

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%)		4.94x50%=2.47	
b. Students (50%)		4.12x50% = 2.06	
Total for Instruction	45%	4.53	2.04
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			4.79

EQUIVALENT NUMERICAL RATING: 4.79

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL 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-JUNE 2023**.


JED ASAPH D. CORTES
 Instructor I
 Date: August 31, 2023

Approved:


CHRISTINA A. GABRILLO
 Department Head
 Date: August 31, 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 2: Higher Education Services										
	Curricular Program Management Services	PI 3. Total Full-time Teaching Equivalent (FTE)	Handles subjects/ courses assigned	7.00	19.35	5.0	5.0	5.0	5.0	DevC 130, DevC 133n, DevC 153n
		PI 4. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	1.00	7.00	5.0	5.0	5.0	5.0	DevC 200
		PI 5. Number of Student organizations Advised/ Assisted								
		Student organizations advised		1.00	2.00	5.0	5.0	5.0	5.00	DEC SO, AMARANTH
		Student organizations assisted on student related activities		1.00	2.00	5.0	5.0	5.0	5.00	DEC SO, AMARANTH

		PI 6. Number of instructional materials developed								
		<i>Revised syllabi</i>	Handles subjects /courses assigned	1.00	2.00	5.0	5.0	4.0	4.67	DevC 130, DevC 133n, DevC 153n
		<i>Revised Powerpoint lect. presentation (per course)</i>	Handles subjects /courses assigned	1.00	2.00	5.0	5.0	5.0	5.00	DevC 130, DevC 133n, DevC 153n
Total Rating for Instruction									29.67	
Average Rating for Instruction									4.94	
UMFO 3: Research Services										
	Research Services	PI 7. Number of research outputs presented in regional /national/ int'l fora/conferences								
		<i>In institutional fora/conferences</i>		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	13.00	100.00	5.0	5.0	5.0	5.0	as resource person
		PI 10. Number of beneficiaries served	SUCs/Govt. Agencies							
		<i>Groups</i>	Info officers/faculty/parents	1.00	10.00	5.0	5.0	5.0	5.0	
		<i>Individuals</i>		5.00	30.00	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**	<i>As Web Team and VSU Printing Press Head</i>	3	10	5.0	5.0	5.0	5.0	<i>As Head of Webteam and VSU Printing Press</i>
	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									64.67	

Average Rating		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
<i>Good Job!</i>

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Department Head

Date: *August 31, 2023*

Recommending Approval


VICTOR B. ASIO

Dean, CAFS

Date: *9/25/23*

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *9/25/23*

PERFORMANCE MONITORING FORM
(January-June 2023)

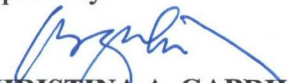
Name of Employee: **JED ASAPH D. CORTES**

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 DevC 130, DevC 133n, DevC 153n, check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2023	June 2023	June 2023	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations in DevC 130, DevC 133n, DevC 153n and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2023	June 2023	June 2023	Very Impressive	Outstanding	Keep it up!
3	Serve as head of the VSU Web Team and Printing Press	Expected deliverables of the office are met.	January 2023	December 2023	December 2023	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 2023	December 2023	December 2023	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 2023** Target Date: **June 2023**

First Step:

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

Result:

Professional Advancement

Date: **July 2023** Target Date: **December 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