

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

CORAZON A. PADILLA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	60%	4.84	2.901
2. Research	10.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	30%	4.86 x 30% = 1.458	1.458
TOTAL	100%		4.859

EQUIVALENT NUMERICAL RATING: 4.859

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.859

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

CORAZON A. PADILLA

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS


Approved by:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CORAZON A. PADILLA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 JANUARY-JUNE 2023


CORAZON A. PADILLA
 Asst. Prof. III
 Date: 7/7/2023

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 7-19-23


MA. THERESA P. LORETO
 College Dean
 Date: JUL 25 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	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 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
		A4. Number of students entertained for consultation purposes		Entertains student's 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 were reviewed by TRP & edited by MMDC editor		Submits the course were 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
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	6	9.6	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		A10. Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		A11. Number of INC forms with grade submitted within prescribed		Facilitates students in their completion of the subject and submits completion forms with	5	37	5	5	5	5.00	
		A12. Number of trainings attended related to instruction		Attend mandated trainings	2	2	5	5	5	5.00	VSU Faculty Onboarding and TURNITIN
		A13. Number of long examinations administered and checked		Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	5	14	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	none	none					
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	12	5	5	5	5.00	ABELS 1 and 2
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	4	5	5	5	5.00	Kenny Cruz, Dave Rumar Pruelo, Neriza Flandez, Lanie Rev Moreno
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Heziel Mae Joy Pitogo, Klent Jay Solijon
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					
		A20. Number of Student organizations assisted on student		Assists student organizations in implementing student related activities	none	none					
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course were developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					For July-December

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	12	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		Assessment tools	Prepares assessment tools such as long	5	18	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
		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	1	0					For July-December
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
	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	1	1	5	5	5	5.00	InEPSOL
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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	4	5	5	5	5.00	Comm 11 (M009, M140), ELSt 200.2 (MT13)
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	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	1	0					
	PI 2. Number of research outputs	A 28. Number of research outputs	Conducts and completes research project	1	0					
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	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							
		In refereed int'l journals		1	1	5	5	5	5.00	Multimodal Discourse Analysis of COVID 19 Vaccination Campaign Posters: A Visual Grammar Approach, March 27, 2023, Siliman Journal
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	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							

		<i>In int'l fora/conferences</i>			1	0						For July-December
		<i>In nat'l/regional fora/conferences</i>										
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	0						For July-December
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)										
		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	1	0						For July-December
		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						
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	2	2	5	5	5	5.00		Comm 11 (M009, M140), ELSt 200.2 (MT13)
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active partnerships	A 36. Number of active partnerships		Identifies and links with probable partners for	2	0						For July-December
	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	1							For July-December
	PI 3. Number of extension programs organized and supported consistent	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects	1							For July-December
	PI 4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and		Provides quality and relevant training courses and advisory services	2							For July-December
	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								
	<i>Research Mentoring</i>	<i>Research Mentor</i>			1							For July-December
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>			1							For July-December
	<i>Resource Persons</i>	<i>Resource Persons</i>			1							For July-December
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			1							For July-December
	<i>Consultancy</i>	<i>Consultant</i>			1							For July-December
	<i>Evaluator</i>	<i>Evaluator</i>			1							For July-December
	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	1							For July-December
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			1							For July-December

		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	2								For July-December
UMFO 5. SUPPORT TO OPERATIONS													
OVPI MFO 4. Program and Institutional Accreditation Services													
	PI 8. Compliance to all requirements thru the established/adequate	A 44. Compliance to all requirements of the QMS core processes of the university		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty	zero non-conformity	5	5	5	5.00				
		A 45. 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								
		On program accreditations:	Pilot Plant Manager										
		On institutional accreditations	SSF Rootcrop facility incharge										
UMFO 6. General Admin. & Support Services (GASS)													
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	zero complaint	zero complaint							
		A 47. Number of /new initiatives introduced resulting to best practice											
		A 48. Other outputs implementing the new normal due to covid 19											
	PI 3: Additional Outputs												
	Effectively acted Administrative /Financial Documents	Number of official documents timely and effectively acted upon		Review and sign documents	26	800	5	5	4	4.70			
	Docs	Number of quality procedure revised		revise Quality Procedure	1	1	5	5	5	5.00			
	Planning Management and Monitoring Services	Programs, activities and Project (PAPs) planned											
		Planned meetings		Planned Schedule and Invitation	10	14	5	5	5	5.00			
		number of conducted meetings		Preside plan meetings	10	14	5	5	5	5.00			
		Number of PAPs monitored		Scholarship Program	2								Committee Members has yet to be identified with approval from VSUAAI BOD. To be accomplished in July-December.

			Alumni Communicator's output	4	2	5	5	5	5.00	Other outputs are still to be accomplished in July-December.
		Number of Alumni Monitored	google survey responses	100	465	5	5	5	5.00	
Additional Assignment (ACRO Head)										
ACRO	Alumni Services	Alumni Inquiries responded (%)	respond to inquiries by Alumni via social Media platform	80%	100%	5	5	5	5.00	
		Number of alumni clearance acted upon	signed alumni clearance of graduating students	400	825	5	5	5	5.00	
	Strong Alumni Engagement	Number of Social Media maintained and regularly updated	Social media updated regularly	1	2	4	4	4	4.00	Viscan Kami, VSU Alumni and Community Relations Office
		Percent campus alumni joining activity	facilitation collaborated with Acs	20%	30%	5	5	5	5.00	
		number of alumni campus activity facilitated	facilitation collaborated with Acs	1	3	5	5	5	5.00	
		Number of chapter identified and facilitated for creation	coordinate with alumni groups via social media	1	2	5	5	5	5.00	Campus-based Alumni Chapter, High School Alumni Chapter, *Local and International chapters survey is still on going via google form
		Number of Chapters submitting report to ACRO	Inform alumni chapters of their task to make regular reports of chapter activities and submit to ACRO for publicity as part of alumni updates	1						Alumni chapters are still being established via google form. This is yet to be accomplished in July-December.
		Number of meeting with Host batches members	faciliates meeting of members of host batches to plan preparation of annual alumni homecoming/reunion	1	5	5	4	5	4.70	
		Number of Alumni google survey Docs prepared	Google survey to get feedback from alumni	3	4	5	5	5	5.00	
		Number of virtual alumni reunion/homecoming of alumni all over the world facilitated	facilitates coordinates, plan and oversee alumni vvirtual homecoming/reunion	1	1	4	4	5	4.30	

		Number of responses from surveys monitored		monitor and study the responses submitted by alumni from the google surveys	150	475	5	5	5	5.00	
	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	100%	5	5	5	5.00	
						TOTAL				4.86	

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: Mrs. Padilla has good teaching skills. It is recommended that she finish her Ph.D. for the development of her career.

Evaluated & Rated by


MARIA VANESSA E. GABUNADA

Department Head

Date: July 13, 2023

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

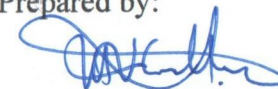
Name of Employee: CORAZON A. PADILLA

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) Purposive Communication (M009, M140) b) ELSt 200.2- Language Research 2: Undergraduate Thesis (MT13)	- Active and operational COMM11 website; - Remarkd outputs of students; - Grade Sheets; - Messenger Group Chats - Instructional Materials - Approved Undergraduate Thesis	February 2023	June 2023	June 2023	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 2023	June 2023	June 2023	Impressive	Outstanding	
3	Course Preparation	-video discussions; - PowerPoint presentations; - Assessment materials	February 2023	June 2023	June 2023	Impressive	Outstanding	
4	Participate in Trainings and Workshops	Certificate of appearance and participation	February 2023	June 2023	June 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	-Attendance Sheet - Certificate of Participation (if available)	February 2023	June 2023	June 2023	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 PLANName 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 on the whole;
- 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 2023

Target Date: June 2023

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 that can offer meaningful gain to the department, college, and the university on the whole;
- Enhance written research papers and articles for publication purposes.
- Pass the oral defense to complete the degree.

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.
- Passed the Oral Defense.

Date: July 2023

Target Date: December 2023

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 relevant seminar-workshops for the faculty members and clienteles of the language section.
- To write dissertation and pass Oral Defense.

Outcome: NA

Final Step/Recommendation: NA

Conforme:


CORAZON A. PADILLA
 Faculty

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head