SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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. ~~Faculty~~ Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	~~90~~ 95% √ 95%		~~4.50~~ **4.75** √ 4.75
2. Research	~~2.5%~~ √		√ 0.00
3. Extension	~~2.5%~~ √		√ 0.00
4. Production			
5. Administration/Other Services	5.0%	5.00	0.25 √
TOTAL			~~4.750~~ 5.00

EQUIVALENT NUMERICAL RATING: √ ~~4.750~~ 5.0

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: √ **4.750** 5.0

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CORAZON A. PADILLA
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:
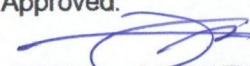
MA. THERESA P. LORETO
Dean, CAS

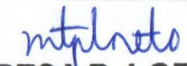Approved by:

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 measures for the period NOVEMBER-DECEMBER 2020.

Approved:

CORAZON A. PADILLA
Instructor II
Date:

JETT C. QUEBEC
Department Head
Date: 2-4-21

MA. THERESA P. LORETO
College Dean
Date: 2/15/2021

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 ...
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	21	40.95	5	5	5	5.00		Comm 11 (6), Litr 135 (4)
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	none	none						none
	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	none						none
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	none	none						
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	none	none						
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec	5	6	5	5	5	5.00		Comm 11 (6), Litr 135 (4)

PI	Activity	Description							Remarks
	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*	*5*	*10*	5	5	5	5.00	ABELS
	A17 . *Number of students advised on thesis/ field practice/special problem:*								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	*none*	*none*					none
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	*none*	*none*					none
	A18 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	30	30	5	5	5	5.00	Comm 11 (6), Litr 135 (4)
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	*none*	*none*					
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	1	5	5	4	4.67	Elng 103
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	3	4	5	5	5	5.00	Comm 11 (6), Litr 135 (4)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Comm 11 (6), Litr 135 (4)
	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	5	10	5	5	4	4.67	Comm 11 (6), Litr 135 (4)

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							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							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	none	none							none

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	none	none							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	none	none							none
PI 3. Percentage of research outputs published in internationally-referred or	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	Writes publishable materials out of research outputs and submits for publication	none	none							none
	In refereed int'l journals										
	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	none	none							none
	In int'l fora/conferences										
	In nat'l/regional fora/conferences										
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows up its approval for	none	none							none
PI 6. Additional outputs*	**A 32.** No. of research-related										

		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	N/A	N/A					N/A
		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					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	none	none					
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		N/A	N/A					
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		N/A	N/A					
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		N/A	N/A					
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		N/A	N/A					

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	N/A	N/A						
Research Mentoring	Research Mentor		N/A	N/A						
Peer	Peer reviewers/Panelists		N/A	N/A						
Resource Persons	Resource Persons		N/A	N/A						
Convenor/Organizer	Convenor/Organizer		N/A	N/A						
Consultancy	Consultant		N/A	N/A						
Evaluator	Evaluator		N/A	N/A						
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	N/A	N/A						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		N/A	N/A						
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	N/A	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			5	5	5	5.00	zero % non-conformity
	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			5	5	5	5.00	100% compliant
	On program accreditations									
	On institutional accreditations									

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	Zero % complaint
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 performfing 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							
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

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: 2-4-21

Recommending Approval

mtploreto
MA. THERESA P. LORETO
Dean, _____
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/19/21

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) Comm 11 (Purposive Communication) b) LITR 135 (Creative Writing)	- Active and operational Google Classrooms; - Attendance of students (Online Modality) in the Google Classroom; - Remarked outputs of students; - Grade Sheets; - Updated virtual classrooms; - Video Discussions - Messenger Group Chats - Instructional Materials	November 2020	December 2020	December 2020	Very 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	November 2020	December 2020	December 2020	Very Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	November 2020	December 2020	December 2020	Very Impressive	Outstanding	
4	Write and submit Learning Guides on assigned courses	-Learning Guide in the following course: a. Structure of English	November 2020	January 2021	January 2021	Very Impressive	Outstanding	
5	Participate in Trainings and Workshops	Certificate of appearance and participation	November 2020	January 2021	January 2021	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	November 2020	January 2021	January 2021	Very 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 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; 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: November 2020   Target Date: December 2020
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 the 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 2021   Target Date: June 2021

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 submit papers for publication.
- To pass the comprehensive exams in PhD.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

CORAZON A. PADILLA
Faculty