Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **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%)		4.98x50%=2.49	
b. Students (50%)		3.17x50% = 1.59	
Total for Instruction	45%	4.08	1.84
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%	5.00	1.50
3. Extension			
a. Client/Dir. For Extension (50%)		5.0 x 50% = 2.50	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
TOTAL			4.59

EQUIVALENT NUMERICAL RATING: 4.59
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JUDE NONIE A. SALES
Name of Faculty

Reviewed by:

CHRISTINA A. GABRILLO
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUDE NONIE A. SALES**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY-DECEMBER 2022**.

JUDE NONIE A. SALES
Associate Professor I
Date: January 22, 2023

Approved:

CHRISTINA A. GABRILLO
Department Head
Date: January 24, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
MFO 1. Graduate Student Management Services										
	Total FTE coordinated, implemented & monitored*	**PI 1**. Actual Faculty's FTE	Handles subjects/courses assigned	3.27	5.67	5.0	5.0	5.0	5.0	DEVC299, DEVC212
	Number of graduate students advised *	**PI 2**. Number of students advised	Acts as academic adviser to graduate students	1.00						None
		PI 3. Number of students advised on thesis/special problem/dissertation		1.00						None
		As GAC Chairman	No grad student advisee assigned							No chairmanship
		AS GAC Member	Student advisee assigned	1.00	6	5.0	5.0	5.0	5.0	

		PI 4. Number of students entertained for consultation purposes	Student advisees who consulted on thesis	1.00	6	5.0	5.0	5.0	5.0	
	Number of instructional materials developed *	PI 5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2	5.0	5.0	5.0	5.0	DEVC299, DEVC212
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	10	5.0	5.0	5.0	5.0	DEVC299, DEVC212
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	30	5.0	5.0	5.0	5.0	DEVC299, DEVC212

UMFO 2. HIGHER EDUCATION SERVICES

MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	PI 6. Actual Faculty's FTE	Handles and teaches courses assigned	4.96	6.20	5.0	5.0	5.0	5.0	DevC 137n
		PI 7. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	1	5.0	5.0	5.0	5.0	DevC 140, DevC 155, CAEd 118, CAEd 124
		PI 8. 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	1.00	10	5.0	5.0	5.0	5.0	

		PI 9. *Number of trainings attended related to instruction*	Attend mandated trainings	1.00	2	5.0	5.0	5.0	5.0	
		PI 10. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	1.00	14	5.0	5.0	5.0	5.0	DevC 137n
		PI 11. *Number of quizzes/assessments administered and checked*	Prepares and checks quizzes for lec and lab	2.00	20	5.0	5.0	5.0	5.0	DevC 137n
		PI 12. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	2.00	20	5.0	5.0	5.0	5.0	DevC 137n
	Number of students advised: *	PI 13. Number of students advised:	*Acts as academic adviser to students*	3.00	20	5.0	5.0	5.0	5.0	
		PI 14. *Number of students advised on thesis/ field practice/special problem:*								
		As SRC Member	*Advises and corrects research outline and thesis/SP manuscript*	1.00	4	5.0	5.0	5.0	5.0	DevC 200
		PI 15. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	5.00	50	5.0	5.0	5.0	5.0	
	Number of student organizations advised/ assisted *	PI 16. *Number of Student organizations advised*	*Advises student organizations recognized by USSO*	1.00	1	5.0	5.0	5.0	5.0	Banaag Visual Arts Group
		PI 17. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	1.00	5	5.0	5.0	5.0	5.0	Banaag Visual Arts Group
	Number of instructional materials	PI 18: Number of on-line course ware developed and submitted :								

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	15	5.0	5.0	4.0	4.67	DevC 137n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	105	5.0	5.0	5.0	5.0	DevC 137n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	2085	5.0	5.0	5.0	5.0	DevC 137n
Total Rating for Instruction									**104.67**	
Average Rating for Instruction byHead									**4.98**	
MFO 3 . RESEARCH SERVICES										
Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	**PI 19.** 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		1.00	3	5.0	5.0	5.0	5.0	
Number of research outputs completed within the year *	**PI 20**. Number of research outputs completed within the year *	Conducts and completes research project/study within the year		1.00	3	5.0	5.0	5.0	5.0	3 projects conducted within the year, but completion of project activities is targeted in December 2022
Number of research outputs presented in regional/national/ int'l fora/conferences	**PI 21.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences		1.00	1	5.0	5.0	5.0	5.00	
Total Rating for Research									**15.00**	
Average Rating for Research									**5.00**	
MFO 4. EXTENSION SERVICES										

Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholder as a result of extension activities	**PI 22**. 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	1.00	3	5.0	5.0	5.0	5.0	
Number of trainees weighted by the length of training	**PI 23**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	25.00	60	5.0	5.0	5.0	5.0	
Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**PI 24**. Number of extension programs/projects implemented	Implements duly approved extension projects	1.00	3	5.0	5.0	5.0	5.0	
Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**PI 25**. 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	1.00	60%	5.0	5.0	5.0	5.0	
Number of technical/expert services	**PI 26** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries	2.00	3	5.0	5.0	5.0	5.0	
Resource Persons	*Resource Persons*		1.00	3	5.0	5.0	5.0	5.0	
	PI 27.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1.00	3	5.0	5.0	5.0	5.0	Development of training manuals and powerpoint presentatons for virtual trainings on Scientific paper writing and research designing (4 manuals & 4 ppt presentations)
Total Rating for Extension								35.0	
Average Rating for Extension								5.0	

MFO 6. General Admin. & Support Services (GASS)									
Number of monthly/special & staff meetings conducted	PI 28. Number of monthly/special staff meetings conducted**	As CAC Head	5	12	5.0	5.0	5.0	5.0	Culture and the Arts Center
Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets	PI 29. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of the Office targets**	As CAC Head	5	12	5.0	5.0	5.0	5.0	Culture and the Arts Center
Number of Office PPMP's and PR's submitted	PI 30. Number of office PPMP and PR's within the prescribed deadline	As CAC Head	5	15	5.0	5.0	5.0	5.0	Culture and the Arts Center
Zero percent complaint from clients served	PI 31. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5.0	5.0	5.0	5.0	Culture and the Arts Center
Additional Outputs	PI 32. 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	3.00	7	5.0	5.0	5.0	5.0	These activities include (1) Collabrated with the UIMC for the production and braodcast of virtual socio-cultural performaces (2) Collaborated with the International Affairs Office on events related to lingkages (3) Collaborating with the LGU and local academic institutions outside the university to support culture and arts education as well as local knowledge.

		PI 33. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	2.00	6	5.0	5.0	5.0	5.0	Conduct of online meetings with different committees involved in organizing and coordinating different activities related to culture and the arts events and activities in the university
Total Rating for GASS									30.0	
Average Rating for GASS									5.00	
TOTAL OVER-ALL RATING									184.67	

			Comments & Recommendations
Average Rating		4.99	for Development Purpose:
Additional Points:			
Approved Additional points (with copy of approval)			Good job!
FINAL RATING		4.99	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated by:

CHRISTINA A. GABRILLO
Department Head
Date: January 24, 2023

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 1/25/23

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/25/23

Exhibit I

PERFORMANCE MONITORING FORM
(July-December 2022)

Name of Employee: **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 DEVC299, DEVC212, DevC 137n; check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 2022	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations DEVC299, DEVC212, DevC 137n and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 2022	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the Culture and the Arts Center (CAC).	Expected deliverables of the office are met. (Implementation of culture and the arts activities among stakeholders accomplished, e.g. VSU 97th Anniversary culture and arts events and activities)	July 2022	December 2022	December 2022	Very Impressive	Outstanding	Keep it up!
4	Took over the responsibility as Project leader for the YRRP - IEC Materials Production project	Expected deliverables of the project are met. (Re-alignment of project budget and revision of the project PPMP, Reprinting of IEC materials, and request for project extension)	July 2022	December 2022	December 2022	Very Impressive	Outstanding	Keep it up!

4	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	July 2022	December 2022	December 2022	Very Impressive	Outstanding	Keep it up!

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

Prepared by:

CHRISTINA A. GABRILLO
Head, DDC

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

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

Proposed Interventions to Improve Performance:

Date: **July 2022**   Target Date: **December 2022**

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
5. Continue with professional advancement by completing PhD in DevCom

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: **January 2023**   Target Date: **June 2023**

Next Step:

1. Continue preparing learning materials and conduct virtual 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
6. Continue working on thesis dissertation

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
6. Complete PhD dissertation and final exam

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 working on PhD dissertation until completion
5. Continue organizing and coordinating culture and the arts events and activities within and outside the university with various stakeholders

Prepared by:

CHRISTINA A. GABRILLO
Head, DDC

Conforme:

JUDE NONIE A. SALES
Ratee Faculty/Staff