

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

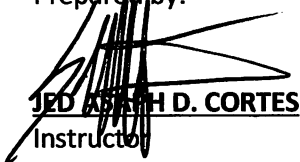
Name of Faculty Member: JED ASAPH D. CORTES

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.78 x 50% = 2.39	
b. Students (50%)		4.00 x 50% = 2.00	
Total for Instruction	50%	4.39	2.19
2. Research			
a. Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
b. Dept. Head/Dean/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	20%	5.0	1.00
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Extension	20%	5.0	1.00
4. Administration as Web Team Head	10%	5.0	0.50
TOTAL	100%		4.69

EQUIVALENT NUMERICAL RATING: 4.69
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JED ASAPH D. CORTES
Instructor


Reviewed by:


CHRISTINA A. GABRILLO
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


DEATRICE S. BELONGAS
Vice President

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, am 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 July to December 2018.


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 123, 132, 133, 157, 200	10.84	13.55	5.0	5.0	5.0	5.0	
		PI8a. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	2.00	5.00	5.0	4.0	4.0	4.3	
		PI 8b. Number of Student organizations Advised/ Assisted								
		Student organizations advised	DECSO/AMARANTH	1.00	2.00	5.0	4.0	4.0	4.3	
		Student organizations assisted on student related activities	DECSO/AMARANTH	1.00	2.00	5.0	4.0	4.0	4.3	

[illegible]

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	5.0	5.0	
	NEW INITIATIVES/BEST PRACTICES									
	Conducted seminar-workshops on campus journalism and Media Literacy	For campus press staff and advisers of student publications in Eastern Visayas, high school and elementary teachers, and parents	Regional/National	1.00	2.00	5.0	5.0	5.0	5.0	
	HOSTED THE PACE NATIONAL CONFERENCE AT VSU	NATIONAL	ALL DDC FACULTY	1.00	1.00	5.0	5.0	5.0	5.0	
									15.0	
									5.0	
Total Rating										
Average Rating										
						57.33				
Total Over-all Rating						4.78				
Adjectival Rating						OUTSTANDING				
Average Rating (Total Over-all rating)					57.33	Comments and Recommendations for Development Purpose Great Job!				
Additional points:										
Approved additional points										
FINAL RATING					4.78					
ADJECTIVAL RATING					OUTSTANDING					

Evaluated and Rated by:

CHRISTINA A. GABRILLO

Dept./Unit Head

Date: _____

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timelines
- 4 - Average

John

(G. 1000-1001)

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: July 2018 Target Date: December 2018

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


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

Date: June 2019 Target Date: December 2022

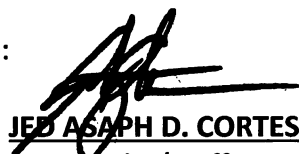
Next Step: Explore ways to grow academically; look for scholarship for PhD studies preferably abroad

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

Prepared by:


CHRISTINA A. GABRILLO
DDC Head

Conforme:


JED ASAPH D. CORTES
Faculty/Staff

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Handwritten signature or mark, possibly reading "A. H. G." or similar, written in cursive.

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 development communication in college; teach media and information literacy classes in senior high school.	Classes taught	July 2018	December 2018	December 2018	Impressive	Outstanding	Keep it up!
2	Advise devcom students in their undergraduate theses	Students finish their thesis	July 2018	December 2018	December 2018	Impressive	Very Satisfactory	Keep it up!
3	Manage the VSU Web Team as OIC-Head	VSU web assets functional and services delivered.	July 2018	December 2018	December 2018	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, developments,	July 2018	December 2018	December 2018	Impressive	Very Satisfactory	Keep it up!

		etc.						
5	Conduct research work in various DDC research projects.	Research activities conducted	July 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