

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July- December 2024

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%)		4.04 x 100% = 4.040	
b. Students (50%)			
TOTAL for Instruction	85%	4.040	3.434
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	10%	4.00 x 0.10 = 0.400	0.400
TOTAL for Extension			
4. Production	5%	4.00 x 0.05 = 0.200	0.200
5. Administration/Other Services			
TOTAL	100%		4.034

EQUIVALENT NUMERICAL RATING: 4.03

Add: Additional Points, if any: N/ATOTAL NUMERICAL RATING: 4.03ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

JOSEPH E. PADILLA

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:


ROTACIO S. GRAVOSO


Vice President for Academic Affairs


"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSEPH E. PADILLA**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following targets in accordance with the indicated measures for the period July - December 2024.

  
**JOSEPH E. PADILLA**  
 Instructor III  
 Date: 1-17-25

Approved:   
**MARIA VANESSA E. GABUNADA**  
 Head, DALL  
 Date: 1-17-25

  
**GLENN G. PAJARES**  
 College Dean  
 Date: 1-17-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A	N/A					
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students	NA						
	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					



	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	Number of instructional materials developed		N/A	N/A					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI MFO 3. Higher Education Management Services</b>									
	<u>PI 6</u> : Number of programs accredited	<u>A 1</u> . Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA					
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A 2</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	19 units	4	4	4	4.00
	<u>PI 11</u> : Number of new revised curricular proposals submitted	<u>A 3</u> . Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	10					
	<u>PI 13</u> : Percentage of courses offered with approved course syllabi	<u>A 4</u> . Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	3	3 subjects	4	4	4	4.00
	<u>PI 14</u> : Percentage of courses offered with IMs	<u>A 5</u> . Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	1	1	4	4	4	4.00
	<u>PI 15</u> : Number of Instructional Materials approved	<u>A 6</u> . Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1	4	5	4	4.33
									1 IM in ELDs121 prepared but not submitted

	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	6	14	4	4	4	4.00	Comm 11, ELDs121, ELST 106, ELST 200.1 (Midterm and Final)
	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		6	N/A					Not yet available
	<b>PI 19:</b> Additional Outputs	<b>A 9.</b> 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	4	0.00					
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	4	4	4	4.00	Comm 11, ELDs121, ELST 106
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	40 quizzes	4	4	4	4.00	Comm 11, ELDs121, ELST 106
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	47	4	4	4	4.00	Comm 11, ELDs121, ELST 106 (Term Papers are submitted as Final Requirement)
		<b>A 13.</b> Number of Student organizations advised	Advises student organizations recognized by DSO	N/A	N/A					
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
					Total:				4.04	
<b>UMFO 3 . RESEARCH SERVICES</b>										



	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 15.</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	N/A	N/A						
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A	N/A						
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0						
		<i>a. International</i>									
		<i>b. National</i>									
		<i>c. Regional or Institutional Conferences</i>		1							
	<b>PI 4:</b> Number of research proposal submitted	<b>A 18.</b> Number of research proposal submitted	Submits research proposal for review	NA							
	<b>PI 5:</b> Number of research proposals approved	<b>A 19.</b> Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG	NA							
	<b>PI 6:</b> Number of research projects/studies implemented	<b>A 20.</b> Number of research projects/studies implemented	Implements duly approved research projects/studies	NA							
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 21.</b> Amount of research money obtained from external sources	Requests for research money from external sources	N/A	N/A						
	<b>PI 8:</b> Amount of research money obtained from internal sources	<b>A 22.</b> Amount of research money obtained from internal sources	Requests for research money from internal sources								
	<b>PI 9:</b> Number of patents applications	<b>A 23</b> Number of patents applications	Applies for patents	NA							
	<b>PI 10:</b> Number of patents approved	<b>A 24.</b> Number of patents approved	Follow ups patent applications	NA							

	<b>PI 11:</b> Number of creative works published	<b>A 25.</b> Number of creative works published	Writes publishable materials out of research outputs and submits for publication	NA						
	<b>PI 12:</b> Number of research articles derived from approved research in the university submitted	<b>A 26.</b> Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication	NA						
	<b>PI 13:</b> Number of research articles derived from approved research in the university published	<b>A 27.</b> Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication	NA						
	<b>PI 14:</b> Number of Scopus, WoS, and ACI publications and other reputable journals	<b>A 28.</b> Number of Scopus, WoS, and ACI publications and other reputable journals		NA						
	<b>PI 15:</b> Additional outputs*	<b>A 29.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		<b>A 30.</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	NA						
		<b>A 31.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
<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 (MOUs/MOAs)	<b>A 32.</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					
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects		N/A	N/A					
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	N/A	N/A					
	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	N/A	N/A					
		<i>a. Peer reviewer of journal/book</i>		N/A	N/A					
		<i>b. Review of research and extension proposal</i>		N/A	N/A					
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		1	1	4	4	4	4.00	LEPT Reviewer in Abuyog Community College
		<i>d. accreditor</i>		N/A	N/A					
		<i>e. consultancy</i>		N/A	N/A					

	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	4	4	4	4.00	TESOL Advantage: Unlocking Global Opportunities for Baybayanon ESL Teachers
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	N/A	N/A					
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects	N/A	N/A					
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	N/A	N/A					
		a. <i>International</i>		N/A	N/A					
		b. <i>National</i>		N/A	N/A					
		c. <i>Regional or Institutional Conferences</i>		N/A	N/A					
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities	N/A	N/A					
	<b>PI 11:</b> Number of trainings, seminars, fora conducted	<b>A 42.</b> Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	<b>PI 12:</b> Number of IEC materials developed	<b>A 43.</b> Number of IEC materials developed	Develop IEC materials							
	<b>PI 13:</b> Number of IEC materials distributed	<b>A 44.</b> Number of IEC materials distributed		zero non-conformity						
	<b>PI 14:</b> Number of extension articles derived from approved extension projects in the university submitted	<b>A 45.</b> Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university	100% compliant						



	<b>PI 15:</b> Number of extension articles derived from approved extension projects in the university published	<b>A 46.</b> Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	<b>PI 16:</b> Amount of research money obtained from external sources	<b>A 47.</b> Amount of extension money obtained from external sources	Requests for extension money from external sources							
	<b>PI 17:</b> Amount of research money obtained from internal sources	<b>A 48.</b> Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	<b>PI 18:</b> Additional outputs *	<b>A 49.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Zero % complaint							
					Total:				4.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>								
		<i>National</i>		1	1	4	4	4	4.00	TALAS Workshop in UP Diliman
		<i>Regional/Institutional</i>								
	<b>OVPI MFO 3. Registration Services</b>									

	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	11	15	4	4	4	4.00	CATUBIGAN, DAISY MAE SEÑAR, CAUBE, JONNA MAE TADEA, COLARAT, ANNE KRISYLL PERNITES, DAYAP, GIRLIE ANN , ESGUERRA, CARYL SIMBAJON, LAGUNA, ARGIN ERMINO, LIBARESOS, DANIELLE ANN PESERAL, POLINAR, REANNE STEPHANIE GLORIA, QUIMPANO, JOSHUA LEONARDO RABIA, RESUS, EUGENE CAEZAR BALLOS, ROMERO, MC VANREY POLIQUIT, SUCALIP, KRISTA CLAIRE AVILA, VILLOCINO, FRANCES ANDREA CERNIAS, YOSORES, ZYRHYLL VINCENT SAGALES
	<b>PI 10.</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	11	15	4	4	4	4.00	CATUBIGAN, DAISY MAE SEÑAR, CAUBE, JONNA MAE TADEA, COLARAT, ANNE KRISYLL PERNITES, DAYAP, GIRLIE ANN , ESGUERRA, CARYL SIMBAJON, LAGUNA, ARGIN ERMINO, LIBARESOS, DANIELLE ANN PESERAL, POLINAR, REANNE STEPHANIE GLORIA, QUIMPANO, JOSHUA LEONARDO RABIA, RESUS, EUGENE CAEZAR BALLOS, ROMERO, MC VANREY POLIQUIT, SUCALIP, KRISTA CLAIRE AVILA, VILLOCINO, FRANCES ANDREA CERNIAS, YOSORES, ZYRHYLL VINCENT SAGALES
<b>OVPI MFO 4. Curricular Program Management Services</b>										



	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	N/A	N/A					
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	3	3	4	4	4	4.00	Comm 11, ELDs121, ELST 106
	<b>PI 14:</b> Number of OJT MOAs prepared	<b>A 55.</b> Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program	NA						
	<b>PI 15:</b> Number of student interns deployed and monitored	<b>A 56.</b> Number of student interns deployed and monitored	Acts as student internship program coordinator	NA						
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:		8	8	4	4	4	4.00	CATUBIGAN, DAISY MAE SEÑAR. DAYAP, GIRLIE ANN, , DOMEN, CHARLENE ARNAIZ ESGUERRA, CARYL SIMBAJON, GARMA, CHRISTINE CUERBO, MORECHO, ALLYSSA JULLIA POLIDO, PINO, JEA MARIE BERMOY SOMOSOT, SALVIE REGINE ELMIDO
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	5	5	4	4	4	4.00	CASUCO, DONABEL PARRILLA MACARANDAN, EDELLYN PEROLINO SALIGO, RACHEL DAMALERIO SARENAS, CINDY YLLAGA SIEGA, MARIAN MAE ADOBAS

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	4	4	4	4.00	ALISON, ZHYKA AURA ARINGO BALILI, MEL JOHN PAUL GALLARDO GUDMALIN, CLAUDINE RAMIREZ LAGANCIA, AIZA BASAN RESUS, EUGENE CAEZAR BALLOS
	<b>PI 17:</b> Number of exchange students supervised	<b>A 58.</b> Number of exchange students supervised	Acts as exchange student program coordinator/facilitator	N/A	N/A					
	<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	N/A	N/A					
	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	NA	N/A					
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	N/A	N/A					
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	4	4	4	4.00	Comm 11, ELDs121, ELST 106, ELST 200.1 (Midterm and Final)
		<b>A 63.</b> Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							



		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 64.</b> Number of virtual classroom created/operational								
					Total:				4.00	
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 1:</b> Number of departments/institutes/offices supervised	<b>A 65.</b> Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	<b>PI 2:</b> Number of management meetings conducted	<b>A 66.</b> Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					
	<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents	N/A	N/A					
	<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Approves requests	N/A	N/A					
	<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda	N/A	N/A					
	<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	N/A	N/A					

	<b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	<b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	N/A	N/A						
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	4	4						August, September, October, November
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	N/A	N/A						
	<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	N/A	N/A						
	<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	N/A	N/A						
	<b>PI 13:</b> Number of classroom and lab rooms constructed and renovated	<b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A	N/A						
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 78.</b> Percentage budget utilization (GAA)		N/A	N/A						
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 79.</b> Percentage budget utilization (STF)		N/A	N/A						
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	N/A	N/A						

#REF!



		<b>A 81.</b> 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	N/A	N/A						
		<b>Total Over-all Rating</b>									
		<b>Average Rating</b>									
		<b>Adjectival Rating</b>									

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 submits his deliverables as a faculty. He finished his PhD and it is recommended that Dr. Padilla will publish his dissertation.

Evaluated & Rated by:



**MARIA VANESSA E. GABUNADA**

Head, DALL

Date: 1-17-25

Recommending Approval:



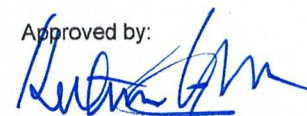
**GLENN G. PAJARES**

Dean, CAS

Date:

1-17-25

Approved by:



**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 9/16/25

## 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) Humn 11 (M112, M129) b) ELSt 106 (M768, M924) c) ELDs 121 (M163, M905) d) ELSt 200.1	- Remarkd outputs of students; - Grade Sheets; - Messenger Group Chats; - Instructional Materials; and -Approved Undergraduate Theses	August 2024	November 2024	November 2024	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	August 2024	November 2024	November 2024	Impressive	Outstanding	
3	Course Preparation	- powerpoint presentations; - Assessment materials	August 2024	November 2024	November 2024	Impressive	Outstanding	
4	Participates in Trainings and Workshops	Certificate of appearance and participation	August 2024	November 2024	November 2024	Impressive	Outstanding	
5	Participates in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	August 2024	November 2024	November 2024	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



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **JOSEPH E. PADILLA**Performance Rating: Outstanding

## 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

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: August 2024

Target Date: November 2024

## 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.
- 
- 

## 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.

Date: August 2024

Target Date: November 2024

## Next Step:

- To continually adapt teaching strategies which are deemed effective.
  - To submit papers for publication.
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Outcome: NA

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Final Step/Recommendation: NA

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Prepared by:

**MARIA VANESSA E. GABUNADA**

Department Head