

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%)		4.97x50%=2.49	
b. Students (50%)		2.38x50%=1.19	
Total for Instruction	45%	3.68	1.66
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	1.50
3. Extension			
a. Client/Dir. For Extension (50%)		5.0x 50%= 2.50	
b. Dept Head/Center Director (50%)		5.0x 50%= 2.50	
Total for Extension	15%	5.0	0.75
4. Administration	10%	5.00	0.50
TOTAL			4.41

EQUIVALENT NUMERICAL RATING: 4.41
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.41

ADJECTIVAL RATING:

VERY SATISFACTORY

Reviewed by:

CHRISTINA A. GABRILO
Department Head

Prepared by:

JED ASAPH D. CORTES
Name of Faculty

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JED ASAPH D. CORTES**, 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 **JULY-DECEMBER 2022**.

Approved:

JED ASAPH D. CORTES

Instructor I

Date: January 22, 2023

CHRISTINA A. GABRILLO

Department Head

Date: January 24, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	1.48	2.11	5.0	5.0	5.0	5.0	DEVC235, DEVC257
	Number of instructional materials developed *	PI 2. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2	5.0	5.0	4.0	4.67	DEVC235, DEVC257

		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1.00	5	5.0	5.0	5.0	5.0	DEV235, DEV257
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1.00	2	5.0	5.0	5.0	5.0	DEV235, DEV257
UMFO 2: Higher Education Services										
	Curricular Program Management Services	PI 3. Total Full-time Teaching Equivalent (FTE)	Handles subjects/ courses assigned	6.78	14.65	5.0	5.0	5.0	5.0	DevC 124n, DevC 141n
		PI 4. Number of students advised								
		<i>On thesis/ field practice</i>	As Adviser & SRC Member	1.00	5.00	5.0	5.0	5.0	5.0	DevC 200
		PI 5. Number of Student organizations Advised/ Assisted								
		<i>Student organizations advised</i>		1.00	2.00	5.0	5.0	5.0	5.00	DEC20/AMARANTH
		<i>Student organizations assisted on student related activities</i>		1.00	2.00	5.0	5.0	5.0	5.00	DEC20/AMARANTH
		PI 6. Number of instructional materials developed								
		<i>Revised syllabi</i>	Handles subjects /courses assigned	1.00	2.00	5.0	5.0	5.0	5.00	DevC 124n, DevC 141n
		<i>Revised Powerpoint lect. presentation (per course)</i>	Handles subjects /courses assigned	1.00	2.00	5.0	5.0	5.0	5.0	DevC 124n, DevC 141n
Total Rating for Instruction									49.67	
Average Rating for Instruction									4.97	

UMFO 3: Research Services										
	Research Services	PI 7. Number of research outputs presented in regional /national/ int'l fora/conferences								
		In institutional fora/conferences		0.00	0.00					NONE
	Number of research outputs completed within the year *	PI 8. Number of research outputs completed within the year *	Conducts and completes research project outputs within the year	1.00	3	5.0	5.0	5.0	5.00	All research projects are ongoing
Total Rating for Research									5.0	
Average Rating for Research									5.0	
UMFO 4: Extension Services										
	Extension Services	PI 9. Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-workshops	12.00	120.00	5.0	5.0	5.0	5.0	as resource person
		PI 10. Number of beneficiaries served	SUCs/Govt. Agencies							
		Groups	Info officers/faculty/parents	1.00	20.00	5.0	5.0	5.0	5.0	
		Individuals		5.00	15.00	5.0	5.0	5.0	5.0	
Total Rating for Extension									15.0	
Average Rating for Extension									5.0	
OVPI MFO 5: Support to Operations										
		PI 11. Number of seminars/trainings/conventions/workshops coordinated for entire university	Number of seminars/trainings/conventions/workshops coordinated for entire university	2.00	5.00	5.0	5.0	5.0	5.0	
Total Rating for Support to Operations									5.0	
Average Rating for Support to Operations									5.0	
UMFO 6: General Administration and Support Services										


	Number of monthly/special & staff meetings conducted	PI 12. Number of monthly/special staff meetings conducted**	As Web Team and VSU Printing Press Head	2	15	5.0	5.0	5.0	5.0	As Head of Webteam and VSU Printing Press
	Zero percent complaint from clients served	PI 13. Zero percent complaint from clients served	Good rapport to clients	100% zero complaint	zero complaint	5.0	5.0	5.0	5.0	
Total Rating for GASS									10.00	
Average Rating for GASS									5.0	
TOTAL OVER-ALL RATING									84.67	

Average Rating		4.98
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Good job!

Evaluated & Rated by:


CHRISTINA A. GABRILLO
Department Head
Date: January 24, 2023

Recommending Approval


VICTOR B. ASIO
Dean, CAFS
Date: 1/25/23

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/25/23

PERFORMANCE MONITORING FORM
(July-December 2022)


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	Continue to conduct classes on DEVC235, DEVC257, DevC 124 and DevC 141, check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 2022	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations in DEVC235, DEVC257, DevC 124 and DevC 141 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 2022	Very Impressive	Outstanding	Keep it up!
3	Serve as head of the VSU Web Team	Expected deliverables of the office are met.	January 2022	December 2022	December 2022	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.	July 2022	December 2022	December 2022	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: **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 2022** Target Date: **December 2022**

First Step:

Attend/conduct conferences, workshops and trainings opportunities in line with field of discipline.

Result:

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

Date: **January 2023** Target Date: **June 2023**

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:


CHRISTINA A. GABRILLO
Head, DDC

Conforme:


JED ASAPH D. CORTES
Ratee Faculty/Staff