SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JANUARY-JUNE 2023

Name of Faculty Member: **JOSEPH E. PADILLA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	85%	4.67	**3.965**
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.715**

EQUIVALENT NUMERICAL RATING: 4.715
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.715**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

_____
JOSEPH E. PADILLA
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

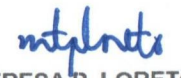Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSEPH E. 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 _____ JANUARY-JUNE 2023.

	Approved:	
JOSEPH E. PADILLA	**MARIA VANESSA E. GABUNADA**	**MA. THERESA P. LORETO**
Instructor I	Department Head	College Dean
Date: 06/26/2023	Date: 7-19-23	Date: JUL 2 5 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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					
	PI 8: Number of graduate students advised *	**A2.** Number of students advised		Acts as academic adviser to graduate students	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					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	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					
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					

				Target	Accompl.	Q	E	T	Ave	Remarks
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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					
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	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					
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	25.8	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	A10 . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	12	12	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	A 11 . Number of INC forms with grade submitted within prescribed		Facilitates students in their completion of the subject and submits completion forms with	1	5	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction		Attend mandated trainings	2	2	5	5	5	5.00	Faculty On-boarding and Turnitin
	A13 . Number of long examinations administered and checked		Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	10	36	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	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	17	5	5	5	5.00	22-1-02971, 22-1-01983, 22-1-01648, 20-1-01290,
	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	3	5	5	5	5.00	Borja, Lascañas, Pajaron
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Into, Cahigus
	A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)

PI	Activity		Description							Remarks
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*	3						For July to December
	Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	15	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	42	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198 (M791 and M562)
	A 23 : Number of on-line course ware		Submits the course ware duly reviewed by TRP for editing by MMDC editor	3						For July to December
	A 24 : Number of virtual classroom		Creates virtual classroom using either Moddle or Google Classroom	7	6	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198
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	1	1	5	5	5	5.00	InEPSOL
	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	6	5	5	5	5.00	Humn 11 (M000, M051, M092, M123), ELSt 198
					TOTAL				5.00	

UMFO 3 . RESEARCH SERVICES

PI	Activity		Description							Remarks
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	1	5	5	5	5.00	Multimodal Discourse Analysis of COVID-19 Vaccination Campaign Posters: Visual Grammar Approach
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	5	5.00	Multimodal Discourse Analysis of COVID-19 Vaccination Campaign Posters: Visual Grammar Approach

PI	Activity		Task								Remarks
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			1	1		5	5	5	5.00	Multimodal Discourse Analysis of COVID-19 Vaccination Campaign Posters: Visual Grammar Approach. March 27, 2023, Siliman Journal
	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			1							For July to December
	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	2							For July to December
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	1	1		5	5	5	5.00	Science and Humanities Journal
	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							
	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	ELSt 198 (M791 and M562)
					TOTAL					5.00	

UMFO 4. EXTENSION SERVICES

PI	Activity		Task								Remarks
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	2							For July to December
PI 2. Number of trainees weighted by	**A 37.** Number of trainees weighted by		Conducts trainings among beneficiaries of technologies for transfer	1							For July to December
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	1							For July to December
PI 4. Percentage of beneficiaries who	**A 39.** Percentage of beneficiaries		Provides quality and relevant training courses	2							For July to December

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						For July to December
Peer reviewers/Panelists	*Peer reviewers/Panelists*			1						For July to December
Resource Persons	*Resource Persons*			1						For July to December
Convenor/Organizer	*Convenor/Organizer*			1						For July to December
Consultancy	*Consultant*			1						For July to December
Evaluator	*Evaluator*			1						For July to December
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	1						For July to December
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			1						For July to December
	A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	2						For July to December
					TOTAL				5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8. Compliance to all requirements thru the established/adequate	**A 44**. Compliance to all requirements of the QMS, core processes of the university		Ensures that all the QMS core processes of the university are complied with in the	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								

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	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 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						
		A.49 Number of tree planting facilitated		Serves as Tree Planting Coordinator of the department	35	44	5	5	5	5.00
						TOTAL				5.00
Total Over-all Rating										
Average Rating										
Adjectival Rating										
Average Rating (Total Over-all ~~rating divided by number of section~~)										
Additional Points:										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Comments & Recommendations for Development Purpose: Mr. Padilla is a dedicated faculty. He is recommended to apply for the dissertation grant so he can finish his Ph.D. which can be a great development for his career.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head
Date: 7-19-23

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JUL 2 5 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOSEPH E. 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/ Recommend ation
1	Handles and teaches courses assigned as follows: a) Humn 11 (M000, M051, M092, M123) b) ELSt 198 (M791 and M562)	- Active and operational VSU E-Learning ; - 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 -Approved Undergraduate Thesis	February 2023	June 2023	June 2023	Impressive	Outstanding	
2	Addresses 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	June 2023	June 2023	Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	February 2023	June 2023	June 2023	Impressive	Outstanding	
4	Participates in Trainings and Workshops	Certificate of appearance and participation	February 2023	June 2023	June 2023	Impressive	Outstanding	
5	Participates in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	February 2023	June 2023	June 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: **JOSEPH E. PADILLA**
Performance Rating:

Aim:

●   To reflect and evaluate personal teaching practices and strategies and identify those which are deemed effective and beneficial in the current educational state;

●   To continually design learning activities which address the need for quality education in the new normal;

●   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: January 2023   Target Date: June 2023
First Step:
- Evaluate existing teaching strategies and make necessary adjustments for improvement or retention.
- Revise learning activities found in the Learning Guide which do not fit to practicality and efficiency.
- Revisit written research papers and articles and improve quality for publication purposes.
- Dissertation Proposal for PhD Degree.

Result:
- Adapted relevant teaching strategies that helped students, both online and printed modules, attain meaningful and quality learning.
- Adjusted some learning activities in the learning guide.
- Revisited and edited previously written research articles and were readied for publication.
- Have written dissertation proposal for PhD in English

Date: July 2012   Target Date: December 2023
Next Step:
- To continually adapt teaching strategies which are deemed effective.
- To submit papers for publication.
- To have Pre-oral defense for PhD Degree
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

Conforme

JOSEPH E. PADILLA

MARIA VANESSA E. GABUNADA
Department Head