni chapters of their task to make regular reports of chapter activities and submit to ACRO for publicity as part of alumni updates	1	2	5	5	5	5.00	Alumni chapters are being revived. Some are monitored via FB group chat.
				Number of meeting with Host batches members		faciliates meeting of members of host batches to plan preparation of annual alumni homecoming/reunion	1	5	5	5	5	5.00	
				Number of Alumni google survey Docs prepared		Google survey to get feedback from alumni	3	4	5	5	5	5.00	

	Number of virtual alumni reunion/homecoming of alumni all over the world facilitated		facilitates coordinates, plan and oversee alumni vvirtual homecoming/reunion	1	1	4	4	5	4.30	Viscan High School alumni Gathering and Christmas party
	Number of responses from surveys monitored		monitor and study the responses submitted by alumni from the google surveys	30	50	5	5	5	5.00	
Other outputs implementing new normal due to COVID_19	install foot bath at the office, wearing of mask and social distancing by no direct face to face contact in transaction, clients transact at the office window		oversee the implementaion of office protocols for new normal	100% impleme ntation	100%	5	5	5	5.00	
					Total:				4.96	
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. Padilla performs well in her classes despite being Head of ACRO. She needs to finish her Ph.D. for the development of her profession.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head
Date: 1 0 JAN 2024

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: feb 14, 2024

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 (M009, M14) b) ELSt 104 (M922, M766) c) ELSt 200.2- Language Research 2: Undergraduate Thesis (MT13)	- Active and operational COMM11 website; - Remarked outputs of students; - Grade Sheets; - Messenger Group Chats - Instructional Materials - Approved Undergraduate Thesis	August 2023	December 2023	December 2023	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 2023	December 2023	December 2023	Impressive	Outstanding	
3	Course Preparation	-video discussions; - PowerPoint presentations; - Assessment materials	February 2023	December 2023	December 2023	Impressive	Outstanding	
4	Participate in Trainings and Workshops	Certificate of appearance and participation	February 2023	December 2023	December 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	February 2023	December 2023	December 2023	Impressive	Outstanding	

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

Prepared by:

MARIA VANESSA E. GABUNADA
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: July 2023   Target Date: December 2023
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.
- Continue working on dissertation.

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.
- Continue working on dissertation.

Date: January 2024   Target Date: June 2024

Next Step:
- To continually adapt effective teaching strategies and approach in teaching.
- 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 propose relevant seminar-workshops for the faculty members and clienteles of the language section.
- To finish dissertation and pass Oral Defense.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Conforme:

CORAZON A. PADILLA
Faculty