

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member:

JULIE ANN S. CORDOVA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	5.00	1.50
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JULIE ANN S. CORDOVA

Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member		JULIE ANN S. CORDOVA	
Program Involvement (1)	Percentage Weight of Involvement (2)	Nominal Rating (Rating x %) (3)	Equivalent Numerical Rating (2x) (4)
1. Instruction			
a. Faculty (30%)	30%	3.00	0.90
b. Students (70%)	70%	3.00	2.10
TOTAL for Instruction	90%		3.00
2. Research	2.5%	3.00	0.07
3. Extension	2.5%	3.00	0.07
4. Production	2.5%	3.00	0.07
5. Administration/Other Services	2.5%	3.00	0.07
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

JULIE ANN S. CORDOVA
Name of Faculty
GUILLERMO C. FERNANDEZ JR.
Department Head

Recommending Approval:

CANDELARIO L. CALBO

Dean, CAS

Approved by:

BEATRIZ S. BELTRAN

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, Julie Ann S. Cordova, of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2018.

JULIE ANN S. CORDOVA
Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.
Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Teaches undergrad social science courses and senior high subjects	18.00	32.70	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised Syllabi within the last 3 years	Author/Compiler	Revises course syllabi in Huma 11	1	1	5	5	5	5.00	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	7	5	5	5	5.00	
				SUB-TOTAL						15.00	
MF02	Research	NONE									
MF04	Extension	No. of trainings/seminars attended	Training	Participant	1	2	5	5	5	5.00	Re-echo training on the New CHED GE courses: Art Appreciation; Rizal
				SUB-TOTAL						5.00	
MF05	Production	Number of quizzes, activities, assignments prepared and checked	Author	Prepared and checked quizzes and activities in ScSc 16 and Huma 11	35	40	5	5	5	5.00	
		Number of periodic exams prepared and checked	Author	Prepared and checked periodic exams in ScSc 16 & Huma 11	12	15	5	5	5	5.00	
		Number of grade sheets prepared and submitted		Prepared and submitted grade sheets	7	9	5	5	5	5.00	
				SUB-TOTAL						15.00	
MF06	Other Services	No. of committees served	Member & Coordinator	DLABS APC, Socio-cultural Comm, DLABS RDE Comm, DLABS Physical Facilities, CAS GAD Coordinator, DLABS APC member	3	6	5	5	5	5.00	

"E. E. Schattschneider"

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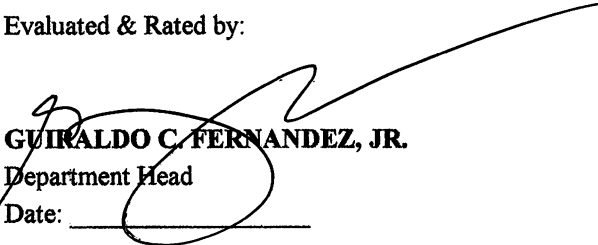
Sl. No.	Category	Description of M.A. & P.A.	Program/Activity/Project	Tasks Assigned	Target	Actual Achievement	Q	E	T	A	Remarks
1	Higher Education	Full Time Enrollment	Teaching	Teachers undergo social science courses and senior high subjects	18.00	13.70	3	3	3	3.00	
2		Number of Instructional Materials Developed/Revised and Utilized									
3		* Revised Syllabi within the last 3 years	Editor/Compiler	Revised course syllabi in History II	1	1	3	3	3	3.00	
4		Student Advising and Consultation Services									
5		* Number of hrs per week spent on student consultation	Consultation		3	7	2	7	7	3.00	
6				SUB-TOTAL						12.00	
7	Research Extension	No. of trainees/seminars attended	Training	Participants	1	3	3	3	3	3.00	Research training on the New OHED GE courses. At Antares School, Rizal
8				SUB-TOTAL						3.00	
9	Production	Number of quizzes/activities, assignments prepared and checked	Author	Prepared and checked quizzes and activities in Sols 10 and Huma II	35	40	5	5	5	5.00	
10		Number of periodic exams prepared and checked	Author	Prepared and checked periodic exams in Sols 10 & Huma II	12	15	5	5	5	5.00	
11		Number of grade sheets prepared and submitted		Prepared and submitted grade sheets	7	9	3	3	3	3.00	
12				SUB-TOTAL						13.00	
13	Other Services	No. of committees served	Member & Coordinator	Coordinator, ELABS APC member Physical Facilities, CAS GAD DLABS RDB Coord. DLABS APC, Socio-cultural Coord.	3	6	3	3	3	3.00	

		Number of participation on the events/program in the dept, college, univ. and other offices	DLABS Anniversary, CAS Anniversary, DLABS Team building, VSU ANNIVERSARY, VSU Good Well games		2	10		5	5	5	5.00	
							SUB-TOTAL				10.00	
Total Over-all Rating											45.00	


Average Rating (Total Over-all rating divided by 4)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: Ms. Cordova is a great teacher. Th art she rates outstanding. Yet, she has to be motivated! research is common activities.
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Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.
Department Head
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
College Dean
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Topic:

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Office Memorandum

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	ADJECTIVE RATING	QUALIFYING
MIND RATING		2.00
(of mind/body)		
Abnormal, abnormal body (corp.)		
Aquatic Body		
merged in #)		
Verbal Rating (Total Over-all rating)		2.00

[illegible][illegible]

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julie Ann Sales Cordova

Performance Rating: Outstanding

Aim: To continue her graduate study by 2018 and improve teaching effectiveness.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: Two years from today

First Step:

- a) Encouraged her to finish her study based on approved Staffing Pattern of DLABS in a reputable institution preferably abroad.
- b) Advised her to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.
- c) Advised her to simplify her discussions in order for the students with different levels of intellectual abilities to comprehend

Result:

She has informed to finish her Master's degree.

Date: January 2021

Target Date: End of second semester

Next Step:

She was advised to finally finish her Masters. And employ more teaching strategies based on the evaluation of the students.

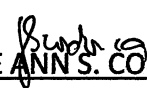
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


JULIE ANN S. CORDOVA
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff
JULIE ANN S. CORDOVA

Conformer:

Department Head
GUARALDO C. FERNANDEZ JR.

Prepared by:

Final Step/Recommendation: NA

Outcome: NA

She was advised to finally finish her Masters. And employ more teaching strategies based on the evaluation of the students.

Next Step:

Date: January 2024

Target Date: End of second semester

Result:
She has informed to finish her Master's degree.

- c) Advised her to simplify her discussions in order for the students with different levels of intellectual abilities to comprehend
- d) Advised her to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.
- a) Encouraged her to finish her study based on approved Staffing Pattern of ELAB2 in a reputable institution preferably abroad.

First Step:

Date: January 2019

Target Date: Two years from today

Proposed interventions to improve Performance and/or Competence and Qualification to assume higher responsibilities:

Aim: To continue her graduate study by 2018 and improve teaching effectiveness.

Performance Rating: Outstanding

Name of Employee: Julie Ann Sais Cordova

EMPLOYEE DEVELOPMENT PLAN

PERFORMANCE MONITORING FORM

Name of Employee: **JULIE ANN SALES CORDOVA**

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.	Teaches four (7) GE courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	June 2018	June 2018	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in Humanities 11 and Rizal	January 2018	February 2018	February 2018	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	June 2018	June 2018	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	May 2018	Impressive	Outstanding	
5.	Attend and participate in local seminar	Attendance, certificates if applicable	January 2018	June 2018	March 2018	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

Unit Head
EDUARDO C. FERNANDEZ JR.

Prepared by:

Outstanding, very satisfactory, satisfactory, unsatisfactory, poor
 Either very impressive, impressive, needs improvement, poor, very poor

2	Attend and participate in local seminar	applicable attendance certificates if	2018 January	June 2018	March 2018	impressive	Outstanding	
4	Participate in all activities conducted by the department, college and the university	applicable attendance certificates if	2018 January	June 2018	May 2018	impressive	Outstanding	
3	Submission of midterm grades and final grades	Grades submitted to Registrar	2018 January	June 2018	June 2018	impressive	Outstanding	
5	Propose course syllabi updates	Humanities 11 and Final Approved course syllabi in	2018 January	2018 February	February 2018	impressive	Outstanding	
1	Teaches four (4) CE courses	performance evaluation and good result of student speeches courses taught assigned classes' grade regular attendance in the	2018 January	June 2018	June 2018	impressive	Outstanding	
No. Task	Task Description	Expected Output	Assigned Date	Actual Date to Expected	Actual Date to Accomplish	Output, Quality of	of output, assessment Overall	Recommendation Remarks

Name of Employee: **JULIE ANN AVILES CORDOVA**

PERFORMANCE MONITORING FORM