

**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%)		$4.87 \times 50\% = 2.43$	
b. Students (50%)		$4.0 \times 50\% = 2.0$	
Total for Instruction	50%	4.43	2.21
2. Research			
a. Client/Dir. for Research (50%)		$4.5 \times 50\% = 2.25$	
b. Dept. Head/Dean/Center Director (50%)		$4.5 \times 50\% = 2.25$	
Total for Research	20%	4.50	0.90
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	20%	4.8	0.90
4. Administration as Web Team Head	10%	5.0	0.50
TOTAL	100%		4.51

EQUIVALENT NUMERICAL RATING:

4.51

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.51

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

  
**JED ASAPH D. CORTES**  
Instructor


Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

Visayas State University  
DEPARTMENT OF DEVELOPMENT COMMUNICATION  
COLLEGE OF AGRICULTURE AND FOOD SCIENCE  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, JED ASAPH D. CORTES, a faculty of the Department of Development Communication, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of JANUARY TO JUNE 2019.

  
**JED ASAPH D. CORTES**  
Ratee

APPROVED:

  
**CHRISTINA A. GABRILLO**  
Head of Unit

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
OVPI MFO 1: Advanced Education Services										
1	Graduate Degree Program Management Services	Total Full-time Teaching Equivalent (FTE)								
OVPI MFO 2: Higher Education Services										
2	Curricular Program Management Services	Total Full-time Teaching Equivalent (FTE)	TAUGHT DevC 124, 121, 139 and 200	10.00	12.00	5.0	5.0	4.0	4.7	
		PI8a. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	2.00	13.00	5.0	5.0	4.0	4.7	
		PI 8b. Number of Student organizations Advised/ Assisted								
		Student organizations advised	DECSO/AMARANTH	1.00	2.00	5.0	5.0	4.0	4.7	
		Student organizations assisted on student related activities	DECSO/AMARANTH	3.00	5.00	5.0	5.0	4.0	4.7	
		PI 9. Number of instructional materials developed								

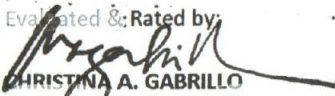
		<i>Revised syllabi</i>	DevC 120, DevC 121, DevC 139	1.00	3.00	5.0	5.0	4.0	4.7	
		<i>Revised Powerpoint lect. presentation (per course)</i>	DevC 124, DevC 121, DevC 139	1.00	3.00	5.0	5.0	4.0	4.7	
<b>Total Rating for Instruction</b>										
<b>Average Rating for Instruction</b>										
<b>OVPI MFO 3: Research Services</b>										
<b>3</b>	<b>Research Services</b>	<b>PI 2.</b> Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In institutional fora/conferences</i>	AMIC; ADCEP; PACE; DEVCOM RTSPC;	1.00	5.00	5.0	5.0	5.0	5.0	
		<b>PI 3.</b> Number of research projects conducted and/or completed on schedule								
		<b>PI 6.</b> Amount of research money generated from external funding (Thousand PHP)	From CHED-COD		1,330,000.00	5.0	5.0	5.0	5.0	
<b>Total Rating for Research</b>										
<b>Average Rating for Research</b>										
<b>OVPI MFO 4: Extension Services</b>										
<b>4</b>	<b>Extension Services</b>	<b>PI 1.</b> Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-workshops	50.00	70.00	5.0	5.0	5.0	5.0	
		<b>PI 2.</b> Number of IEC materials/technoguides developed/used								
		<b>PI 3.</b> Number of beneficiaries served	SUCs/Govt. Agencies			5.0	5.0	5.0	5.0	
		<i>Groups</i>	Info officers/faculty/parents	1.00	2.00	5.0	5.0	4.0	4.7	
		<i>Individuals</i>		20.00	70.00	5.0	5.0	4.0	4.7	
<b>OVPI MFO 5: Support to Operations</b>										





5	Support to Operations	PI 1. 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	3.00	5.00	5.0	5.0	4.0	4.7	
	NEW INITIATIVES/BEST PRACTICES					5.0	5.0	5.0	5.0	
	RECEIVED THE 2ND CHED-COD FUNDING	NATIONAL	JADCORTES	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	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
	ACCREDITED BY CHED AS RQAT COPC COMPLIANT	REGIONAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
	ORGANIZED AND HOSTED THE 2018 RTSPC CONFERENCE	REGIONAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
	DESIGNATED AS OIC HEAD OF THE WEB TEAM	INSTITUTIONAL	JADCORTES	1.00	2.00	5.0	5.0	5.0	5.0	
	VOTED AS OFFICER OF THE RTSPAA	REGIONAL	JADCORTES	1.00	3.00	5.0	5.0	5.0	5.0	
	DESIGNATED AS CHAIRPERSON & EMCEE IN UNIVERSITY STANDING COMMITTEES	INSTITUTIONAL	JADCORTES	30.00	50.00	5.0	5.0	5.0	5.0	
	CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDIZED SYLLABI AS OUTPUTS	DEPARTMENTAL	JADCORTES	1.00	1.00	5.0	5.0	5.0	5.0	
	STRENGTHENED LINKAGES WITH UPLB CDC & SUCS OFFERING DEVCOM	NATIONAL, REGIONAL	JADCORTES	10.00	20.00	5.0	5.0	5.0	5.0	
Total Rating for Extension										
Average Rating for Extension										
						112.00				

Total Over-all Rating					4.87	
Adjectival Rating					OUTSTANDING	

Average Rating (Total Over-all rating)			112.00	Comments and Recommendations for Development Purpose  <i>Good job.</i>
Additional points:				
Punctuality				
Approved additional points				
FINAL RATING			4.87	
ADJECTIVAL RATING			OUTSTANDING	

Evaluated & Rated by:  
  
 CHRISTINA A. GABRILLO  
 Dept./ Unit Head  
 Date: \_\_\_\_\_

Recommending Approval:  
  
 VICTOR B. ASIO  
 Dean, CAFS  
 Date: \_\_\_\_\_

Approved:  
  
 BEATRIZ S. BELONIAS  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_



## Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: Jed Asaph 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	Teach classes in Fundamentals of Educational Communication, Introduction to Development Communication and Interpersonal and Participatory Comm.	Classes Taught	December 2018	May 2019	May 2019	Very Impressive	Outstanding	Great job!
2	Advise devcom students in undergraduate thesis	Students finish thesis.	November 2018	June 2019	June 2019	Impressive	Very Satisfactory	Keep it up!
3	Manage the VSU Web Team as OIC-Head	VSU web assets functional and services delivered.	January 2019	June 2019	June 2019	Impressive	Very Satisfactory	Keep it up!
4	Conduct documentation and publicity work for various VSU units, events, and programs.	Stories, photos, and videos about VSU events, programs,	January 2019	June 2019	June 2019	Impressive	Very Satisfactory	Keep it up!

		developments, etc.						
5	Conduct research work in various DDC research projects.	Research activities conducted.	October 2018	June 2019	June 2019	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: **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 2019 Target Date: June 2019

First Step: Finish graduate studies in UPLB; attend/conduct conferences, workshops, and training opportunities in line with field of discipline

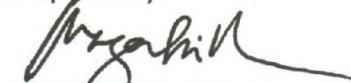
Result: Graduate MSDC in UPLB; conferences, workshops, and training opportunities attended

Date: June 2019 Target Date: December 2022

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

Outcome: Enrolled/graduated PhD in development communication or related field; promoted to higher academic rank

Prepared by:



**CHRISTINA A. GABRILLO**

DDC Head

Conformer



**JED ASAPH D. CORTES**

Ratee Faculty/Staff