

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

Rating Period: July-December 2021

Name of Faculty Member:

CORAZON A. 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%)		4.94 x 50% = 2.470	
b. Students (50%)		3.80 x 50% = 1.900	
TOTAL for Instruction	80%	4.37	3.496
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.89 x 5% = 0.245	
TOTAL for Research			0.245
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.92 x 10% = 0.492	
TOTAL for Extension			0.492
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.483

EQUIVALENT NUMERICAL RATING: 4.483

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.483

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

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 me: JULY-DECEMBER 2021.

CORAZON A. PADILLA

Instructor II

Date:

Approved:

JETT C. QUEBEC

Department Head

Date: January 5, 2022

MA. THERESA P. LORETO

College Dean

Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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										
	PI 4: Total FTE coordinated implemented &	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,	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
	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										
CVPI 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	29.7	5	5	5	5.00	Comm 11, Humn 11, EIng 109, ELSt 200.1, and Extension
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	8	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
		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	none	17	5	5	4	4.67	18-1-00902, 20-1-01040, 20-1-01535, 20-1-00727, 20-1-00907, 20-1-01224, 20-1-01847, 19-1-02225, 19-1-00985, 19-1-00131, 19-1-01757, 19-1-01997, 18-1-01219, 15-1-01940, 20-1-02034, 20-1-00789, 20-2-02359, and 20-1-00448
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	3	5	5	5	5.00	Faculty Onboarding, Moodle Training with Certificate, Corpus Linguistics
		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, Humn 11, and EIng 109
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec	45	50	5	5	5	5.00	Comm 11, Humn 11, and EIng 109
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	none						

PI 8: Number of students advised *	A16. Number of students advised:	Acts as academic adviser to students	15	68	5	5	5	5.00	Based on the existing number of advisees on cumulus
	A17. Number of students advised on thesis/ field practice/special								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	none					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	ABELS 4 ELSt 200
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	4	4.67	Comm 11, Humn 11, EIng 109, and ELSt 200.1
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	3	2	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
	Assessment tool's	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
	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	2	5	5	5	5.00	Comm 11, Humn 11, and EIng 109
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	7	2	5	5	5	5.00	Comm 11, Humn 11, EIng 109, and ELSt 200.1
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	1	5	5	5	5.00	RQAT (MS Language Teaching)

		Agency/firm/ industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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, Humn 11, EIng 109, and ELSt 200.1
					AVERAGE				4.94	
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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	1	5	5	4	4.67	Big Books: A Transmission Mechanism Towards the Safeguarding of Baybayanon's Oral Traditions (on-going research project)
	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	1	5	5	4	4.67	Big Books: A Transmission Mechanism Towards the Safeguarding of Baybayanon's Oral Traditions (on-going research project)
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>		2	3	5	5	5	5.00	(1) Morpho-Syntactic Error Analysis in Written Compositions of MTB-MLE Policy Students/International Journal of Social Sciences and Educational Studies vol.8 issue 2 June 2021; (2) Concept Analysis of Kalinaw among Cebuano Speakers Using Kawakita Jiro Method/Indonesian Journal of
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and presents							
		<i>In int'l fora/conferences</i>		3	1	5	5	5	5.00	4th International Multidisciplinary Research Conference
		<i>In nat'l/regional fora/conferences</i>								
	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	Big Books: A Transmission Mechanism Towards the Safeguarding of Baybayanon's Oral Traditions (on-going research project)

	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 papers received and returns	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	2	5	5	5	5.00	Multimodal Discourse Analysis of COVID 19 Vaccination Campaign Posters: A Visual Grammar Approach,
					AVERAGE				4.89	
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 maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	2	2	5	5	5	5.00	Division of Negros Occidental and Baybay City Division
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among	1	none					for July-December
	PI 3. Number of extension programs organized and supported consistent with	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	4	5	4.67	Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
	PI 4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Provides quality and relevant training courses and advisory services	2	2	5	4	5	4.67	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication Schools Division of Baybay City: Instructional Materials Development
	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	1	5	5	5	5.00	3rd Division Virtual Research Conference
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication Schools Division of Baybay City: Instructional Materials Development

	Convenor/Organizer	Convenor/Organizer		1	2	5	5	5	5.00	Schools Division of Negros Occidental: Webinar on Journal Writing and Publication: Schools Division of Baybay City: Instructional Materials Development
	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 extens on project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
	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	5	5	5	5.00	Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
					AVERAGE				4.92	
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 the QMS 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 complain +	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 depts/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: January 5, 2022

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

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	Handles and teaches courses assigned as follows: a) Purposive Communication (M008, M147) b) Art Appreciation (M071, M897, M902) c) Teaching and Assessment of Grammar (T376, T386) d) Language Research 2 (M921)	- Active and operational Moodle Classrooms; - Attendance of students (Online Modality) in Moodle Classroom; - Remarkd outputs of students; - Grade Sheets; - Updated virtual classrooms; - Video Discussions - Messenger Group Chats - Instructional Materials	August 2021	December 2021	December 2021	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	August 2021	December 2021	December 2021	Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	August 2021	December 2021	December 2021	Impressive	Outstanding	
4	Write and submit Learning Guides on assigned courses	-Learning Guides in the following courses: a. Introduction to Pragmatics b. Introduction to Literature c. Art Appreciation	August 2021	December 2021	December 2021	Impressive	Outstanding	
5	Participate in Trainings and Workshops	Certificate of appearance and participation	August 2021	December 2021	December 2021	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	August 2021	December 2021	December 2021	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 PLAN

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

Performance Rating:

Aims:

- To plan continuous learning activities that resolve the need for quality education in the new normal;
- To apply and 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 Scopus indexed journals duly recognized internationally;
- To keep updated to the recent trends in the field and establish linkages in international conferences; 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:

- 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.
- Finish remaining requirements in completing PhD Degree.

Result:

- Adjusted some learning activities in the learning guide.
- Adapted relevant teaching strategies that helped students, both online and printed modules, 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 PhD requirements.

Date: January 2022

Target Date: June 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 complete PhD degree.


Outcome: NA

Final Step/Recommendation: NA

Conforme:


CORAZON A. PADILLA
Faculty

Prepared by:


JETT C. QUEBEC
Department Head