SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: <u>JUDE NONIE A. SALES</u>

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%)		$3.88 \times 50\% = 1.94$	
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%)		5.0 x 50% = 2.50	
Total for Research	30%	5.00	1.5
3. Extension			
a. Client/Dir. For Extension (50%)		$5.0 \times 50\%$) = 2.50	
b. Dept Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
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:

Reviewed by:

JUDE NONIE A. SALES

Name of Faculty

CHRISTINA A. GABRILLO

Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>JUDE NONIE A. SALES</u>, a faculty member of the <u>DEPARTMENT OF DEVELOPMENT COMMUNICATION</u> 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 <u>JANUARY TO JUNE 2021</u>.

JUDE NONIE A. SALES
Assistant Professor IV

Date: _____

Approved:

CHRISTINA A. GABRILLO

Department Head

Date: _____

							R	ating	3	REMARKS (Indicators in
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
UMFC	1. ADVANCED EDU	JCATION SERVICES								
MFO '	1. Graduate Studen	t 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		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)
1 1	Number of graduate 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								
			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
	2. HIGHER EDUCA									
MFO		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).

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

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		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		Thesis advisees and students of DevC 140, Dev 155, DevC 200, CAED 118 and CAED 124; consultation done through email, fb messenger, text messages phone call
	Number of student organizations advised/ assisted *	<u>PI 17</u> . Number of Student organizations advised	Advises student organizations recognized by USSO		1	5.0	5.0	5.0	5.0	Major adviser of the Banaa Visual Arts Group
		<u>PI 18</u> . 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 nigh activity during the 97th VSL 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	A						
		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
otal R	Rating for Instruction								125.0	
	e Rating for Instruction	byHead							5.0	

O 3 . RESEARCH SERV	/ICES								
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		Research outputs of the YRRP-IEC Project which produced IEC materials and coffee table book for benefeciaries, other researchers and other etakeholder 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		Paper on the YRRP-IEC Production project presente 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	
al Rating for Research								30.0	
rage Rating for Research								5.0	

MFO 4. EXTENSION SERV	/ICES							
partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	industries, NGOs, NGAs, SMEs,	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, Web Series on non-digital activities. University Lear Resource Center (ULRC) University of the Philippir Los Baños, Laguna. February 24, 2021 and Resource Speaker, Web Series on non-digital activities. University Lear Resource Center (ULRC) University of the Philippir 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 Innovator Sustainable Developmed Fellows supported research project on Visual Arts Education Program on Health and Environment Radio and IEC Materials Design and Production – YRRP Project, and Harnessing the Potentials IMs and ICT for Improved Learning

Demonstrate of	DI 20 Deventore of	Dravidas quality and		100%	5.0	5.0	5.0	5.0 Resource Speaker, Webinar
Percentage of	PI 29. Percentage of	Provides quality and		100%	5.0	5.0	5.0	
beneficiaries who rated	beneficiaries who rated the	relevant training courses						Series on non-digital
the training course/s	training course/s and advisory	and advisory services						activities. University Learning
and advisory services	services as satisfactory or							Resource Center (ULRC)
as satisfactory or higher	higher in terms of quality and							University of the Philippines
in terms of quality and	relevance							Los Baños, Laguna.
relevance								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
Number of	PI 30 . Number of	Provides the technical						
technical/expert	technical/expert services as/in:	and expert services						
services		requested by						

,	Deservice Demans	Resource Persons		4	5.0	5.0	5.0	5.0 Resource Sp	ooker Mehiner
	Resource Persons	Resource Persons		4	5.0	5.0	3.0	Series on no	
									iversity Learning
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								February 24,	
									eaker, Webinar
								Series on no	
									iversity Learning
								Resource Ce	
									the Philippines
								Los Baños, L	
									2021, Resource
									binar on The
								Magic of Art	Therapy: Learn
								How to Chilla	x using Art
								Activities. Un	iversity
								Learning Res	source Center
								(ULRC) Univ	ersity of the
								Philippines L	os Baños,
								Laguna. Octo	ber 7, 2020
								Resource Sp	eaker, Webinar
									of Art Therapy:
	,								Chillax using
								Art Activities	
									source Center
								(ULRC) Univ	
								Philippines L	
								Laguna Octo	
	Additional outputs *	PI 31. No. of extension-related							= 31
		awards (extn. conducted by							
		faculty or student & faculty) *							

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,		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 presentations for virtual trainings on Scientific paper writing and research designing (2 manuals & 4 ppt presentations)
Total F	Rating for Extension								30.0	
Averag	ge Rating for Extension								5.0	
MFO 5	SUPPORT TO OPERAT	TIONS								
	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		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		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 successful 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 win 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		(1) Operational Planning Workshop - Jan 4; (2) Str Plan Reframing - Jan 7-8; Training on Understandin QMR's Role, Respnsibiliti and Competence Requirements by TUV-R; Mar 30-31, 2021; (4) AGF Webinar on Records Mgt May 14; (5) Webinar on Correcting Corrective Acti(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 followin (1) 34th AACCUP Virtual Annual Conference on Ma 10-12 2021; (2) AACCUP Webinar-Workshop on the New Guidelines on Level and IV Online Accreditation System (June 16-18, 202

Number of requests for online accreditors facilitated Number of security of the continue accreditors facilitated Number of security of the continue accreditors System (URS) - Mar 2-6, System (URS) - Mar 2-6, System (URS) - Mar 2-6, Supposition of the New III Internal Evaluation of the New III 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 Supposition of the following Substituted Subs		Number of webiens	O - and in atom (for all test)	0	E O	E C	E C	FO	(1) Mosting with MI AM and
coordinated/facilitated/ presided in preparation for AACCUP accreditation AACCUP accreditation AACCUP accreditation AACCUP accreditation of for AACCUP accreditation of programs in the VSU Main and satellite campuses Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and satellite campuses AACCUP accreditation of programs in the VSU Main and Accredit of the NPs by BSA task forces (April 8); (8) Webinar-workshop on the Program secreditation of supporting documents for the Level III program accreditation (June 9-10); (9) Meeting with program accreditation (June 9-10); (9) Meeting with program accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of requests for online accreditors AACCUP accreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccreditors in Aaccreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccreditation in Oct 8 Dec 2021, and Feb 2022 Author of Aaccr				9	5.0	5.0	5.0	5.0	
presided in preparation for AACCUP accreditation activities in preparation for AACCUP accreditation of programs in the VSU Main and satellite campuses and other related activities in preparation for 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 NPs by BSA task forces (April 8); (8) Webinar-workshop on the preparation of supporting documents for the LPPs 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 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 accreditors Number of requests for online accreditors facilitated accreditors ACCUP accreditation in April (Mar 16); (3) Meeting with the ODQA staff, Web Team and Accredent to the AACCUP's program (April 5-7); (5) Dy num 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 accreditation (June 9-10); (9) Meeting with program accreditation in Oct & Dec 2021, and Feb 2022 Number of requests for online accreditors for online accreditors of veluate the programs of the following SUCs: (1) University of Riza System (URS) - Mar 2-6, Nar 2-6, Na									1
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for AACCUP accreditation in April (Mar 16); (3) Meeting with the ODDA staff, Web Team and Accredn taskforces re creation of google site and uploading of documents (Mar 26); (4) Internal Evaluation of the 8P Programs (April 5-7); (5) Dry run presentation of the NPs by BSA task forces (April 5); (8) Webinar-workshop on the preparation of supporting documents for the Level III program accreditation (June 9-10); (9) Meeting with program heads, cancellors ACCUP's representation of requests for online accreditors facilitated accreditors Number of requests for online accreditors ACCUP accreditation in April (Mar 16); (3) Meeting with the ODDA staff, web Team and Accredit to Page 18 Programs (April 5-7); (5) Dry run presentation of the NPs by BSA task forces (April 5); (8) Webinar-workshop on the preparation of supporting documents for the Level III program accreditation (June 9-10); (9) Meeting with program heads, cancellors a QA coordinators re preparations for Levels III and IV accreditation in Octa Dec 2021, and Feb 2022 Number of requests for online accreditors for online accreditors for online accreditors to evaluate the programs of the following SUCs: (1) University of Riza System (URS) - Mar 2-6, har 2-6,	-		The state of the s						
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Main and satellite campuses Repair (a) Internal Evaluation of the 18 Programs (April 5-7); (5) Dr. 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 requests for online accreditors Number of requests for online accreditors Number of requests for online accreditors A 5.0 5.0 5.0 Facilitated requests for VSU accreditors to evaluate the programs of the following SUCs: (1) University of Riza System (URS) - Mar 2-6, System (URS) - M			accreditation of						April (Mar 16); (3) Meeting
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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 9); (8) Webinar-workshop on the preparation of supporting documents for the Level II program accreditation (June 9-10); (9) Meeting with program heads, cancellors 8 QA coordinators repreparations for Levels III and IV accreditation in Oct 8 Dec 2021, and Feb 2022 Number of requests for online accreditors facilitated Number of requests for online accreditors Substitute of the Substitute of the following Substitute of Riza System (URS) - Mar 2-6,			Main and satellite						Team and Accredn
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2021; (3) MMSU - June 23-									2021; (3) MMSU - June 23-
25, 2021; (4) PUP - June 14									25, 2021; (4) PUP - June 14-
18, 2021									18, 2021

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Number of programs visited for AACCUP accreditation AACCUP acceptation				Y							
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2	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								

Average Rating	5.0
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.0
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Great job!

Evaluated & Rated by:

CHRISTINA A. GABRILLO

Department Head

Date:

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

BEATRIAS. BELONIAS

Vice President for Instruction

Date: 9/10/21

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 97 th 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		January 2021	June 2021	Completes as	Very	Outstanding	Keep it up!
7,	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)			targeted in June 2021 with extension of the project until December 2021	Impressive		
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

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating:

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