

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%)		4.85 x 50% = 2.42	
b. Students (50%)		4.00 x 50% = 2.00	
Total for Instruction	50%	4.42	2.21
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%	4.5	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%	4.50	0.90
4. Administration and other assignments	10%	-	-
TOTAL	100%		4.01

EQUIVALENT NUMERICAL RATING: 4.01
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.01

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:



MAE CLAUDINE M. GICA
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: MALEK ALDINE M. EL

Program/Assignment (1)	Percentage Weight of Functionality (2)	Functional Rating (Rating %) (3)	Equivalent Numerical Rating (4)
1. Instruction			
a. Head/Dean (50%)		$4.50 \times 50\% = 2.25$	
b. Students (50%)		$4.00 \times 50\% = 2.00$	
Total for Instruction	50%	4.25	2.13
2. Research			
a. Client/Dir. for Research (50%)		$4.5 \times 50\% = 2.25$	
b. Dept. Head/Center Director (50%)		$4.5 \times 50\% = 2.25$	
Total for Research	50%	4.5	2.25
3. Extension			
a. Client/Dir. for Extension (50%)		$4.5 \times 50\% = 2.25$	
b. Dept. Head/Center Director (50%)		$4.5 \times 50\% = 2.25$	
Total for Extension	50%	4.50	2.25
4. Administration and other assignment	10%		
TOTAL	100%		4.63

FOUNDED BY: MALEK ALDINE M. EL

Add: Additional Points, if any:

TOTAL NUMERICAL RATING

4.63

4.63

VERY SATISFACTORY

ADDITIONAL RATING:

Reviewed by:

Prepared by:

MALEK ALDINE M. EL
Department Head

MALEK ALDINE M. EL
Instructor

Recommending Approval:

MALEK ALDINE M. EL
Dean

Approved:

MALEK ALDINE M. EL
Vice President

Research Services	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
	In institutional fora/conferences	AMIC, ADCEP, PACE, RTSPC	1.00	4.00	5.0	5.0	4.0	4.7	
	PI 3. Number of research projects conducted and/or completed on schedule								
OVPI MFO 4: Research Services									
Extension Services	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	100.00	5.0	5.0	5.0	5.0	
	PI 3. Number of beneficiaries served								
	Groups	SUCs/Govt. Agencies	3.00	10.00	5.0	5.0	4.0	4.7	
	Individuals	Info officers/faculty	5.00	10.00	5.0	5.0	4.0	4.7	
	PI 7. Amount of extension money generated from external funding (Thousand PHP)								
OVPI MFO 5: Support to Operations									
Support to Operations	PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university	To conduct trainings related to our field of expertise (as coordinator or facilitator)	1.00	2.00	5.0	5.0	4.0	4.7	
NEW INITIATIVES/BEST PRACTICES									
RECEIVED THE 2ND CHED-COD FUNDING	NATIONAL	MCMGICA	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	MCMGICA	1.00	1.00	5.0	5.0	5.0	5.0	
ACCREDITED BY CHED AS RQAT COPC COMPLIANT	REGIONAL	MCMGICA	1.00	1.00	5.0	5.0	5.0	5.0	
ORGANIZED AND HOSTED THE 2018 RTSPC CONFERENCE	REGIONAL	MCMGICA	1.00	1.00	5.0	5.0	5.0	5.0	
DESIGNATED AS CHAIRPERSON & EMCEE IN	INSTITUTIONAL	MCMGICA	30.00	50.00	5.0	5.0	5.0	5.0	

[illegible]

UNIVERSITY STANDING COMMITTEES									
CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDIZED SYLLABI AS OUTPUTS	DEPARTMENTAL	MCMGICA	1.00	2.00	5.0	5.0	5.0	5.0	
STRENGTHENED LINKAGES WITH UPLB CDC & SUCS OFFERING DEVCOM	NATIONAL, REGIONAL	MCMGICA	10.00	20.00	5.0	5.0	5.0	5.0	
Total Over-all Rating					4.85				

Average Rating (Total Over-all rating divided by 4)		87.33
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Great Job!

Evaluated & Rated by:

Recommending Approval:

Approved by:



CHRISTINA A. GABRILLO
Dept/Unit Head

Date: _____



VICTOR B. ASIO
Dean/Director

Date: _____



BEATRIZ S. BELONIAS
Vice President

Date: _____

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 *	Overall assessment of output**	Remarks/ Recommendation
1	Teach classes in DevC134 (Radio Drama and Documentary), DevC141 (Planning, Writing and Producing Programs for Community Radio) and DevC145 (Educational Broadcasts).	Number of classes taught	August 2018	December 2018	December 2018	Impressive	Very Satisfactory	Keep it up!
2	Advise undergraduate theses to 6 students.	Number of students advised; number of completed outlines	August 2018	December 2018	December 2018	Impressive	Very Satisfactory	Keep it up!
3	Serve as an affiliate staff of VSU Radio DYDC-FM 104.7	Number of programs handled	August 2018	December 2018	December 2018	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	June 2018	December 2018	December 2018	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
Department Head

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

First Step: To finish my Master's Degree, next semester.

Target Date: June 2018, accomplished

Outcome: Professional Advancement

Next Step: To get research opportunities

Target Date: July 2018

Outcome: Have high-quality research experiences.

Final Step: To study abroad and have my doctoral degree

Target Date: August 2022

Outcome: Professional Advancement and enhanced teaching capability.

Prepared by:



CHRISTINA A. GABRILLO
DDC Head

Conforme:



MAE CLAUDINE M. GICA
Ratee Faculty/Staff