SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

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

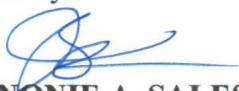| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%=2.50	
b. Students (50%)		3.88x50% = 1.94	
Total for Instruction	45%	4.44	2.0
2. Research			
a. Client/Dir. For Research (50%)		5.0x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Research	30%	5.00	1.5
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			**4.75**

EQUIVALENT NUMERICAL RATING: 4.75
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.75

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 **JANUARY TO JUNE 2021**.

Approved:

JUDE NONIE A. SALES
Assistant Professor IV
Date: _____

CHRISTINA A. GABRILLO
Department Head
Date: _____

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	6.53	9.33	5.0	5.0	5.0	5.0	Handled 2 graduate classes during the 1st sem of SY 2020-2021 (FTE for Jan-Feb 2021 only) and 2 graduate classes during the second sem of SY 2020-2021 (FTE for Mar-June 2021 only)
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	3.00	15	5.0	5.0	5.0	5.0	No graduate students advised
		PI 3.Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	No grad student advisee assigned	2.00	5	5.0	5.0	5.0	5.0	No chairmanship

		AS GAC Member	No grad student advisee assigned							Not a member
		PI 4. Number of students entertained for consultation purposes	No consultation	5.00	18	5.0	5.0	5.0	5.0	No consultation
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	3	5.0	5.0	5.0	5.0	For DEVC212, DEVC251 and DEVC257
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5.00	12	5.0	5.0	5.0	5.0	4 each for DEVC 212, DEVC 251 and DEVC 257
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	12	5.0	5.0	5.0	5.0	4 each For DEVC 212, DEVC 251 and DEVC 257
		PI 6 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	3	5.0	5.0	5.0	5.0	For DEVC210, DEVC214 and DEVC218

UMFO 2. HIGHER EDUCATION SERVICES

MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	PI 7. Actual Faculty's FTE	Handles and teaches courses assigned	20.64	25.8	5.0	5.0	5.0	5.0	Handled 4 undergraduate classes during the 1st sem of SY 2020-2021 (FTE for Jan-Feb 2021 only) and 7 undergraduate class during the second sem of SY 2020-2021 (FTE for Mar-June 2021 only)

		Indicator	Task	Target	Actual	Q	E	T		Ave	Remarks
		PI 8 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	21	5.0	5.0	5.0		5.0	14 for the first sem of 2020-2021 (MT and final grades) of graduate and undergraduate courses handled; and 7 for the ~~second sem SY 2020-2021~~
		PI 9 . 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	5.0	5.0	5.0		5.0	Submitted 1 INC completion form during the 1st sem of SY 2020-2021
		PI 10 . Number of trainings attended related to instruction	Attend mandated trainings	1.00	5	5.0	5.0	5.0		5.0	3 for DevCom Seminar Series (May and June 2021); Leyte Heritage Center Webinar on the Sto Nino
		PI 11 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5.0	5.0	5.0		5.0	2 for DevC 140, 2 for Devc 155, 2 for CAED 118, 2 for CAED 124
		PI 12 . Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	2.00	4	5.0	5.0	5.0		5.0	For DevC 140, DevC 155, CAED 118, CAED 124
		PI 13 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2.00	4	5.0	5.0	5.0		5.0	For DevC 140, DevC 155, CAED 118, CAED 124
	Number of students advised: *	PI 14. Number of students advised:	*Acts as academic adviser to students*	5.00	18	5.0	5.0	5.0		5.0	As academic adviser of 1st year and 3rd year DevCom students
		PI 15 . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1.00		5.0	5.0	5.0		5.0	No chairmanship
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		3	5.0	5.0	5.0		5.0	Thesis of Milvan Auza, Duque and Weneline Balina

		PI 16 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10.00	35	5.0	5.0	5.0	5.0	Thesis advisees and students of DevC 140, DevC 155, DevC 200, CAED 118 and CAED 124; consultation done through email, fb messenger, text messages or phone call
	Number of student organizations advised/ assisted *	**PI 17** . *Number of Student organizations advised*	*Advises student organizations recognized by USSO*		1	5.0	5.0	5.0	5.0	Major adviser of the Banaag Visual Arts Group
		PI 18 . *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*		1	5.0	5.0	5.0	5.0	USSC for their student night activity during the 97th VSU Anniversary
	Number of instructional materials developed *	**PI 19 :** Number of on-line course ware 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*	1.00	6	5.0	5.0	5.0	5.0	For DevC 140, DevC 155, CAED 118, CAED 124, DEVC 212, DEVC 257
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	6.00	12	5.0	5.0	5.0	5.0	For DevC 140, DevC 155, CAED 118, CAED 124, DEVC 212, DEVC 257
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	12	5.0	5.0	5.0	5.0	For DevC 140, DevC 155, CAED 118, CAED 124, DEVC 212, DEVC 257
		PI 20 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google	1.00	6	5.0	5.0	5.0	5.0	For DevC 140, DevC 155, CAED 118, CAED 124, DEVC 212, DEVC 257
Total Rating for Instruction									125.0	
Average Rating for Instruction byHead									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 21. 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	1	5	5	5		5.0	Research outputs of the YRRP-IEC Project which produced IEC materials and coffee table book for benefeciaries, other researchers and other stakeholder institutions
Number of research outputs completed within the year *	PI 22. Number of research outputs completed within the year *	Conducts and completes research project/study within the year		2	5	5	5		5.0	2 projects conducted within the year, but completion of project activities is targeted in December 2021
Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 23. 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	20.00%		5	5	5		5.0	
Number of research outputs presented in regional/national/ int'l fora/conferences	PI 24. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences		1	5	5	5		5.0	Paper on the YRRP-IEC Production project presented during the VSU In-house review
	In int'l fora/conferences				5	5	5		5.0	
Percent of research proposals approved *	PI 25. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation			5	5	5		5.0	
Total Rating for Research									30.0	
Average Rating for Research									5.0	

MFO 4. EXTENSION SERVICES

Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	PI 26. 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	5.0	5.0	5.0	5.0	YRRP-IEC Production Project
Number of trainees weighted by the length of training	PI 27. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		3,000	5.0	5.0	5.0	5.0	Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. February 24, 2021 and Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna.
Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	PI 28. Number of extension programs/projects implemented	Implementes duly approved extension projects	1.00	3	5.0	5.0	5.0	5.0	East West Center Innovation for Sustainable Development Fellows supported research project on Visual Arts Education Program on Health and Environment for Radio and IEC Materials Design and Production – YRRP Project, and Harnessing the Potentials of IMs and ICT for Improved Learning

				100%	5.0	5.0	5.0	5.0	Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. February 24, 2021 and Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. February 22, 2021
Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**PI 29**. 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							
Number of technical/expert services	*PI 30 . Number of technical/expert services as/in:*	Provides the technical and expert services requested by							

	Resource Persons	*Resource Persons*			4	5.0	5.0	5.0		5.0	Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. February 24, 2021 and Resource Speaker, Webinar Series on non-digital activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. February 22, 2021, Resource Speaker, Webinar on The Magic of Art Therapy: Learn How to Chillax using Art Activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna. October 7, 2020 Resource Speaker, Webinar on The Magic of Art Therapy: Learn How to Chillax using Art Activities. University Learning Resource Center (ULRC) University of the Philippines Los Baños, Laguna, October 7, 2020
	Additional outputs *	**PI 31**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									

		PI 32.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	2.00	6	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 (2 manuals & 4 ppt presentations)
Total Rating for Extension									**30.0**	
Average Rating for Extension									**5.0**	
MFO 5. SUPPORT TO OPERATIONS										
	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 33**. Compliance to all requirements of theQMS 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 memberand as QA director	zero non-conformity	Zero NC for QAC and for VSU during the FSA	5.0	5.0	5.0	5.0	VSU Passed the ISO First Surveillance Audit with Zero NC
		PI 34. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100%	5.0	5.0	5.0	5.0	Successfully coordinated (as QA director) the preparations and actual conduct of the online accreditation of 8 programs of the VSU-Main Campus on April 19 - 23, 2021
	Additional Outputs	*PI 35.* Coordination of activities to ensure proper implementation of the VSU QMS to make it compliant with								

		Implementation of the ISO First Surveillance Audit (FSA)	Coordinates preparation for and implementation of the First Surveillance Audit of the VSU-QMS by TUV Rheinland		100%	5.0	5.0	5.0		5.0	FSA conducted successfully on Feb 4-5, 2021; VSU passed the audit with zero non-conformity
		Number of ISO-related trainings, meetings and reviews coordinated/facilitated	Coordinates/facilitates (together with the QMR and LA) the conduct of meetings, reviews and online ISO-related trainings as part of the preparation for the ISO first surveillance audit.		3	5.0	5.0	5.0		5.0	Capability Assessment with JM of TUV-R (Jan 6), Mgt. Review (Jan 15 & 20), On-bording of the VSU-QMS Portal (Jan 26-27)
		Number of trainings/webinars/ workshops attended	Attends ISO-related trainings/webinars/ workshops		5	5.0	5.0	5.0		5.0	(1) Operational Planning Workshop - Jan 4; (2) Strat Plan Reframing - Jan 7-8; (3) Training on Understanding QMR's Role, Respnsibilities and Competence Requirements by TUV-R ; Mar 30-31, 2021; (4) AGF Webinar on Records Mgt - May 14; (5) Webinar on Correcting Corrective Actions (May 28)
		Number of accreditation-related trainings facilitated/attended	Facilitates participation of VSU accreditors in the trainings on online accreditation system		2	5.0	5.0	5.0		5.0	Participation of VSU accreditors in the following: (1) 34th AACCUP Virtual Annual Conference on Mar 10-12 2021; (2) AACCUP Webinar-Workshop on the New Guidelines on Levels III and IV Online Accreditation System (June 16-18, 2021)

		Number of webinar-workshops/meetings coordinated/facilitated/ presided in preparation for AACCUP accreditation	Coordinates/facilitates/ presides webinar-workshops, meetings and other related activities in preparation for AACCUP accreditation of programs in the VSU Main and satellite campuses		9	5.0	5.0	5.0		5.0	(1) Meeting with MLAM and MSLAM taskforces on Feb 17, 2921; (2) Virtual meeting with the taskforces and working committees for the AACCUP accreditation in April (Mar 16); (3) Meeting with the ODQA staff, Web Team and Accredn taskforces re creation of google site and uploading of documents (Mar 26); (4) Internal Evaluation of the 8 Programs (April 5-7); (5) Dry run presentation of the NPs by BSA task forces (April 8); (8) Webinar-workshop on the preparation of supporting documents for the Level II program accreditation (June 9-10); (9) Meeting with program heads, cancellors & QA coordinators re preparations for Levels III and IV accreditation in Oct & Dec 2021, and Feb 2022
		Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors		4	5.0	5.0	5.0		5.0	Facilitated reqests for VSU accreditors to evaluate the programs of the following SUCs: (1) University of Rizal System (URS) - Mar 2-6, 2021; (2) URS - April 5-9, 2021; (3) MMSU - June 23-25, 2021; (4) PUP - June 14-18, 2021

		Number of programs visited for AACCUP accreditation	Coordinates the conduct of program accreditation		8	5.0	5.0	5.0	5.0	These are the 8 programs in the VSU main campus subjected to accreditation on April 19-23, 2021
Total Rating for Support to Operations									45.0	
Average Rating for Support to Operations									5.0	
MFO 6. General Admin. & Support Services (GASS)										
Zero percent complaint from clients served	**PI 36**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5.0	5.0	5.0	5.0		
Additional Outputs	**PI 37**. 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		6	5.0	5.0	5.0	5.0	These activities include (1)Organize and coordinate socio-cultural activities for the VSU 97th Anniversary Celebration through the CAC (2) Collabrated with the UIMC for the production and braodcast of virtual socio-cultural performaces (3) Collaborated with the International Affairs Office on events related to lingkages (4) Collaborating with the LGU and local academic institutions outside the university to support culture and arts education as well as local knowledge.
	PI 38.Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal		5	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 evnts and activities in the university

		PI 39. International linkage with East-West Center in Hawaii		1	2	5.0	5.0	5.0	5.0	With two radio projects
Total Rating for GASS									20.0	
Average Rating for GASS									5.0	
TOTAL OVER-ALL RATING									250.0	

Average Rating		5.0	**Comments & Recommendations**
Additional Points:			**for Development Purpose:**
Approved Additional points (with copy of approval)			Great job!
FINAL RATING		5.0	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated by:

CHRISTINA A. GABRILLO
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 9/20/21

Exhibit I

PERFORMANCE MONITORING FORM
(January to June 2021)

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 virtual classes on DevC 137, DEVC 212, and CAED 127, check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2021	February 2021	February 2021	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations in DevC 140n, DevC 155, DEVC 212, DEVC 257, DEVC 200, CAED 124, and CAED 118 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2021	July 2021	Some activities completed in June 2021; deadline for other requirements set on July 23, 2021	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)	March 2021	April 2021	As targeted (in April 2021)	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)	January 2021	June 2021	Completed as targeted in June 2021 with extension of the project until December 2021	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.	January 2021	June 2021	June 2021 Co-conceptualized a research proposal on SOA on Visual Arts for Mental Health and Environment which was approved for funding and implementation by EWC Hawaii	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: **January 2021**   Target Date: **June 2021**

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: **July 2021**   Target Date: **December 2021**

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