SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:	JOSEPH E. PADILLA

Program Involvement	Percentage	Numerical Rating	Equivalent	
(1)	Weight of	(Rating x %)	Numerical	
	Involvement		Rating	
(1)	(2)	(3)	(2x3)	
1. Instruction				
a. Faculty Head	100%	4.89	4.89	
b. Students	0%		0.00	
TOTAL for Instruction	90 95% 95	OL .	4.40 4.65	14.646
2. Research	2.5%		-0.00 V	(
3. Extension	2.5%		0.00	
4. Production	9		•	
5. Administration/Other Services	5.0%	5.00	0.25	
TOTAL			4.65 4.646	4.894

V 4.646 4.65 4.894

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

V 4.646 4-651 4.894

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JOSEPH E. PADILLA

JETT C. QUEBEC

Name of Faculty

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ'S. BELONIAS

Vice President for Instruction

"Exhibit 8"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSEPH E. PADILLA, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</u> 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	Description of MFO's/PAPs	Activitie	Program/ Activities /	Tasks Assigned	Target	Actual Accomplishm ent			Rating	NEW CO. LAND OF	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
No.			Projects				Quality	Eficiency	Timeliness	Average	
UMFC	1. ADVANCED EDUCATION SERV	/ICES					111/				
OVPI	MFO 2. Graduate Student Manager	ment 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
		<u>A4</u> . 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
FO 2. HIGHER EDUCATION SERVICES	S									
PI UMFO 3. Higher Education Manage	ment Services				adigues i e i		7.9%			
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 (Humn 13 (2), Spch 11 (1)
	<u>A10</u> . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	7	none					none
	<u>A 11</u> . 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
	<u>A12</u> . 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 (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		Checks lab reports and term papers	none	none					
PI 8: Number of students advised: *	papers checked and graded A16. Number of students advised:	L	submitted as required Acts as academic adviser to students	15	13	5	5	5	5.00	MEd (Engl) and ABELS
The state of the s				10	10					
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									

d) (4)

	As SRC Member	Advising/correction	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 (3), Humn 11 (Humn 13 (2), Spch 11 (1)
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					none
	A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	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	3	5	5	4	4.67	ELS 121, Humn 11, Engl
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	5	5	5	5.00	ELS 121, Humn 11, Engl
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	9	5	5	5	5.00	Comm 11 (3), Humn 11 (Humn 13 (2), Spch 11 (1
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	6	5	5	5	5.00	Comm 11 (3), Humn 11 (Humn 13 (2)
	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	3	5	5	4	4.67	ELS 121, Humn 11, Eng
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	7	7	5	5	5	5.00	Comm 11 (3), Humn 11 (Humn 13 (2), Spch 11 (1
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	3	3	5	5	5	5.00	Designed learniing activiti in subjects like Humn 11 which require them to repreent their experience during the pandemic

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last three (3) years utilized by the	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
	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	none	none			none
published in internationally-referred or	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	none	none			none
	In refereed int'l journals In refereed nat'l/regional journals					-		
presented in regional/national/ int'l	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						1	
PI 5. Percent of research proposals	In nat'l/regional fora/conferences A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none	none			none
	A 32. No. of research-related awards (research conducted by faculty or							
	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	UM preparation	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			
FO 4. EXTENSION SERVICES								
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a	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			

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	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 reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A					
	Resource Persons	Resource Persons			N/A	N/A	+				
	Convenor/Organizer	Convenor/Organizer			N/A	N/A	T				
	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) *	1	A. Y.	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					
JMF	O 5. SUPPORT TO OPERAT			oupate to imprement new normal							
	OVPI MFO 4. Program and Institution		T				-				
	PI 8.Compliance to all requirements thru the established/adequate	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	
		<u>A 45</u> . 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	5	5	5	5.00	100% compliant
		On program accreditations	Pilot Plant Manager								

. . .

		On institutional accreditations	SSF Rootcrop				1	1	Γ		
JMF	O 6. General Admin. & Sup	pport Services (GASS)						1			
	Pl 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero compl		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		\top	1	1			
	Total Over-all Rating						_	+	_	78.68	
	Average Rating						\top	+	_	4.92	
	Adjectival Rating					_	_	+	_		

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; - Remarked 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:

Department Head

Conforme

Faculty