

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

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. <del>Faculty Head</del>	100%	4.89	4.89
b. Students	0%		0.00
TOTAL for Instruction	90-95% 95%		4.40 4.65 ✓ 4.646
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			4.65 4.646 ✓ 4.896

EQUIVALENT NUMERICAL RATING:

✓ 4.646 4.65 4.896

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

✓ 4.646 4.65 4.896

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

  
**JOSEPH E. PADILLA**

Name of Faculty

Reviewed by:

  
**JETT C. QUEBEC**

Department Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**

Dean, CAS


Approved by:

  
**BEATRIZ S. BELONIAS**

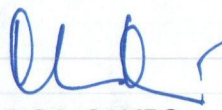
Vice President for Instruction

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 AUGUST-NOVEMBER 2020

  
**JOSEPH E. PADILLA**  
 Instructor I  
 Date: 12/16/2020

Approved:   
**JETT C. QUEBEC**  
 Department Head  
 Date:

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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 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	48.9	5	5	5	5.00		Comm 11 (3), Humn 11 (1), Humn 13 (2), Spch 11 (1)
		A10. Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	7	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	1	1	5	5	5	5.00		VSU E-Learning (Moodle) Training
		A13. Number of long examinations administered and checked		Administers and checks long examination for subjects taught	6	6	5	5	4	4.67		Comm 11 (3), Humn 11 (1), Humn 13 (2), Spch 11 (1)
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	45	15	5	5	4	4.67		Comm 11 (3), Humn 11 (1), Humn 13 (2), Spch 11 (1)
		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	15	13	5	5	5	5.00		MEd (Engl) and ABELS
		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	none	none						none







	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year	none	none					none
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	none	none					none
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences	none	none					none
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none	none					none
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or									
		<b>A 33.</b> 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
		<b>A 34.</b> 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					N/A
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	none	none					
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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					









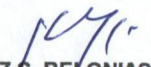
		On institutional accreditations	SSF Rootcrop facility in charge								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero % 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 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							
	<b>Total Over-all Rating</b>									78.68	
	<b>Average Rating</b>									4.92	
	<b>Adjectival Rating</b>										

Average Rating (Total Over-all rating divided by number of entries)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

**Comments & Recommendations for Development**  
**Purpose: Mr. Padilla showed commitment and enthusiasm towards work. He has the best potentials for the department. A doctorate degree is a welcome development.**

Evaluated & Rated by:   
**JETT C. QUEBEC**  
 Department Head  
 Date:

Recommending Approval:   
**CANDELARIO L. CALIBO**  
 Dean, College of Arts and Sciences  
 Date:

Approved by:   
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 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/ Recommendation
1	Handles and teaches courses assigned as follows: a) Comm 11 (Purposive Communication) b) Spch 11 (Speech Communication) c) Humn 11 (Art Appreciation) d) Humn 13 (Philippine Popular Culture)	- Active and operational Google Classrooms; - 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	August 2020	November 2021	October 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	August 2020	November 2021	November 2020	Very Impressive	Outstanding	
3	Course Preparation	-video discussions; - powerpoint presentations; - Assessment materials	August 2020	November 2020	November 2020	Very Impressive	Outstanding	
4	Write and submit Learning Guides on assigned courses	-Learning Guides in the following courses: a. Introduction to Pragmatics b. Introduction to Literature c. Art Appreciation	August 2020	November 2020	November 2020	Very Impressive	Outstanding	
5	Participate in Trainings and Workshops	Certificate of appearance and participation	August 2020	November 2020	November 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	August 2020	November 2020	November 2020	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



**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: October 2020

Target Date: December 2020

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.
- Continued working on PhD requirements.

Date: January 2021

Target Date: June 2021

Next Step:

- To continually adapt teaching strategies which are deemed effective.
- 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:

  
**JOSEPH E. PADILLA**  
Faculty