

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **CORAZON A. PADILLA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction (75%)			
a. Head/Dean (50%) from IPCR		4.92 x 0.5 =	2.46
b. Students (50%) from TPES		5.00 x 0.5 =	2.50
Total			4.96
Total for Instruction	75%	4.96 x 0.75 =	3.72
2. Administration and Support Services (25%)	25%	4.93 x 0.25 =	1.23
TOTAL			<b>4.95</b>

EQUIVALENT NUMERICAL RATING: \_\_\_\_\_


Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.95**

ADJECTIVAL RATING: \_\_\_\_\_

**Outstanding**

Prepared by:

  
**CORAZON A. PADILLA**  
Name of Faculty

Recommending Approval: \_\_\_\_\_

  
**ROTACIO S. GRAVOSO**  
VP for Academic Affairs

Approved: \_\_\_\_\_

  
**PROSE IVY G. YEPES**  
President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CORAZON A. 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 January - June 2024.

**CORAZON A. PADILLA**

Associate Professor II

Date: 7/24/24

Approved:

**PROSE IVY G. YEPES**

Head, Office of the President

Date: 7/26/24

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	Timelines	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						
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
		Number of instructional materials developed		N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	4	4.67	InEPSOL



	<b>PI 10:</b> Total FTE, coordinated, implemented	<b>A 2.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	9	5	5	5	4.67	ELPr 131 (M963 and M964), ELSt
	<b>PI 11:</b> Number of new revised curricular proposals	<b>A 3.</b> Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular	1	1	5	5	4	4.67	InEPSOL
	<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5	ELPr 131 (M963 and M964), ELSt 200.2
	<b>PI 14:</b> Percentage of courses offered with IMs	<b>A 5.</b> Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	5	5	5	5	ELPr 131 (M963 and M964), ELSt
	<b>PI 15:</b> Number of Instructional Materials	<b>A 6.</b> Number of Instructional Materials approved	Prepares and submits IMs for review and approval	2	0					For July-Dec
	<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	100%	100%	5	5	5	5	ELPr 131 (M963 and M964), ELSt 200.2
	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100%	5	5	5	5	ELPr 131 (M963 and M964), ELSt 200.2
	<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	5	4	5	5	5	5	ELPr 131 (M963 and M964)
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	8	5	5	5	5	ELPr 131 (M963 and M964)
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	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	1	0					For July-Dec
<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	1	0					For July-Dec
	<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	1	0					For July-Dec



	<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						
		<i>a. International</i>		1	0				For July-Dec
		<i>b. National</i>							
		<i>c. Regional or Institutional Conferences</i>							
	<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>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 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	1	0				For July-Dec
	<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	1	0				For July-Dec
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects		1	0				For July-Dec
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and	<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	1	0				For July-Dec
	<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						
		<i>a. Peer reviewer of journal/book</i>							
		<i>b. Review of research and extension proposal</i>							
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		1	1	4	5	5	4.64 LAUNCHING OF THE AMERICAN ENGLISH ALUMNI ASSOCIATION OF THE PHILIPPINES INC
		<i>d. accreditor</i>							



		<i>e. consultancy</i>		1	0					For July-Dec
	<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	0					For July-Dec
	<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	1	0					For July-Dec
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects	1	0					For July-Dec
	<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	1	0					
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities	1	0					
<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>		2	0					For July-Dec
		<i>National</i>								
		<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	100%	100%	5	5	5	5	
	<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	10	16	5	5	5	5	
	<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	1	0					For July-Dec



	<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	2	2	5	5	4	4.67	
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP	2	4	5	5	5	5	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP	3	11	5	5	5	5	
	<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							
	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking	1	1	5	4	5	4.67	MSU-General Santos
	<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							
	<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	20	10	5	5	4	4.67	
<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	1	8	5	5	5	5	QAC, IASO, GRC, Legal DPO, IAO, OSIDA, MMDC
	<b>PI 2:</b> Number of management meetings conducted	<b>A 66.</b> Number of management meetings conducted	Presides departmental meetings	3	2	5	5	5	5	
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	2	3	5	5	5	5	
	<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents	3	10	5	5	5	5	
	<b>PI 5:</b> Number of requests	<b>A 69.</b> Number of requests acted	Approves requests	3	10	5	5	5	5	
	<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda	1	552	5	5	5	5	
	<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						



	<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						
	<b>PI 10:</b> Percentage of complaints, if any, addressed	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100%	5	5	5	5	
	<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	100%	100%	5	5	5	5	
	<b>PI 12:</b> Percentage of monthly accomplishment report	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100%	5	5	5	5	
	<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						
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 78.</b> Percentage budget utilization (GAA)		100%	100%	5	5	5	5	
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 79.</b> Percentage budget utilization (STF)		N/A						
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	10	30	5	5	5	5	
		<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	1	1	4	5	5	4.66	InEPSOL
<b>Additional Assignment (ACRO Head and Executive Secretary/Chief of Staff)</b>										
RO	Alumni Services	Alumni Inquiries responded (%)	Respond to inquiries by Alumni via social Media platform	80%	100%	5	5	5	5	
	Strong Alumni Engagement	Number of Social Media maintained and regularly updated	Social media updated regularly	1	40	5	5	5	5	
		Percent campus alumni joining activity	Facilitation of activities in collaboration with ACs	20%	100%	5	5	5	5	
		Number of alumni campus activity facilitated	Facilitation of activities in collaboration with ACs	1	2	5	5	5	5	
		Number of chapters identified and facilitated for creation	Coordinate with alumni groups via social media	1	1	4	5	5	4.66	
		Number of meeting with Host batches members	Facilitates meeting of members of host batches to plan preparation of annual alumni homecoming/ reunion	1	10	5	5	5	5	



		Number of Alumni google survey Docs prepared	Google survey to get feedback from alumni	3	2	5	5	5	5	
		Number of alumni reunion/homecoming of alumni all over the world facilitated	Facilitates coordinates, plan and oversee alumni homecoming/ reunion	1	2	5	5	5	5	Viscan High School Grand Alumni Homecoming, Centennial Grand Alumni Homecoming
<b>OP</b>	Management and Executive Services	Number of Memoranda/ Memoranda Circular/ Special Order/Certifications/Certificate of Appearance issued			259	5	5	5	5	
		Number of documents reviewed, processed & released within the day it is acted by the President or OIC			1,044	5	5	4	4.66	
		No. of correspondence acted upon and released			262	5	5	4	4.66	
		Number of offices coordinated and special projects coordinated			2	5	5	5	5	
		No. of MOUs/MOAs reviewed / forged for establishment of			6	5	5	5	5	
		No. of events organized /coordinated /photodocumented			1	5	5	5	5	Other events organized/coordinated
		Percentage of Meetings/travels convened/presided/facilitated/photo documented			100%	5	5	5	5	
		Percentage of committee assignments steered and complied			100%	5	5	5	5	
	Other outputs implementing new normal due to COVID_19	install foot bath at the office, wearing of mask and social distancing by no direct face to face contact in transaction, clients transact at the office window	oversee the implementaion of office protocols for new normal	100% implementation						
	<b>Total Over-all Rating</b>									221.47/45 W
	<b>Average Rating</b>									4.92 W
	<b>Adjectival Rating</b>									Outstanding

Evaluated & Rated by:

**PROSE IVY G. YEPES**

Head, Office of the President

Date: 7/26/24

Recommending Approval:

**PROSE IVY G. YEPES**

Head, Office of the President

Date: 7/26/24

Approved by:

**PROSE IVY G. YEPES**

University President

Date: 7/26/24



## 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	Handle and teach courses assigned as follows: a) ELPr 131 (M963, M964) b) ELSt 200.2- Language Research 2: Undergraduate Thesis (MT27)	- Remarked outputs of students; - Grade Sheets; - Messenger Group Chats - Instructional Materials - Approved Undergraduate Thesis	February 2024	June 2024	June 2024	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	February 2024	June 2024	June 2024	very impressive	Outstanding	
3	Course Preparation	-video discussions; - PowerPoint presentations; - Assessment materials	February 2024	June 2024	June 2024	very impressive	Outstanding	
4	Participate in Trainings and Workshops	Certificate of appearance and participation	February 2024	June 2024	June 2024	very impressive	Outstanding	
5	Performed all tasks assigned by the president	-Approved documents -Successfully implemented processes, projects, and activities.	May 2024	December 2024	December 2024	very impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


**PROSE IVY G. YEPES**

Unit Head



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **CORAZON A. PADILLA**

Performance Rating:

## Aims:

- To further 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 as a whole as the Executive Secretary/Chief of Staff;
- To increase research engagements for publication in CHED-recognized and ISI/Scopus-indexed journals duly recognized internationally;
- To stay updated to the recent trends in the field and establish linkages to build programs in line with the university's mission; 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: January 2024

Target Date: June 2024

## 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 and strategies that can offer meaningful gain to the university;
- Enhance written research papers and articles for publication purposes.
- Continue working on dissertation.

## Result:

- Adjusted some learning activities in the learning guide.
- Adapted relevant teaching strategies that helped students 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 dissertation.

Date: July 2024

Target Date: December 2024


## Next Step:

- To continually adapt effective teaching strategies and approach in teaching.
- 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 propose and implement relevant and impactful strategies and initiatives for streamlined processes in the university.
- To perform tasks as Chief of Staff efficiently.
- To continue working on dissertation for proposal defense.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
**PROSE IVY G. YEPES**  
 Unit Head

Conforme:

  
**CORAZON A. PADILLA**  
 Chief of Staff