SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JED ASAPH D. CORTES**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)	
1. Instruction		4.88 100%		
a. Head/Dean (50%)		4.87 x 50%= 2.4		
b. Students (50%)		5.0 x 50% = 2.0		
Total for Instruction	40%	4.28 4.4	**1.76**	1.952
2. Research				
a. Client/Dir. for Research		5.0 x 100% = 5.0		
Total for Research	30%	5.0	**1.5**	
3. Extension				
a. Client/Dir. for Extension (50%)		4.8 x 100% = 4.8		
Total for Extension	15%	4.8	**0.72**	
4. Administration	10%	5.0	**0.50**	
5. Production	5%	5.0	**0.25**	
TOTAL			**4.73**	4.92

EQUIVALENT NUMERICAL RATING: ~~4.73~~ 4.92
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: ~~4.73~~ 4.92

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

JED ASAPH D. CORTES   **ROTACIO S. GRAVOSO**
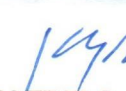Name of Faculty   ~~Department Head~~
                                CHRISTINA A. GABRILLO
                                Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JED ASAPH D. CORTES**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2020**.

Approved:

JED ASAPH D. CORTES
Ratee

CHRISTINA A. GABRILLO
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q^1	E^2	T^3	A^4	
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPAA MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned	0.00	0.33	5	5	5	5.00	*handled 1 graduate course*
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		2	5	5	4	4.67	*130, 133*
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		2	5	5	4	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		10	5	5	4	4.67	

	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, exercises, etc.		4	5	5	4	4.67	
	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		2	5	5	4	4.67	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		2	5	5	4	4.67	
UMFO 2. HIGHER EDUCATION SERVICES								33.00	
OVPI UMFO 3. Higher Education Management Services								4.71	
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18.12	11.55	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		2	5	5	5	5.00	
	A12. Number of trainings/webinars attended related to instruction	Attend mandated trainings		3	5	5	5	5.00	on Google Classroom
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		4	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		22	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	

33.02

	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		20	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO		2	5	5	5	5.00	DECSO, AMARANTH
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		2	5	5	5	5.00	
PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	Online ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 23 : Number of online course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
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								
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
Total Rating for Instruction									50.00	
Average Rating for									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			2	5	5	5	5.00	QS RATING
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project/study within the year								
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									
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication			1	5	5	5	5.00	DRAFT
	In refereed nat'l/regional journals									

83.02/17 = 4.88

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									*not included in the target output due to travel restrictions in the light of COVID-19 pandemic*
	In int'l fora/conferences										
	In nat'l/regional fora/conferences										
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									*not included in the target in the light of fund limitations due to the covid-19 pandemic*
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									
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output									
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal									
Total Rating for Research									10.00		
Average Rating for Research									5.00		
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		3	5	5	4	4.67	Google classroom
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		200	5	5	4	4.67	including component colleges
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							
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							
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							
Research Mentoring	Research Mentor								
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons			1	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
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							not included in the target due to fund limitations in the light of the COVID19 pandemic

					1	2	3	4	
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
Total Rating for Extension								14.33	
Average Rating for Extension								4.78	
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		100% compliant	5	5	5	5.00	
	A 48.Other outputs implementing the new normal due to covid 19	Heads the university web team as part of UIMC		5	5	5	5	5.00	
Total Over-all Rating			117.33						
Additional Points:			29.33						
Approved Additional points (with copy of approval)									
FINAL RATING			4.87						
ADJECTIVAL RATING			Outstanding						

14.?4/3 = 4.?8 (handwritten)

Comments & Recommendations for Development Purpose

Good Job! (handwritten)

Evaluated & Rated by:

CHRISTINA A. GABRILLO
Department Head
Date:

Recommending Approval:

VICTOR B. ASIO
Dean
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JED ASAPH D. CORTES**

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	Update Syllabi and PowerPoints of her master in devcom class in DEVC200 and teach classes in development communication in college: DevC124 Fundamentals of Educational Communication and Technology.	Classes taught.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
2	Serve as head to the VSU Printing Press/Multimedia Development Center or VPP/MMDC and VSU Web Team.	VSU web assets functional and services delivered.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Very Satisfactory	Keep it up!
3	Conduct documentation and publicity work for various VSU units, events, and programs.	Stories, photos, and videos about VSU events, programs, developments, etc.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Very Satisfactory	Keep it up!

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

Prepared by:

fr: CHRISTINA A. CABRILLO
ROTACIO S. GRAVOSO
Head, DDC

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JED ASAPH D. CORTES**
Performance Rating: **Outstanding**

Aim: Achieve higher competencies in development communication instruction, research, and extension.

Proposed Interventions to Improve Performance:

Date: **July 2020**   Target Date: **December 2020**

First Step: Attend/conduct conferences, workshops, and training opportunities in line with field of discipline.

Result: Not pushed through because of the pandemic that started in March 2020.

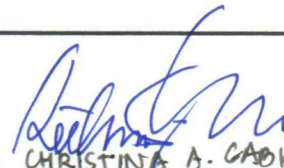Date: **July 2020**   Target Date: **December 2022**

Next Step: Explore ways to grow academically; look for scholarship for PhD studies preferably abroad.

Outcome: Options available for PhD in development communication or related field; promoted to higher academic rank.

Final Step/Recommendation:

Enroll in doctorate degree and obtain scholarship. De-load from administrative duties to focus on academic growth.

Prepared by:

fr. CHRISTINA A. CABRILLO sms
~~ROTACIO S. GRAVOSO~~
Head, DDC

Conforme:

JED ASAPH D. CORTES
Ratee Faculty/Staff