

Exhibit K

**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%)		4.7 x 50% = 2.4	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	40%	4.9 4.70	1.96
2. Research			
a. Client/Dir. for Research		4.7 x 100% = 4.7	
Total for Research	30%	4.7	1.4
3. Extension			
a. Client/Dir. for Extension		5.0 x 100% = 5.0	
Total for Extension	15%	5.0	0.75
4. Administration	10%	5.0	0.5
5. Production	5%	5.0	0.25
TOTAL			4.86 4.78

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.86~~ 4.78

~~4.86~~ 4.78

ADJECTIVAL RATING:

Outstanding

Prepared by:

JUDE NONIE A. SALES
Name of Faculty

Reviewed by:

ROTACIO S. GRAVOSO
-Department Head-

CHRISTINA A. GABRILLO
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director


Approved:

BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUDE NONIE A. SALES**, a faculty member of the DEPARTMENT OF DEVELOPMENT COMMUNICATION commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JULY TO DECEMBER 2020.


JUDE NONIE A. SALES
 Ratee

Approved:


CHRISTINA A. GABRILLO
 Department Head

	MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPAAs MFO 2. Graduate Student Management Services										
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	5.06	18.12	5	5	5	5.00		
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		19	5	5	4	4.67	DEVC 212	
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		2	5	5	4	4.67		
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	5	5	4	4.67		

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		20	5	5	4	4.67	PPT/BOARDWORK
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, exercises, etc.		10	5	5	4	4.67	EXAMS, LONG EXAM, QUIZZES
	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		1	5	5	4	4.67	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		1	5	5	4	4.67	GOOGLE
UMFO 2. HIGHER EDUCATION SERVICES								37.67	
OVPI UMFO 3. Higher Education Management Services								4.71	
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	9.24	11.55	5	5	4	4.67	DevC 137, BCAED 127
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		3	5	5	4	4.67	with 2 sections
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		4	5	5	4	4.67	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		10	5	5	4	4.67	
PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	Online ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							

	Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 23 : Number of online course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
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							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
Total Rating for Instruction								18.67	
Average Rating for								4.67	
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	5	5	4	4.67	

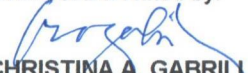
$$56.34/12 = 4.695$$

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/study within the year		1	5	5	4	4.67	
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								
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication		1	5	5	4	4.67	<i>Submitted for ATR for review</i>
	In refereed nat'l/regional journals			1	5	5	4	4.67	<i>The paper has been accepted for inclusion in the 2020 special issue of ATR</i>
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 scientific fora/conferences							<i>not included in the target output due to travel restrictions in the light of COVID-19 pandemic</i>
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							<i>not included in the target in the light of fund limitations due to the covid-19 pandemic</i>
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

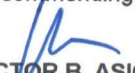
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
Total Rating for Research								18.67	
Average Rating for Research								4.67	
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							
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							
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	Implements duly approved extension projects		1	5	5	5	5.00	with YRRP-IEC
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		90%	5	5	5	5.00	

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	5	5	5	5.00	special program in the arts, deped
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons			1	5	5	5	5.00	arts month for deped
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
Total Rating for Extension								20.00	
Average Rating for Extension								5.00	
Total Over-all Rating			95.00	Comments & Recommendations for Development Purpose Good job!					
Additional Points:			23.75						
Approved Additional points (with copy of approval)									
FINAL RATING			4.76						
ADJECTIVAL RATING			Outstanding						


Evaluated & Rated by:


CHRISTINA A. GABRILLO
 Department Head
 Date:

Recommending Approval:


VICTOR B. ASIO
 Dean
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM


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	Update Syllabi and PowerPoints of her master in devcom class in DevC212 and teach class in development communication in college: DevC137 Communication Media Laws and Ethics and CAED127 Principles and Practice: Dramaturgy and Aesthetics in Philippine and Non – Philippine Theater Classics	Number of classes taught	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Great job!
2	Do extension and research work via involvement in the in-house research and extension projects initiated and conducted by DDC.	Number of extension projects and research works completed	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Great job!

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

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

Prepared by:


ROTACIO S. GRAVOSO
 Head, DDC
 CHRISTINA A. GABRILLO
 Head, DDC

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **Outstanding**

Aim: Achieve higher competencies in Development Communication instruction, research, and extension

Proposed Interventions to Improve Performance:

Date: **July 2020** Target Date: **December 2020**

First Step: Complete PhD dissertation data gathering, involve in academic and research and extension activities.

Result: PhD dissertation data gathering in progress due to pandemic lockdown, became initially involved in the YRRP IEC Research Project and was given an academic load for one graduate course and two undergraduate courses.


Date: **July 2021** Target Date: **December 2021**

Next Step: Continued with my PhD dissertation data gathering, helped design IEC materials for 15 YRRP research projects and handled classes for one graduate and two undergraduate courses.

Outcome: PhD dissertation in progress, all IEC materials (leaflets, modules and instructional video) had been started for illustrations and layout. Graduate and undergraduate course exams assignments, and other requirements had been given, and graded.

Final Step/Recommendation: Complete PhD dissertation, come up with a collection of usable YRRP IEC materials and submit students' grades.

Prepared by:


CHRISTINA A. GABRILLO
ROTACIO S. GRAVOSO SUP
Head, DDC

Conforme:


JUDE NONIE A. SALES
Ratee Faculty/Staff