SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DR. JUDE NONIE A. SALES**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.31x50% = 2.16	
Total for Instruction	45%	4.66	2.10
2. Research			
a. Client/Dir. for Research (50%)		5.0x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Research	30%	5.0	1.50
3. Extension			
a. Client/Dir. for Extension (50%)		5.0x 50% = 2.50	
b. Dept Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Extension	15%	5.0	0.75
4. Administration	10%	5.0	0.50
TOTAL			**4.85**

EQUIVALENT NUMERICAL RATING: <u>4.85</u>
Add: Additional Points, if any: <u>——</u>
TOTAL NUMERICAL RATING: <u>4.85</u>

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JUDE NONIE A. SALES
Name of Faculty

Reviewed by:

ULDERICO B. ALVIOLA
Department Head

Recommending Approval:

SUZETTE B. LINA
College Dean

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Dr. Jude Nonie A. Sales**, of the **Department of Development Communication** commits to deliver and agreed to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **January to June 2024**.

JUDE NONIE A. SALES
Ratee
9-12-2024

Approved: **ULDERICO B. ALVIOLA**
Immediate Supervisor
9-12-2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
MFO 1. Graduate Student Management Services									
Total FTE coordinated, implemented & monitored*	**PI 1**. Actual Faculty's FTE	Handles subjects/courses assigned	2	6.11	5	5	5	5	DEVC212 subject Lec&Lab
Number of instructional materials developed *	*PI 5. Number of on-line ready courseware developed and submitted for review*	*Converts the existing instructional materials into flexible learning systems*							
	5.1 On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	4	5	5	5	5	DEVC212 subject Lec&Lab
	5.2 Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	8	5	5	5	5	DEVC212 subject Lec&Lab
	5.3 Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5	DEVC212 subject Lec&Lab

MFO 2. Higher Education Management Services									
Curricular Program Management Services	**PI 6.** Total Full-time Teaching Equivalent (FTE)		5	17.70	5	5	5	5	DevC 140, DevC 155 subjects
	PI 7. Number of students advised on thesis/ field practice/special problem:								
	7.1 On thesis/ field practice		7	7	5	5	5	5	All thesis advisees
	PI 8. Student organizations assisted on student related activities		1	1	5	5	5	5	Banaag Visual Arts Group
	PI 9. Revised Powerpoint lect. presentation (per course)		2	10	5	5	5	5	
Total Rating for Instruction								40	
Average Rating for Instruction								5.0	
MFO 3: Research Services									
Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**PI 10.** 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	2	2	5	5	5	5	- Cultural Heritage Mapping of Properties of the Visayas State University in Baybay City, Leyte - Harnessing the Potentials of IMs and ICT for Improved Learning
Number of research outputs completed within the year *	**PI 11**. Number of research outputs completed within the year *	Conducts and completes research project/study within the year	2	2	5	5	5	5	Project is still ongoing

Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 12. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication	5%	5%	5	5	5	5	
Number of research outputs presented in regional/national/ int'l fora/conferences	PI 13. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	2	2	5	5	5	5	- Cultural Heritage Mapping of Properties of the Visayas State University in Baybay City, Leyte - Harnessing the Potentials of IMs and ICT for Improved Learning
Percent of research proposals approved *	PI 14. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	2	2	5	5	5	5	- Cultural Heritage Mapping of Properties of the Visayas State University in Baybay City, Leyte - Harnessing the Potentials of IMs and ICT for Improved Learning
Total Rating for Research								25	
Average Rating for Research								5.0	
MFO 4. EXTENSION SERVICES									

Success Indicator	Performance Indicator	Actual Accomplishment							Remarks
Number of trainees weighted by the length of training	**PI 15**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	50	5	5	5	5	All trainings conducted
Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**PI 16**. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5	
	PI 18. *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries	1	5	5	5	5	5	
Percent of extension proposals approved *	**PI 19.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5	
Total Rating for Extension								20	
Average Rating for Extension								5.0	
MFO 5. General Admin. & Support Services (GASS)									
Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**PI 20**. 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	zero non-conformity
	PI 21. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	zero compliant	zero compliant	5	5	5	5	zero compliant

Number of monthly/special & staff meetings conducted	PI 32. Number of monthly/special staff meetings conducted**	As CAC Head	3	5	5	5	5	5	As CAC Head
Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets	PI 33. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets**	As CAC Head	2	6	5	5	5	5	As CAC Head
Zero percent complaint from clients served	PI 24. Customarily friendly frontline services	Provides customer friendly frontline services to clients	100% zero compliant	100% zero compliant	5	5	5	5	100% zero compliant
Total Rating for GASS								25	
Average Rating for GASS								5.0	
Total Over-all Rating								110	

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Excellent job!

Evaluated & Rated by:

ULDERICO B. ALVIOLA
Immediate Supervisor
Date: 9-12-24

Recommending Approval:

SUZETTE B. LINA
Dean/Director
Date: 9-12-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 09/17/24

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A R
	3rd	T E
	4th	R

(QUARTER)

Name of Office: <u>Department of Development Communication</u>

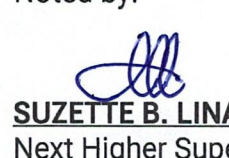**Head of Office:** <u>Dr. Ulderico B. Alviola</u>
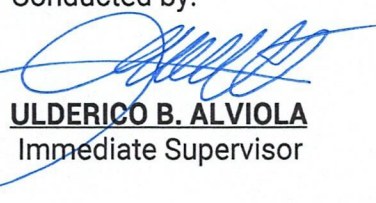
Number of Personnel: <u>13</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Monitoring of classes, progress of student-theses advising, submission of grades, teaching performance and other academic related activities.	Done in February 2024	Done in June 2024			Done through class observations, notice to faculty, reminders, face to face and group meetings.
2. Monitoring of their research and extension activities as well as their respective projects funded by VSU and outside of VSU.	Done in February 2024	Done in June 2024			They were asked on updates of their on-going research and projects.
Coaching					
1. Some tips are given during meetings and team building activities to improve their teaching performance,	Done in January 2024	Done in December 2024			
2. Individual consultations done with the admin staff.	Done in January 2024	Done in December 2024			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ULDERICO B. ALVIOLA
Immediate Supervisor

Noted by:

SUZETTE B. LINA
Next Higher Supervisor

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DR. JUDE NONIE A. SALES**

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	Continue to conduct classes on undergraduate and graduate subjects check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2024	June 2024	June 2024	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations in undergraduate and graduate subjects and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2024	June 2024	June 2024	Very impressive	Outstanding	Keep it up!
3	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	January 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!
4	Serve as head to the Culture and the Arts Center (CAC).	Expected deliverables of the office are met.	January 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ULDERICO B. ALVIOLA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DR. JUDE NONIE A. SALES**
Performance Rating: **OUTSTANDING**

Aim: To maintain, if not improve, outstanding performance in instruction, research, extension and administration

Proposed Interventions to Improve Performance:

Date: **January 2024**   Target Date: **June 2024**

First Steps:

1. Attend trainings intended to enhance instruction, research, extension and administration skills
2. Continue to implement research and extension projects
3. Write articles for possible publication in refereed journals
4. Continue linkages with other stakeholders in the promotion of culture and the arts events and activities

Results

1. Enhanced capabilities to:
    a. Prepare OBE syllabi and instructional materials that can be used for the flexible learning system implemented by VSU during this pandemic
    b. Facilitate students learning under the new learning modality
    c. Organize and coordinate culture and the arts events and activities within and outside the university with various stakeholders
2. Participated in the implementation of research and extension projects
3. Conducted dissertation research and started analysis of collected research data
4. Wrote drafts of scientific articles and submitted for publication in refereed journals

Date: **July 2024**   Target Date: **December 2024**

Next Step:

1. Continue preparing learning materials and conduct classes for the courses taught during the semester;
2. Continue implementing research and extension projects;
3. Write research reports for presentation in the VSU In-house Research Review
4. Continue writing research papers for possible publication in refereed journals
5. Continue to organize and coordinate culture and the arts events and activities within and outside the university with various stakeholders

Outcomes:

1. Enhanced implementation of the instruction-related activities under the new normal;
2. Continued implementation and monitoring of research and extension projects despite the limitation imposed by the COVIID-19 pandemic;
3. Professional advancement and self-satisfaction
4. Drafts of scientific articles written and ready for submission to refereed journals
5. Implemented activities on culture and the arts events after organizing and coordinating them along various stakeholders within and outside of the university

Final Step/Recommendation

1. Continue the preparation of learning materials for the flexible learning system implemented by VSU under the new normal;
2. Continue the conduct of research and extension projects, and use knowledge generated in R & E as input to enhance instruction.
3. Continue writing articles for publication in refereed journals
4. Continue organizing and coordinating culture and the arts events and activities within and outside the university with various stakeholders

Prepared by:

ULDERICO B. ALVIOLA
Department Head

Conforme:

JUDE NONIE A. SALES
Name of Ratee Faculty/Staff

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.phph

VISAYAS STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **SALES, JUDE NONIE A.**

Department: **Dept. of Development Communication**

College: **College of Agriculture & Food Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
DevC 124n	FUNDAMENTALS OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY	LEC	3.00	Satisfactory	60.0%
DevC 124n	FUNDAMENTALS OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY	LAB	4.00	Very Satisfactory	80.0%
DevC 124n	FUNDAMENTALS OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY	LEC	5.00	Outstanding	100.0%
DevC 124n	FUNDAMENTALS OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY	LAB	4.50	Outstanding	90.0%
DevC 137n	COMMUNICATION MEDIA LAWS AND ETHICS	LEC	4.00	Very Satisfactory	80.0%
DevC 137n	COMMUNICATION MEDIA LAWS AND ETHICS	LEC	4.00	Very Satisfactory	80.0%
DEVC212	EDUCATIONAL COMMUNICATION TECHNOLOGY	LEC	5.00	Outstanding	100.0%
DEVC212	EDUCATIONAL COMMUNICATION TECHNOLOGY	LAB	5.00	Outstanding	100.0%
	Average Rating		4.31	Very Satisfactory	86.25%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
PES in-Charge
Date: __May 03, 2024__

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: __May 03, 2024__

Received by:

SALES, JUDE NONIE A.
Name and Signature of Faculty
Date: 5-20-2024
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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