

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CORAZON A. PADILLA

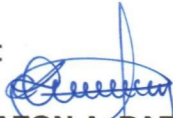
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.484	
b. Students (50%)		3.59 x 50% = 1.795	
TOTAL for Instruction	80%	4.28	3.423
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.78 x 5% = 0.239	
TOTAL for Research			0.239
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.413

EQUIVALENT NUMERICAL RATING: 4.413


Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.413

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 meε JANUARY-JUNE 2021


CORAZON A. PADILLA
 Instructor II
 Date:

Approved:

JETT C. QUEBEC
 Department Head
 Date: July 30, 2021


MA. THERESA P. LORETO
 College Dean
 Date: Aug. 10, 2021

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 & 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,	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										
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	28.2	5	5	5	5.00	ELSt 102, Humn 11, and Extension
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	5	5	5	4.5	4.83	ELSt 102, Humn 11, and Extension
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and	none	1	5	5	5	5.00	19-1-00752
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	2	5	5	5	5.00	VSU E-Learning Environment Training-Workshop Series,
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	5	5	5	5	5.00	ELSt 102, Humn 11, and Extension
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec	45	25	5	5	5	5.00	ELSt 102, Humn 11, and Extension
		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	4.5	4.83	Based on the existing number of advisees on cumulus
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	none					No research subject handled
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	none					No research subject handled
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	ELSt 102, Humn 11, and Extension

	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	4.5	4.83	ELSt 102, Humn 11
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	5	5.00	ELSt 102, Humn 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	ELSt 102, Humn 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	ELSt 102, Humn 11
		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	ELSt 102, Humn 11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	2	5	5	5	5.00	ELSt 102, Humn 11
	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	2	5	5	5	5.00	ELSt 102, Humn 11
					AVERAGE				4.97	
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	1	5	5	4.5	4.83	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	5	5.00	Big Books: A Transmission Mechanism Towards the Safeguarding of Baybayanon's
	PI 3. Percentage of research	A 29. Percentage of research outputs published	Writes publishable materials out of						4.00	

		<i>In refereed int'l journals</i>		2	2	4.5	5	5	4.83	Morpho-Syntactic Error Analysis in Written Compositions of MTB-MLE Policy Students, Concept Analysis of Kalinaw among Cebuano Speakers Using Kawakita Jiro Method
		<i>In refereed nat'l/regional journals</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>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 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 paper received and returns duly reviewed paper	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	4.5	5	5	4.83	Multimodal Discourse Analysis of COVID 19 Vaccination Campaign Posters: A Visual Grammar
					AVERAGE				4.78	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of	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 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	5	5	5	5.00	for July-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	1	5	5	5	5.00	Instructional Materials Development in ELT in the New Normal: A Multimodal Approach
	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	1	5	5	5	5.00	School Division of Negros Occidental: Webinar on Journal Writing and Publication
	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	1	5	5	5	5.00	School Division of Negros Occidental: Webinar on Journal Writing and Publication
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	School Division of Negros Occidental: Webinar on Journal Writing and Publication
	Consultancy	Consultant		1	none	5	5	5	5.00	for July-December
	Evaluator	Evaluator		1	none	5	5	5	5.00	for July-December
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its	1	1	5	5	5	5.00	Instructional Materials Development in ELT in the New
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn.		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				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 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	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										
	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 practice	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:

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **Aug. 10, 2021**

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: **8/13/21**

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) Humn 11 (Art Appreciation) b) ELSt 102 (Theories of Language and Language Acquisition)	- 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	March 2021	July 2021	July 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	March 2021	July 2021	July 2021	Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	March 2021	July 2021	July 2021	Impressive	Outstanding	
4	Write and subrnit Learning Guides on assigned courses	-Learning Guides in the following courses: a. Introduction to Pragmatics b. Introduction to Literature c. Art Appreciation	March 2021	July 2021	July 2021	Impressive	Outstanding	
5	Participate in Trainings and Workshops	Certificate of appearance and participation	January 2021	July 2021	July 2021	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	January 2021	July 2021	July 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 PLANName 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: Jan 2021

Target Date: June 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 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: July 2021

Target Date: December 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 attend and present research papers in international conferences.
- To submit papers for publication.
- To pass the comprehensive exams in PhD.

Outcome: NA

Final Step/Recommendation: NA

Conforme:


CORAZON A. PADILLA
 Faculty/Ratee

Prepared by:


JETT C. QUEBEC
 Department Head