

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			
a. Head/Dean (50%)		4.87 x 50% = 2.43	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	50%	4.68	2.34
2. Research			
a. Client/Dir. for Research (50%)		4.5 x 50% = 2.25	
b. Dept. Head/Dean/Center Director (50%)		4.5 x 50% = 2.25	
Total for Research	20%	4.50	0.90
3. Extension			
a. Client/Dir. for Extension (50%)		4.5 x 50% = 2.25	
b. Dept Head/Center Director (50%)		4.5 x 50% = 2.25	
Total for Extension	20%	4.8	0.90
4. Administration as Web Team Head	10%	5.0	0.50
TOTAL	100%		4.64

EQUIVALENT NUMERICAL RATING: 4.64  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:



JED ASAPH D. CORTES  
Instructor



CHRISTINA A. GABRILLO  
Department Head

Recommending Approval:

  
VICTOR B. ASIO  
Dean CAFS

Approved:

  
BEATRIZ S. BELONIAS  
Vice President

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH VARIOUS FUNCTIONS

Name of Faculty Member: JESSIE D. COOPER

Program Investment (1)	Percentage Weight of Investment (2)	Numerical Rating (Rating X) (3)	Equivalent Numerical Rating (3X) (4)
1. Instruction			
a. Head/Den (50%)		$4.8 \times 50\% = 2.4$	
b. Students (50%)		$4.9 \times 50\% = 2.45$	
Total for Instruction	50%	4.8	2.4
2. Research			
a. Chair/Den for Research (50%)		$4.7 \times 50\% = 2.35$	
b. Dept. Head/Den/Center Director (50%)		$4.7 \times 50\% = 2.35$	
Total for Research	50%	4.7	0.9
3. Extension			
a. Chair/Den for Extension (50%)		$4.8 \times 50\% = 2.4$	
b. Dept. Head/Center Director (50%)		$4.8 \times 50\% = 2.4$	
Total for Extension	50%	4.8	0.9
4. Administration as Dept. Head	10%	5.0	0.5
TOTAL	100%		4.8

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

4.8  
4.8

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JESSIE D. COOPER  
Instructor

JESSIE D. COOPER  
Department Head

Recommendation Approval:

WILLIAM A. BROWN  
Dean C/P 1


Approved:

WILLIAM A. BROWN  
Vice President

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, JED ASAPH D. CORTES, of the Department of Development Communication commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2018.

  
JED ASAPH D. CORTES  
Ratee

Approved:   
CHRISTINA A. GABRILLO  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPI MFO 1: Advanced Education Services									
Graduate Degree Program Management Services	Total Full-time Teaching Equivalent (FTE)								
OVPI MFO 2: Higher Education Services									
Curricular Program Management Services	Total Full-time Teaching Equivalent (FTE)	TAUGHT DevC 135, 126, 200 AND SENIOR HIGH SCHOOL STEM A & B MEDIA INFORMATION LITERACY	17.52	21.90	5.0	5.0	4.0	4.7	
	PI8a. Number of students advised	As Adviser & SRC Member							
	On thesis/ field practice	As Adviser & SRC Member	2.00	15.00	5.0	5.0	4.0	4.7	
	PI 8b. Number of Student organizations Advised/ Assisted								
	Student organizations advised	DECISO/AMARANTH	1.00	2.00	5.0	5.0	4.0	4.7	
	Student organizations assisted on student related activities	DECISO/AMARANTH	3.00	5.00	5.0	5.0	4.0	4.7	

	PI 9. Number of instructional materials developed								
	Revised syllabi	DevC 135, DevC 126	1.00	2.00	5.0	5.0	4.0	4.7	
	Revised Powerpoint lect. presentation (per course)	DevC 135, DevC 126	1.00	2.00	5.0	5.0	4.0	4.7	
<b>OVPI MFO 3: Research Services</b>									
<b>Research Services</b>	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
	In institutional fora/conferences	AMIC; ADCEP; PACE; DEVCOM RTSPC;	1.00	5.00	5.0	5.0	5.0	5.0	
	PI 3. Number of research projects conducted and/or completed on schedule								
	PI 6. Amount of research money generated from external funding (Thousand PHP)	From CHED-COD		1,330,000.00	5.0	5.0	5.0	5.0	
<b>OVPI MFO 4: Research Services</b>									
<b>Extension Services</b>	PI 1. Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-workshops	50.00	70.00	5.0	5.0	5.0	5.0	
	PI 2. Number of IEC materials/technoguides developed/used								
	PI 3. Number of beneficiaries served	SUCs/Govt. Agencies							
	Groups	Info officers/faculty/parents	1.00	2.00	5.0	5.0	4.0	4.7	
	Individuals		20.00	70.00	5.0	5.0	4.0	4.7	
<b>OVPI MFO 5: Support to Operations</b>									
<b>Support to Operations</b>	PI 1. Number of seminars/	OBE Seminar;	3.00	5.00	5.0	5.0	4.0	4.7	

Number to Questionnaire	Number of responses	Q1: Gender	Q2: Age	Q3: Education	Q4: Income	Q5: Employment	Q6: Health	Q7: Family	Q8: Social	Q9: Environment	Q10: Overall
Q1: Gender	100	50	50	50	50	50	50	50	50	50	50
Q2: Age	100	20	30	40	50	60	70	80	90	100	110
Q3: Education	100	10	20	30	40	50	60	70	80	90	100
Q4: Income	100	10	20	30	40	50	60	70	80	90	100
Q5: Employment	100	10	20	30	40	50	60	70	80	90	100
Q6: Health	100	10	20	30	40	50	60	70	80	90	100
Q7: Family	100	10	20	30	40	50	60	70	80	90	100
Q8: Social	100	10	20	30	40	50	60	70	80	90	100
Q9: Environment	100	10	20	30	40	50	60	70	80	90	100
Q10: Overall	100	10	20	30	40	50	60	70	80	90	100

	trainings/conventions/ workshops coordinated for entire university	Philippine Association of Communication Educators (PACE) Conference; Pinoy Media Congress; RTSPC Eastern Visayas Conference; NCCT-UUMT National Training on Media Literacy							
<b>NEW INITIATIVES/BEST PRACTICES</b>									
RECEIVED THE 2ND CHED-COD FUNDING	NATIONAL	JADCORTES	800,000.00	1,330,000.00	5.0	5.0	5.0	5.0	
REACCREDITED WITH THE BSDC PROGRAM AS AACUP LEVEL 3 PHASE 2	NATIONAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
ACCREDITED BY CHED AS RQAT COPC COMPLIANT	REGIONAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
ORGANIZED AND HOSTED THE 2018 RTSPC CONFERENCE	REGIONAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
DESIGNATED AS OIC HEAD OF THE WEB TEAM	INSTITUTIONAL	JADCORTES	1.00	2.00	5.0	5.0	5.0	5.0	
VOTED AS OFFICER OF THE RTSPAA	REGIONAL	JADCORTES	1.00	3.00	5.0	5.0	5.0	5.0	
DESIGNATED AS CHAIRPERSON & EMCEE IN UNIVERSITY STANDING COMMITTEE	INSTITUTIONAL	JADCORTES	30.00	50.00	5.0	5.0	5.0	5.0	
CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDIZED SYLLABI AS OUTPUTS	DEPARTMENTAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
STRENGTHENED LINKAGES WITH UPLB CDC & SUCS OFFERING DEVCOM	NATIONAL, REGIONAL	JADCORTES	10.00	20.00	5.0	5.0	5.0	5.0	
Total Over-all Rating					4.87				

Average Rating (Total Over-all rating divided by 4)		112.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Great Job!

Evaluated & Rated by:

Recommending Approval:

Approved by:



CHRISTINA A. GABRILLO  
Dept/Unit Head



VICTOR B. ASIO  
Dean/Director



BEATRIZ S. BELONIAS  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: Jed Asaph 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	Teach classes in development communication in college; teach media and information literacy classes in senior high school.	Classes taught.	December 2017	May 2018	May 2018	Very Impressive	Outstanding	Great job!
2	Advise devcom students in undergraduate thesis	Students finish thesis.	November 2017	June 2018	June 2018	Impressive	Very Satisfactory	Keep it up!
3	Manage the VSU Web Team as OIC-Head	VSU web assets functional and services delivered.	January 2018	June 2018	June 2018	Impressive	Very Satisfactory	Keep it up!
4	Conduct documentation and publicity work for various VSU units, events, and programs.	Stories, photos, and videos about VSU events, programs, developments, etc.	January 2018	June 2018	June 2018	Impressive	Very Satisfactory	Keep it up!



5	Conduct research work in various DDC research projects.	Research activities conducted.	October 2017	June 2018	June 2018	Impressive	Very Satisfactory	Keep it up!
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:



**CHRISTINA A. GABRILLO**  
Department Head

## 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: January 2018 Target Date: June 2019

First Step: Finish graduate studies in UPLB; attend/conduct conferences, workshops, and training opportunities in line with field of discipline

Result: Graduated MSDC in UPLB; conferences, workshops, and training opportunities attended

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Date: June 2019 Target Date: December 2022

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

Outcome: Enrolled/graduated PhD in development communication or related field; promoted to higher academic rank

Prepared by:



CHRISTINA A. GABRILLO

DDC Head

Conforme:



JED ASAPH D. CORTES

Ratee Faculty/Staff

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: January 2018 Target Date: June 2019

First Step: Finish graduate studies in UPB; attend/conduct conferences, workshops, and training opportunities in line with field or discipline.

Result: Graduated MScD in UPB; conferences, workshops, and training opportunities attended.

Date: June 2019 Target Date: December 2021

Next Step: Explore ways to grow academically; look for scholarships for PhD studies; actively spread.

Outcome: Enrolled/graduated PhD in development communication or related field; promoted to higher academic rank.

Proposed by:

UNITED A. GARCIA  
DCC Head

Comments:

JED ASAPH D. CORTES  
Rating Faculty/Staff