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%) | | $4.00 \times 50\% = 2.00$ | |
| | 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:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.01

<u>4.01</u>

ADJECTIVAL RATING:

VERY SATISFACTORY

Reviewed by:

Prepared by:

MAE CLAUDINE M. GICA

Instructor

CHRISTINA A. GABRILLO

Department Head

Recommending Approval:

<u>VICTOR B. ASIC</u>

Dean CAFS

Approved:

BEATRIZ S. BELONIAS.

Vice President

SUMMINARY OF INDIVIDUAL CATINGS OF FACULTY MEMBERS. WHITH WILLIAMS FUNDING.

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ADJECTIVA GATING:

Prepared by:

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assentage.

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MAE CLAUDINE M. GICA</u>, of the <u>Department of Development Communication</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January</u> to <u>June</u>, 20<u>18</u>.

MAE CLAUDINE M. GICA

Ratee

Approved:

CHRISTINA A. GABRILLO

Head of Unit

| | | | | Actual | 1 | Ra | iting | | Remark |
|---|--|--|--------|----------------|-------------|---------|----------------|----------------|--------|
| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Accomplishment | Q¹ | E² | T ³ | A ⁴ | |
| OVPI MFO 1: Advanced Education Services | | | | | | | | | |
| Graduate Degree Program Management Services | Total Full-time Teaching Equivalent (FTE) | | | | | | | | |
| OVPI MFO 2: Higher Education Services | | L | | <u>. L</u> | <u>. L </u> | <u></u> | | L | |
| Curricular Program Management Services | Total Full-time Teaching Equivalent (FTE) | TAUGHT DevC 137 AND HESS IN MEDIA INFORMATION LITERACY | 15.44 | 19.30 | 5.0 | 5.0 | 4.0 | 4.7 | |
| | PI8a. Number of students advised | | | | | | | | |
| | On thesis/ field practice | As Adviser & SRC Member | 5.00 | 8.00 | 5.0 | 5.0 | 4.0 | 4.7 | |
| | PI 8b. Number of Student organizations Advised/ Assisted | | | | | | | | |
| | PI 9. Number of instructional materials developed | | | | | | | | |
| | Revised syllabi | DevC 137, 200B | 1.00 | 2.00 | 5.0 | 5.0 | 4.0 | 4.7 | |
| | Revised Powerpoint lect. presentation (per course) | DevC 137, 200B | 1.00 | 2.00 | 5.0 | 5.0 | 4.0 | 4.7 | |

| Pl 2. Number of research outputs oresented in regional/national/ int'l ora/conferences in institutional fora/conferences Pl 3. Number of research projects conducted and/or completed on schedule | AMIC, ADCEP, PACE, RTSPC | 1.00 | 4.00 | 5.0 | 5.0 | | | |
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| n institutional fora/conferences Pl 3. Number of research projects | - | 1.00 | 4.00 | 5.0 | F 0 | | | |
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| conducted and/or completed on schedule | | | | | | | | |
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| Pl 1. Number of person-days | To serve as resource | 50.00 | 100.00 | 5.0 | 5.0 | 5.0 | 5.0 | |
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| | workshops | | | | | | | |
| Pl 3. Number of beneficiaries served | | | : | | | | | |
| Groups | SUCs/Govt. | 3.00 | 10.00 | 5.0 | 5.0 | 4.0 | 4.7 | |
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| ndividuals | Info officers/faculty | 5.00 | 10.00 | 5.0 | 5.0 | 4.0 | 4.7 | |
| Pl 7. Amount of extension money | | | | - | | | | |
| generated from external funding | | | | | | | | |
| Thousand PHP) | | | | | | | | |
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| Pl 1. Number of seminars/ | To conduct trainings | 1.00 | 2.00 | 5.0 | 5.0 | 4.0 | 4.7 | |
| rainings/conventions/ workshops | related to our field | | | | | | | |
| coordinated for entire university | of expertise (as | | | | | | | |
| | coordinator or | | | | | | | |
| | facilitator) | | | | | | | |
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| NATIONAL | MCMGICA | 800,000.00 | 1,330,000.00 | 5.0 | 5.0 | 5.0 | 5.0 | |
| NATIONAL | MCMGICA | 1.00 | 1.00 | 5.0 | 5.0 | 5.0 | 5.0 | |
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| REGIONAL | MCMGICA | 1.00 | 1.00 | 5.0 | 5.0 | 5.0 | 5.0 | |
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| 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 | NATIONAL, REGIONAL | MCMGICA | 10.00 | 20.00 | 5.0 | 5.0 | 5.0 | 5.0 | |
| OFFERING DEVCOM | | | | | | | | | |
| Total Over-all Rating | | | | | | 4. | .85 | | |

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

4 – Average

2 – Efficiency

3 - Timeliness

1 - Quality

Comments & Recommendations for Development Purpose:

| Evaluated & Rated by: | Recommending Approval: | Approved by: |
|--------------------------------------|------------------------------|------------------------------------|
| CHRISTINA A. GABRILLO Dept/Unit Head | VIETOR B. ASIO Dean/Director | BEATRIZ S. BELONIAS Vice President |
| Date: | Date: | Date: |

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/ Recommen- dation |
|-------------|--|--|------------------|-----------------------------------|--------------------------|------------------------------|--------------------------------|---------------------------------|
| 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 | Impress ive | 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 | Impress ive | 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 Impress ive | 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 | Impress ive | 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: <u>OUTSTANDING</u>

Aim: <u>To become a better teacher and colleague at DDC.</u>

Proposed Interventions to Improve Performance

First Step: <u>To finish my Master's Degree, next semester.</u>

Target Date: <u>June 2018, accomplished</u>

Outcome: <u>Professional Advancement</u>

Next Step: <u>To get research opportunities</u>

Target Date: <u>July 2018</u>

Outcome: <u>Have high-quality research experiences.</u>

Final Step: <u>To study abroad and have my doctoral degree</u>

Target Date: August 2022

Outcome: <u>Professional Advancement and enhanced teaching capability.</u>

Prepared by:

CHRISTINA A. GABRILLO

DDC Head

Conforme:

MAE CLAUDINE M. GICA Ratee Faculty/Staff