

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%)		5.0x50%=2.50	
b. Students (50%)		2.38x50% = 1.19	
Total for Instruction	45%	3.69	1.66
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			4.41

EQUIVALENT NUMERICAL RATING: 4.41

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.41ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JED ASAPH D. CORTES

Name of Faculty

Reviewed by:

EDITHA G. CAGASAN

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 2022**.


JED ASAPH D. CORTES
 Instructor I

Approved:


EDITHA G. CAGASAN
 Department Head

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	6.78	22.38	5.0	5.0	5.0	5.0	DevC 133n, DevC 153n
		PI 2. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	1.00	14.00	5.0	5.0	5.0	5.0	DevC 133n, DevC 153n
		PI 3. Number of Student organizations Advised/ Assisted								
		Student organizations advised		1.00	2.00	5.0	5.0	5.0	5.00	DECISO/AMARANTH
		Student organizations assisted on student related activities		2.00	5.00	5.0	5.0	5.0	5.00	DECISO/AMARANTH
		PI 4. Number of instructional materials developed								
		Revised syllabi	Handles subjects /courses assigned	1.00	2.00	5.0	5.0	4.0	4.67	DevC 133n, DevC 153n

		Revised Powerpoint lect. presentation (per course)	Handles subjects courses assigned	1.00	2.00	5.0	5.0	5.0	5.0	DevC 133n, DevC 153n
Total Rating for Instruction									29.67	
Average Rating for Instruction									4.94	
UMFO 3: Research Services										
	Research Services	PI 5. Number of research outputs presented in regional /national/ int'l fora/conferences								
		In institutional fora/conferences		1.00	4.00	5.0	5.0	5.0	5.0	AMIC; ADCEP; PACE; DEVCOM
Total Rating for Research									5.0	
Average Rating for Research									5.0	
UMFO 4: Extension Services										
	Extension Services	PI 6. Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-workshops	13.00	40.00	5.0	5.0	5.0	5.0	
		PI 7. Number of beneficiaries served	SUCs/Govt. Agencies served							
		Groups	Info officers/faculty/parents	1.00	2.00	5.0	5.0	5.0	5.0	
		Individuals		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 8. Number of seminars/trainings/conventions/workshops coordinated for entire university	OBE Seminar; Philippine Association of Communication Educators (PACE) Conference; Pinoy Media Congress; RTSPC Eastern Visayas Conference; NCCT-UUMT National Training on Media Literacy	2.00	10.00	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 9. Number of monthly/special staff meetings conducted**	As Web Team and VSU Printing Press Head	3	6	5.0	5.0	5.0	5.0	Webteam and VSU Printing Press
	Zero percent complaint from clients served	PI 10. Zero percent complaint from clients served	Good rapport to clients	100% zero complaint	zero complaints	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:**

Good job!

Evaluated & Rated by:



EDITHA G. CAGASAN

Department Head

Date:

Recommending Approval



VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM
(January to June 2022)

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 2022	February 2022	February 2022	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 2022	July 2022	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 2022	December 2022	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 2022	June 2022	June 2022	Very Impressive	Outstanding	Keep it up!

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



EDITHA G. CAGASAN
OIC-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 2022** Target Date: **June 2022**

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 2022** Target Date: **December 2022**

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:


EDITHA G. CAGASAN
OIC-Head, DDC

Conforme:


JED ASAPH D. CORTES
Ratee Faculty/Staff