

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **MAE CLAUDINE M. GICA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.8 x 50% = 2.4	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	40%	4.9	1.9
2. Research			
a. Client/Dir. for Research		4.2 x 100% = 4.2	
Total for Research	30%	4.2	1.3
3. Extension			
a. Client/Dir. for Extension		4.8 x 100% = 4.8	
Total for Extension	15%	4.9	0.73
4. Administration	10%	5.0	0.5
5. Production	5%	5.0	0.25
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: **4.68**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MAE CLAUDINE M. GICA
Name of Faculty

Reviewed by:


CHRISTINA A. GABRILLO
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAE CLAUDINE M. GICA**, 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 **JANUARY TO JUNE 2020**.


MAE CLAUDINE M. GICA
 Ratee

Approved:


CHRISTINA A. GABRILLO
 Department Head

MFO & PAPs	Successe Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
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	5.40	6.75	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2.00	5	5	5	5	5.00	2Senior High, 134, 141, 145
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1.00	3	5	5	5	5.00	
	A12. Number of trainings/webinars attended related to instruction	Attend mandated trainings	1.00	3	5	5	4	4.67	Tanggol Kalikasan

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2.00	5	5	5	4	4.67	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5.00	10	5	5	4	4.67	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1.00	3	5	5	4	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20.00	32	5	5	4	4.67	
	A17. Number of students advised on thesis/ field practice/special problem:				5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	Tomada
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	Abad
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5.00	10	5	5	4	4.67	
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							

	<i>Assessment tools</i>	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							
	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									
Average Rating for									
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		1	5	4	4	4.33	
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		1	5	4	4	4.33	
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			1	5	4	4	4.33	
	<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication		1	4	4	4	4.00	<i>Still a draft</i>

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 scientific fora/conferences							not included in the target output due to travel restrictions in the light of COVID-19 pandemic
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
Total Rating for Research									
Average Rating for Research									
UMFO 4. EXTENSION SERVICES									
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		1	5	5	4	4.67	
<i>Resource Persons</i>	<i>Resource Persons</i>			1	5	5	5	5.00	
Average Rating for Extension									
Total Over-all Rating			84.00	Comments & Recommendations for Development Purpose: <i>Keep it up!</i>					
Average Rating (Total Over-all rating divided by 4)			21.00						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.67						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Department Head

Date:

Recommending Approval:


VICTOR B. ASIO

Dean

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/1/20

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM


Name of Employee: **MAE CLAUDINE M. GICA**

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 DevC134 (Radio Drama and Documentary), DevC141 (Writing and Program planning for Community Radio) and DevC145 (Broadcast-based Distance Learning).	Number of classes taught	Jan.2020	June 2020	June 2020	Impressive	Very Satisfactory	Keep it up!
2	Advise undergraduate theses to 2 students.	Number of students advised; number of completed outlines	Jan.2020	June 2020	June 2020	Impressive	Very Satisfactory	Keep it up!
3	Serve as an affiliate staff of VSU Radio DYDC-FM 104.7	Number of programs handled	Jan.2020	June 2020	June 2020	Very Impressive	Outstanding	Great job!
4	Do extension and research work via involvement in the in-house research and extension projects initiated and conducted by DDC.	Number of extension projects and research works completed	Jan.2020	June 2020	June 2020	Impressive	Very Satisfactory	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: **MAE CLAUDINE M. GICA**

Performance Rating: **Outstanding**

Aim: **To become a better teacher and colleague at DDC.**

Proposed Interventions to Improve Performance:

Date: **January 2020** Target Date: **June 2020**

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

Result: Professional Advancement

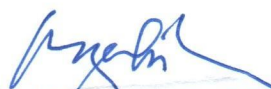
Date: **January 2020** Target Date: **December 2022**

Next Step: To get research opportunities

Outcome: Have high-quality research experiences.

Final Step/Recommendation: Professional Advancement and enhanced teaching capability.

Prepared by:


CHRISTINA A. GABRILLO
Head, DDC

Conforme:


MAE CLAUDINE M. GICA
Ratee Faculty/Staff