SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period: July-December 2021

Name of Faculty Member: **JULIE ANN S. CORDOVA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.00 x 50% = 2.00	
b. Students (50%)		3.83 x 50% = 1.92	
TOTAL for Instruction	95%	3.92	**3.719**
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	4.00 x 0.05 = 0.20	0.200
TOTAL	100%		**3.919**

EQUIVALENT NUMERICAL RATING: 3.919
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **3.919**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JULIE ANN S. CORDOVA
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
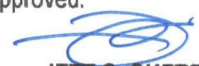Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE ANN S. CORDOVA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER 2021.

Approved:

JULIE ANN S. CORDOVA
Instructor I
Date: 10/21/01

JETT C. QUEBEC
Department Head
Date: January 5, 2022

MA. THERESA P. LORETO
College Dean
Date: 2/9/2022

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										
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						
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		A 6 : 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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	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						

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	18 per semester	37.2	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec) , readings in Philippine history (2 sec) and humanities 11 (2 sec)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec) , readings in Philippine history (2 sec) and humanities 11 (2 sec)
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms	NONE						
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	google classroom activity training

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	16	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec), readings in Philippine history (2 sec) and humanities 11 (2 sec)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	24	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec), readings in Philippine history (2 sec) and humanities 11 (2 sec)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A						
		A17. Number of students advised on thesis/ field practice/special problem:		N/A						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	10	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec), readings in Philippine history (2 sec) and humanities 11 (2 sec)
	PI 9: Number of student organizations advised/	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	N/A						
		A20. Number of Student	Assists student organizations in	N/A						
	PI 10: Number of instructional materials developed *	A 21 : 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	1	4	4	4	4.00	Life and works of Rizal
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	6	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec), readings in Philippine history (2 sec) and humanities 11 (2 sec)

				10	8	4	4	4	4.00	Soc Sci. 15 (2 sec), Soc. Sci, 16 (4 sec) , readings in Philippine history (2 sec) and humanities 11 (2 sec)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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	N/A						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom usiing either Moddle or Google Classroom	10	6	4	4	4	4.00	Life and works of Rizal
	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	4	4	4	4.00	module and power point presentation of Life and works of Rizal
		Agency/firm/Industry linkages	Coordinates with potential firms and	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	1	1	4	4	4	4.00	Module/ Google class
					AVERAGE				4.00	

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	N/A						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	N/A						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	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	N/A						
		In refereed int'l journals								

		In refereed nat'l/regional journals										
	PI 4. Number of research outputs presented in	**A 30.** Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scienfic for a/conferences	N/A								
		In int'l fora/conferences		N/A								
		In nat'l/regional fora/conferences		N/A								
	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	N/A								
	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	N/A								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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	N/A								
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** 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	N/A								
	PI 2. Number of trainees	**A 37.** Number of trainees weighted by	Conducts trainings among beneficiaries	N/A								
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38.** Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A								

PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	N/A							
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	N/A							
Research Mentoring	Research Mentor		NONE							
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE							
Resource Persons	Resource Persons		NONE							
Convenor/Organizer	Convenor/Organizer		NONE							
Consultancy	Consultant		NONE							
Evaluator	Evaluator		NONE							
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	N/A							
PI 11. Additional outputs *	A 42. No. of extension-related awards		N/A							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8. 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*	A 44. 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 member	zero non-conformity	zero non-conformity	4	4	4	4.00		
	A 45. 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% compliant						

		On program accreditations		N/A							
		On institutional accreditations		N/A							

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint						
PI 3: Additional Outputs	A 47. 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	NONE							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE							
				AVERAGE`			4.00			
Total Over-all Rating										
Average Rating										
Adjectival Rating										

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: Ms. Cordova provides the department a kind of camaraderie worth of praise. She should however endeavor to finish her masters degree.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: January 5, 2022

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:_____2/9/2022_____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____2/15/22_____

PERFORMANCE MONITORING FORM

Name of Employee: __JULIE ANN SALES CORDOVA__

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.	Teaches four (3) GE courses, four(4) Soc. Sci 16, two(2) Reading in Philippine History, one (1) Philippine History	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2021	December 2021	December 2021	Impressive	Very Satisfactory	
2.	Prepare course syllabi updates	Approved course syllabi in Social Science	August 2021	Sept2021	Sept2021	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	Sept 2021	Oct 2021	Oct 2021	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	Sept2021	Sept 2021	Sept 2021	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC PhD
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julie Ann Sales Cordova

Performance Rating: Outstanding

Aim: To continue her graduate study by 2022 and improve teaching effectiveness.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: August 1, 2022   Target Date: Two years from today

First Step:

   a) Encouraged her to finish her study based on approved Staffing Pattern of DLABS in a reputable institution preferably abroad.
   b) Advised her to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.
   c) Advised her to simplify her discussions in order for the students with different levels of intellectual abilities tocomprehend

Result:
   She has informed to finish her Master's degree.

Date: April 15, 2025   Target Date: End of second semester

Next Step:

   She was advised to finally finish her Masters. And employ more teaching strategies based on the evaluation of the students.
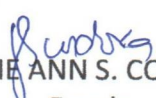
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC PhD
Department Head

Conforme:

JULIE ANN S. CORDOVA
Faculty