

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member:

JOSEPH E. 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%)		4.95 x 50% = 2.475	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	85%	4.64	3.944
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%		4.694

EQUIVALENT NUMERICAL RATING: 4.694

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.694

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JOSEPH E. 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, 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 2022.


JOSEPH E. PADILLA
 Instructor I
 Date: July 6, 2022

Approved:

JETT C. QUEBEC
 Department Head
 Date: July 7, 2022


MA. THERESA P. LORETO
 College Dean
 Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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 & 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 were reviewed by TRP & edited by MMDC editor		Submits the course were 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	18	22.95	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	12	14	5	5	4	4.67	ELSt 198- Language Research 1: Methodology, Humn 11, ELSt 200.2- Language Research 2:Undergraduate Thesis
		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	1	4	5	5	5	5.00	Student ID:20-1-01872; 20-1-00121; 19-1-02512; 20-1-01036
		A12. Number of trainings attended related to instruction		Attend mandated trainings	2	2	5	5	5	5.00	VSU Faculty Onboarding 2nd Semester AY 2021-2022 and TURNITIN Feedback Studio Instructor's Workflow Training
		A13. Number of long examinations administered and checked		Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	ELSt 198- Language Research 1: Methodology, Humn 11
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	10	54	5	5	5	5.00	ELSt 198- Language Research 1: Methodology, Humn 11
		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	ABELS 1 and ABELS 2
		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	none					

	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Wilfredo S. Barcos Jr. (FUNCTIONS OF LANGUAGE IN FACEBOOK TEXT POSTS OF CHRIST BAPTIST YOUTH OF POLAHONGON MAHAPLAG LEYTE) and Jessa Etes Bacalan (WOMEN'S LANGUAGE FEATURES IN KATHERINE JOHNSON'S CHARACTER IN THE FILM HIDDEN FIGURES)
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	ELSt 198- Language Research 1: Methodology, Humn 11, ELSt 200.2- Language Research 2: Undergraduate Thesis
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	none	none					
		<u>A20</u> . Number of Student organizations assisted on student	Assists student organizations in implementing student related activities	none	none					
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	3	none					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	none					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	Instructional Resources in Moodle for ELSt 198- Language Research: Methodology
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	ELSt 198- Language Research 1: Methodology, Humn 11
		<u>A 23</u> : 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	none					
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	7	6	5	5	5	5.00	ELSt 198- Language Research 1: Methodology, Humn 11
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	3	5	5	4	4.67	MSLT COPC Documents and Area 5 (Research) for MSLT and ABELS AACUP Accreditation
		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	1	5	5	5	5.00	Research Proposal Presentation for ELSt 198- Language Research Methodology
						SUBTOTAL				4.95	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by	A27. Number of research outputs in the last three (3) years utilized by the		Conducts research for possible utilization by industry or other beneficiaries	1	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	1	None					
	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							
		<i>In refereed int'l journals</i>			1	NONE					
		<i>In refereed nat'l/regional journals</i>									
	PI 4. Number of research outputs	A 30. Number of research outputs		Prepares, submits and presents research							
		<i>In int'l fora/conferences</i>			1	None					
		<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	None					
	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	Silliman 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	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	1	5	5	5	5.00	Research Proposal Presentation for ELSt 198- Language Research Methodology
						SUBTOTAL				5.00	
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	2	1					DepEd Division Office of Baybay City
	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	1	None					
	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	None					
	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	2	None					
	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	2	5	5	5	5.00	Silliman Journal (Peer Reviewer) and IASPER ORG 3rd International Virtual Conference on Interdisciplinary Research in Higher Education 2022 (Session Judge)
	Resource Persons	Resource Persons			1	None					
	Convenor/Organizer	Convenor/Organizer			1	None					
	Consultancy	Consultant			1	None					
	Evaluator	Evaluator			1	None					

	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	None						
	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	None						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			1	none						Not Accomplished
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	2							
						AVERAGE					5.00	
UMFO 5. SUPPORT TO OPERATIONS												
OVPI MFO 4. Program and Institutional Accreditation Services												
	PI 8. Compliance to all requirements that 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		5	5	5	5.00		
		A 45. Compliance to all requirements of the university	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the	100% compliant							
		On program accreditations	Pilot Plant Manager									
		On institutional accreditations	SSF Rootcrop facility incharge									
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	no complaint	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: Mr. Padilla showed commitment and enthusiasm towards work.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: July 7, 2022

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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/ Recommendation
1	Handles and teaches courses assigned as follows: a) ELSt 198- Language Research 1: Methodology (M030 and M031); b) Humn 11 Art Appreciation (M044, M048, M055, M061) c) ELSt 200.2- Language Research 2: Undergraduate Thesis	- Active and operational VSU E-Learning ; - Attendance of students (Online Modality) in the Google Classroom; - Remarkd outputs of students; - Grade Sheets; - Updated virtual classrooms; - Video Discussions - Messenger Group Chats - Instructional Materials -Approved Undergraduate Thesis	February 2022	June 2022	June 2022	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 2022	June 2022	June 2022	Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	February 2022	June 2022	June 2022	Impressive	Outstanding	
4	Write and submit Learning Guides and OBE Syllabus on assigned courses	-Learning Guides and OBE Syllabus in the following course: a. ELSt 198- Language Research 1: Methodology	February 2022	June 2022	June 2022	Impressive	Outstanding	
5	Participates in Trainings and Workshops	Certificate of appearance and participation	February 2022	June 2022	June 2022	Impressive	Outstanding	
7	Participates in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	February 2022	June 2022	June 2022	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 PLANName 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: February 2022 Target Date: June 2022

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.
- Finish remaining requirements in the 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.
- Passed the Comprehensive Examination for PhD in English

Date: July 2022

Target Date: December 2022


Next Step:

- To continually adapt teaching strategies which are deemed effective.
- To submit papers for publication.
- To write and present Dissertation Proposal


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
 Department Head

Conforme:


JOSEPH E. PADILLA
 Ratee/Faculty