

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

Name of Faculty Member: **JUDE NONIE A. SALES**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$3.17 \times 50\% = 1.59$	
Total for Instruction	45%	4.09	1.84
2. Research			
a. Client/Dir. For Research (50%)		$4.89 \times 50\% = 2.45$	
b. Dept. Head/Center Director (50%)		$4.89 \times 50\% = 2.45$	
Total for Research	30%	4.90	1.47
3. Extension			
a. Client/Dir. For Extension (50%)		$5.0 \times 50\% = 2.50$	
b. Dept Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
<b>TOTAL</b>			<b>4.56</b>

EQUIVALENT NUMERICAL RATING: 4.56

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**JUDE NONIE A. SALES**

Name of Faculty

Reviewed by:

**EDITHA G. CAGASAN**

Department Head

Recommending Approval:

**VICTOR B. ASIO**

Dean/Director


Approved:

**BEATRIZ S. BELONIAS**


VP for Academic Affairs

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUDE NONIE A. SALES**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2022**.

  
**JUDE NONIE A. SALES**  
 Assistant Professor IV

Approved:

  
**EDITHA G. CAGASAN**  
 Department Head

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
MFO 1. Graduate Student Management Services										
	Total FTE coordinated, implemented & monitored*	PI 1. Actual Faculty's FTE	Handles subjects/courses assigned	3.27	9.00	5.0	5.0	5.0	5.0	DEVC299, DEVC212
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	1.00	1	5.0	5.0	5.0	5.0	
		PI 3. Number of students advised on thesis/special problem/dissertation		1.00	6	5.0	5.0	5.0	5.0	
		As GAC Chairman	No grad student advisee assigned							No chairmanship
		AS GAC Member	Student advisee assigned	1.00	6	5.0	5.0	5.0	5.0	
		PI 4. Number of students entertained for consultation purposes	Student advisees who consulted on thesis	1.00	1	5.0	5.0	5.0	5.0	



	Number of instructional materials developed *	<b>PI 5.</b> Number of on-line ready coursewares developed and submitted for review	Convert the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2	5.0	5.0	5.0	5.0	DEVC299, DEVC212
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	10	5.0	5.0	5.0	5.0	DEVC299, DEVC212
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	30	5.0	5.0	5.0	5.0	DEVC299, DEVC212
		<b>PI 6 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	2	5.0	5.0	5.0	5.0	DEVC299, DEVC212

## UMFO 2. HIGHER EDUCATION SERVICES

### MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	<b>PI 7.</b> Actual Faculty's FTE	Handles and teaches courses assigned	6.39	19.85	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 8.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	9	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 9.</b> 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	1.00	6	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124

		<b>PI 10 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1.00	2	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 11 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	1.00	14	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 12 . Number of quizzes/assessments administered and checked</b>	Prepares and checks quizzes for lec and lab	2.00	2085	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 13 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	2.00	1390	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
	Number of students advised: *	<b>PI 14 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	3.00	20	5.0	5.0	5.0	5.0	
		<b>PI 15 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1.00	9	5.0	5.0	5.0	5.0	
		<b>PI 16 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5.00	50	5.0	5.0	5.0	5.0	
	Number of student organizations advised/ assisted *	<b>PI 17 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USSO</i>	1.00	1	5.0	5.0	5.0	5.0	Banaag Visual Arts Group
		<b>PI 18 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	1.00	5	5.0	5.0	5.0	5.0	Banaag Visual Arts Group
	Number of instructional materials	<b>PI 19 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel	1.00	7	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	7	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	105	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	2085	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124
		<b>PI 20</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3.00	105	5.0	5.0	5.0	5.0	DevC 140n, Devc 155n, CAEd 118, CAEd 124

**Total Rating for Instruction**

**130.0**

**Average Rating for Instruction byHead**

**5.0**

**MFO 3 . RESEARCH SERVICES**

	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	<b>PI 21.</b> 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	1.00	3	5.0	5.0	5.0	5.0	
	Number of research outputs completed within the year *	<b>PI 22.</b> Number of research outputs completed within the year *	Conducts and completes research project/study within the year	1.00	3	5.0	5.0	5.0	5.0	3 projects conducted within the year, but completion of project activities is targeted in December 2022
	Number of research outputs presented in regional/national/ int'l fora/conferences	<b>PI 23.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1.00	1	5.0	4.0	5.0	4.67	

**Total Rating for Research**

**14.67**

**Average Rating for Research**

**4.89**

## MFO 4. EXTENSION SERVICES

	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholder as a result of extension activities	<b>PI 24.</b> 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	1.00	3	5.0	5.0	5.0	5.0	
	Number of trainees weighted by the length of training	<b>PI 25.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	25.00	60	5.0	5.0	5.0	5.0	
	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>PI 26.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1.00	3	5.0	5.0	5.0	5.0	
	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>PI 27.</b> 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	1.00	60%	5.0	5.0	5.0	5.0	
	<i>Number of technical/expert services</i>	<b>PI 28.</b> <i>Number of technical/expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries	2.00	3	5.0	5.0	5.0	5.0	
	<i>Resource Persons</i>	<i>Resource Persons</i>		1.00	3	5.0	5.0	5.0	5.0	
		<b>PI 31.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1.00	3	5.0	5.0	5.0	5.0	Development of training manuals and powerpoint presentatons for virtual trainings on Scientific paper writing and research designing (4 manuals & 4 ppt presentations)
<b>Total Rating for Extension</b>									<b>35.0</b>	
<b>Average Rating for Extension</b>									<b>5.0</b>	



**MFO 6. General Admin. & Support Services (GASS)**

Number of monthly/special & staff meetings conducted	<b>PI 32.</b> Number of monthly/special staff meetings conducted**	As CAC Head	5	12	5.0	5.0	5.0	5.0	Culture and the Arts Center
Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets	<b>PI 33.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets**	As CAC Head	5	12	5.0	5.0	5.0	5.0	Culture and the Arts Center
Number of Office PPMP's and PR's submitted	<b>PI 34.</b> Number of office PPMP and PR's within the prescribed deadline	As CAC Head	5	15	5.0	5.0	5.0	5.0	Culture and the Arts Center
Zero percent complaint from clients served	<b>PI 35.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5.0	5.0	5.0	5.0	Culture and the Arts Center
Additional Outputs	<b>PI 36.</b> 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	3.00	7	5.0	5.0	5.0	5.0	These activities include (1) Collaborated with the UIMC for the production and broadcast of virtual socio-cultural performances (2) Collaborated with the International Affairs Office on events related to linkages (3) Collaborating with the LGU and local academic institutions outside the university to support culture and arts education as well as local knowledge.

		<b>PI 37.</b> Other outputs implementing the new normal due to covid 19	Design Administration/ management related activities and other outputs to implement new normal	2.00	6	5.0	5.0	5.0	5.0	Conduct of online meetings with different committees involved in organizing and coordinating different activities related to culture and the arts events and activities in the university
<b>Total Rating for GASS</b>									<b>30.0</b>	
<b>Average Rating for GASS</b>									<b>5.00</b>	
<b>TOTAL OVER-ALL RATING</b>									<b>209.7</b>	

<b>Average Rating</b>		<b>4.99</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.99</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

<b>Comments &amp; Recommendations for Development Purpose:</b>  <p style="color: blue; font-style: italic;">Good job!</p>
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Evaluated & Rated by:



**EDITHA G. CAGASAN**

Department Head

Date:

Recommending Approval



**VICTOR B. ASIO**

Dean, CAFS

Date:

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:



**PERFORMANCE MONITORING FORM**  
**(January to June 2022)**

Name of Employee: **JUDE NONIE A. SALES**

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	Continue to conduct virtual classes on DEVC299, DEVC212, DevC 140n, DevC 155n, CAEd 118, CAEd 124, check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2022	February 2022	February 2022	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations DEVC299, DEVC212, DevC 140n, DevC 155n, CAEd 118, CAEd 124 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2022	July 2022	Some activities completed in June 2022; deadline for other requirements set on July 15, 2022	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the Culture and the Arts Center (CAC).	Expected deliverables of the office are met. (Implementation of culture and the arts activities among stakeholders accomplished, e.g. VSU 97 <sup>th</sup> Anniversary culture and arts events and activities)	March 2022	April 2022	As targeted (in April 2022)	Very Impressive	Outstanding	Keep it up!

4	Took over the responsibility as Project leader for the YRRP - IEC Materials Production project	Expected deliverables of the project are met. (Re-alignment of project budget and revision of the project PPMP, Reprinting of IEC materials, and request for project extension)	January 2022	June 2022	Completed as targeted in December 2022	Very Impressive	Outstanding	Keep it up!
4	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	January 2022	June 2022	June 2022	Very Impressive	Outstanding	Keep it up!

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

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

Prepared by:



**EDITHA G. CAGASAN**  
OIC-Head, DDC



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUDE NONIE A. SALES**

Performance Rating:

Aim: To maintain, if not improve, outstanding performance in instruction, research, extension and administration

Proposed Interventions to Improve Performance:

Date: **January 2022**

Target Date: **June 2022**

### First Steps:

1. Attend trainings intended to enhance instruction, research, extension and administration skills
2. Continue to implement research and extension projects
3. Write articles for possible publication in refereed journals
4. Continue linkages with other stakeholders in the promotion of culture and the arts events and activities
5. Continue with professional advancement by completing PhD in DevCom

### Results

1. Enhanced capabilities to:
  - a. Prepare OBE syllabi and instructional materials that can be used for the flexible learning system implemented by VSU during this pandemic
  - b. Facilitate students learning under the new learning modality
  - c. Organize and coordinate culture and the arts events and activities within and outside the university with various stakeholders
2. Participated in the implementation of research and extension projects
3. Conducted dissertation research and started analysis of collected research data
4. Wrote drafts of scientific articles and submitted for publication in refereed journals

Date: **July 2022**

Target Date: **December 2022**

### Next Step:

1. Continue preparing learning materials and conduct virtual classes for the courses taught during the semester;
2. Continue implementing research and extension projects;
3. Write research reports for presentation in the VSU In-house Research Review
4. Continue writing research papers for possible publication in refereed journals

5. Continue to organize and coordinate culture and the arts events and activities within and outside the university with various stakeholders
6. Continue working on thesis dissertation

**Outcomes:**

1. Enhanced implementation of the instruction-related activities under the new normal;
2. Continued implementation and monitoring of research and extension projects despite the limitation imposed by the COVID-19 pandemic;
3. Professional advancement and self-satisfaction
4. Drafts of scientific articles written and ready for submission to refereed journals
5. Implemented activities on culture and the arts events after organizing and coordinating them along various stakeholders within and outside of the university
6. Complete PhD dissertation and final exam

**Final Step/Recommendation**

1. Continue the preparation of learning materials for the flexible learning system implemented by VSU under the new normal;
2. Continue the conduct of research and extension projects, and use knowledge generated in R & E as input to enhance instruction.
3. Continue writing articles for publication in refereed journals
4. Continue working on PhD dissertation until completion
5. Continue organizing and coordinating culture and the arts events and activities within and outside the university with various stakeholders

Prepared by:



**EDITHA G. CAGASAN**  
OIC-Head, DDC

Conforme:



**JUDE NONIE A. SALES**  
Ratee Faculty/Staff