

Exhibit K**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%)		4.80x50%=2.40	
b. Students (50%)		4.25x50% = 2.13	
Total for Instruction	45%	4.53	2.04
2. Research			
a. Client/Dir. For Research (50%)		5.00x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.00x 50% = 2.50	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. For Extension (50%)		4.80x 50%) = 2.40	
b. Dept Head/Center Director (50%)		4.80x 50% = 2.40	
Total for Extension	15%	4.80	0.72
4. Administration	10%	5.00	0.50
TOTAL			4.76

EQUIVALENT NUMERICAL RATING: 4.76

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.76ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JED ASAPH D. CORTES

Name of Faculty

Reviewed by:

CHRISTINA A. GABRILLO

Department Head

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 **JANUARY TO JUNE 2021**.

JED ASAPH D. CORTES
Instructor I

Date: _____

Approved:

CHRISTINA A. GABRILLO
Department Head

Date: _____

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 2: Higher Education Services										
	Curricular Program Management Services	PI 1. Total Full-time Teaching Equivalent (FTE)	Handles subjects/courses assigned	13.60	17.00	5.0	5.0	5.0	5.0	
		PI 2. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	2.00	13.00	5.0	5.0	5.0	5.0	
		PI 3. Number of Student organizations Advised/ Assisted								
		Student organizations advised	DECSO/AMARANTH	1.00	2.00	5.0	5.0	4.0	4.7	
		Student organizations assisted on student related activities	DECSO/AMARANTH	3.00	5.00	5.0	5.0	4.0	4.7	
		PI 4. Number of instructional materials developed								

		<i>Revised syllabi</i>	Handles subjects/courses assigned	1.00	3.00	5.0	5.0	4.0	4.7	
		<i>Revised Powerpoint lect. presentation (per course)</i>	Handles subjects/courses assigned	1.00	3.00	5.0	5.0	4.0	4.7	
Total Rating for Instruction									28.7	
Average Rating for Instruction									4.8	
UMFO 3: Research Services										
	Research Services	PI 5. Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In institutional fora/conferences</i>	AMIC; ADCEP; PACE; DEVCOM RTSPC:	1.00	5.00	5.0	5.0	5.0	5.0	
		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	
Total Rating for Research									10.0	
Average Rating for Research									5.0	
UMFO 4: Extension Services										
	Extension Services	PI 7. 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 8. Number of IEC materials/technoguides developed/used								
		PI 9. Number of beneficiaries served	SUCs/Govt. Agencies			5.0	5.0	5.0	5.0	
		<i>Groups</i>	Info officers/faculty/parents	1.00	2.00	5.0	5.0	4.0	4.7	
		<i>Individuals</i>		20.00	70.00	5.0	5.0	4.0	4.7	
Total Rating for Extension									19.3	
Average Rating for Extension									4.8	

OVPI MFO 5: Support to Operations											
		PI 10. Number of seminars/trainings/conventions/workshops coordinated for entire university	OBE Seminar; Philippine Association of Communication Educators (PACE) Conference; Pinoy Media Congress; RTSPC Eastern	3.00	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											
	Zero percent complaint from clients served	PI 11. Zero percent complaint from clients served	Good rapport to clients	0.00		5.0	5.0	5.0	5.0		
	Additional Outputs	PI 12. International linkage with East-West Center in Hawaii USA		1	2	5.0	5.0	5.0	5.0	With two radio projects	
Total Rating for GASS										10.00	
Average Rating for GASS										5.0	
TOTAL OVER-ALL RATING										73.00	

Average Rating		4.87
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:


CHRISTINA A. GABRILLO

Department Head

Date:

Recommending Approval


VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

9/20/21

PERFORMANCE MONITORING FORM
(January to June 2021)

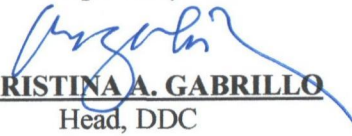
Name of Employee: **JED ASAPH D. CORTES**

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 virtual classes on DevC 133n and 153n, 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 133n and 153n 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 of the VSU Web Team	Expected deliverables of the office are met.	January 2021	December 2021	January 2021	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.	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: **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 2021** Target Date: **June 2021**

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: **July 2021** Target Date: **December 2021**

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