

**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%)		4.33 x 50% = 2.16	
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:

MAE CLAUDINE M. GICA
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, MAE CLAUDINE M. GICA, 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.


MAE CLAUDINE M. GICA
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 122 AND TVL HE, ABM, HUMSS IN MEDIA INFORMATION LITERACY	15.44	19.30	5.0	5.0	4.0	4.7	
		<u>PI8a.</u> Number of students advised								
		<i>On thesis/ field practice</i>	As Adviser/SRC Member	5.00	8.00	5.0	5.0	4.0	4.7	
		<u>PI 8b.</u> Number of Student organizations Advised/ Assisted								
		<u>PI 9.</u> Number of instructional materials developed								

		<i>Revised syllabi</i>	DevC 122, 200B	1.00	2.00	5.0	5.0	4.0	4.7	
		<i>Revised Powerpoint lect. presentation (per course)</i>	DevC 122, 200B	1.00	2.00	5.0	5.0	4.0	4.7	
Total Rating for Instruction										
Average Rating for Instruction										
OVPI MFO 3: Research Services										
3	Research Services	PI 2. Number of research outputs presented in regional/national/int'l fora/conferences								
		<i>In institutional fora/conferences</i>	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								
Total Rating for Research										
Average Rating for Research										
OVPI MFO 4: Extension Services										
4	Extension Services	PI 1. Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-	50.00	100.00	5.0	5.0	5.0	5.0	
		PI 3. Number of beneficiaries served								
		<i>Groups</i>	SUCs/Govt.	3.00	10.00	5.0	5.0	4.0	4.7	
		<i>Individuals</i>	Info officers/faculty	5.00	10.00	5.0	5.0	4.0	4.7	
		PI 7. Amount of extension money								
OVPI MFO 5: Support to Organizations										
5		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	
Total Rating for Extension										
Average Rating for Extension										

OVPI MFO 6: General Administration and Support Services										
		Zero percent complaint from clients served	Good rapport to clients	0.00		5.0	5.0	5.0	5.0	
	NEW INITIATIVES/BEST PRACTICES					5.0	5.0	5.0	5.0	
	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 2019 RTSPC CONFERENCE	REGIONAL	MCMGICA	1.00	1.00	5.0	5.0	5.0	5.0	
	DESIGNATED AS CHAIRPERSON & EMCEE IN UNIVERSITY STANDING COMMITTEES	INSTITUTIONAL	MCMGICA	30.00	50.00	5.0	5.0	5.0	5.0	
	CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDEZED SYLLABI AS	DEPARTMENTAL	MCMGICA	1.00	1.00	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 Rating for Administration										
Average Rating for Admin										
Total Over-all Rating										
Adjectival Rating										

Average Rating (Total Over-all)			87.33	Comments and Recommendations for Development Purpose Good Job!
Additional points:				
Punctuality				
Approved additional points				
FINAL RATING			4.85	
ADJECTIVAL RATING			OUTSTANDI	

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: _____

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 DevC122(Fundamentals of Community Broadcasting), TVL HE, ABM, HUMSS(Media and Information Literacy)	Number of classes taught	December 2018	June 2019	June 2019	Impressive	Very Satisfactory	Keep it up!
2	Advise undergraduate theses to 5 students.	Number of students advised; number of completed outlines	August 2018	June 2019	June 2019	Impressive	Very Satisfactory	Keep it up!
3	Serve as an affiliate staff of VSU Radio DYDC-FM 104.7	Number of programs handled	January 2019	December 2019	December 2019	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	January 2019	December 2019	December 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: **Mae Claudine M. Gica**

Performance Rating: **Outstanding**

Aim: To become a better teacher and colleague at DDC.

Proposed Interventions to Improve Performance

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

Target Date: June 2018, accomplished

Outcome: Professional Advancement

Next Step: To get research opportunities

Target Date: June 2019


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