

**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%)		$4.68 \times 50\% = 2.3$	
b. Students (50%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	40%	4.8	1.9
2. Research			
a. Client/Dir. for Research		$4.2 \times 100\% = 4.2$	
Total for Research	30%	4.2	1.3
3. Extension			
a. Client/Dir. for Extension		$4.8 \times 100\% = 4.8$	
Total for Extension	15%	4.9	0.73
4. Administration	10%	5.0	0.5
5. Production	5%	5.0	0.25
TOTAL			4.68

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.68~~ 4.65 } *[Signature]*  
~~4.68~~ 4.65 }

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

*[Signature]*  
**MAE CLAUDINE M. GICA**  
 Name of Faculty

Reviewed by:

*[Signature]*  
**ROTACIO S. GRAVOSO**  
 Department Head

Recommending Approval:

*[Signature]*  
**VICTOR B. ASIO**  
 Dean/Director

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAE CLAUDINE M. GICA**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2020**.

  
MAE CLAUDINE M. GICA  
Ratee

Approved:

  
CHRISTINA A. GABRILLO  
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPAAs UMFO 3. Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15.48	6.75	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2.00	5	5	5	5	5.00	DevC 122, DevC 134, DevC 200
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1.00	3	5	5	5	5.00	


	<b>A12.</b> Number of trainings/webinars attended related to instruction	Attend mandated trainings	1.00	3	5	5	4	4.67	Tanggol Kalikasan
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2.00	5	5	5	4	4.67	
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5.00	10	5	5	4	4.67	
	<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1.00	3	5	5	4	4.67	
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	20.00	32	5	5	4	4.67	
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:				5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	Tomada
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5.00	10	5	5	4	4.67	
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	Online ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							




	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	<b>A 23 :</b> Number of online course were reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
	<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>Total Rating for Instruction</b>								<b>52.67</b>	
<b>Average Rating for</b>								<b>4.79</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>									
<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries		1	5	4	4	4.33	
<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project/study within the year		1	5	4	4	4.33	
<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year			1	5	4	4	4.33	
	<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication		1	4	4	4	4.00	<i>Still a draft</i>

<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							not included in the target output due to travel restrictions in the light of COVID-19 pandemic
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
<b>Total Rating for Research</b>								<b>17.00</b>	
<b>Average Rating for Research</b>								<b>4.25</b>	
<b>UMFO 4. EXTENSION SERVICES</b>									
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects		1	5	5	4	4.67	
<i>Resource Persons</i>	<i>Resource Persons</i>			1	5	5	5	<b>5.00</b>	
<b>Average Rating for Extension</b>								<b>9.67</b>	
<b>Total Over-all Rating</b>			<b>79.33</b>	<b>Comments &amp; Recommendations for Development Purpose</b>  <i>Good Job!</i>					
<b>Additional Points:</b>			<b>19.83</b>						
<b>Approved Additional points (with copy of approval)</b>									
<b>FINAL RATING</b>			<b>4.68</b>						
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>						


Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**  
 Department Head  
 Date:

Recommending Approval:

  
**VICTOR B. ASIO**  
 Dean  
 Date:

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date:

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

## 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*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach classes in DevC134 (Radio Drama and Documentary), DevC122 (Fundamentals of Community Broadcasting) and DevC 200 (Undergraduate Thesis).	Number of classes taught	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	Keep it up!
2	Advise undergraduate theses to 2 students.	Number of students advised; number of completed outlines	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	Keep it up!
3	Serve as an affiliate staff of VSU Radio DYDC-FM 104.7	Number of programs handled	July 2020	Dec. 2020	Dec. 2020	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	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	Keep it up!

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

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

Prepared by:

  
**ROTACIO S. GRAVOSO** *fnb*  
 Head, DDC  
**CHRISTINA A. GABRILLO**  
 Head, DDC



## 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:

Date: **July 2020** Target Date: **December 2020**

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

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Result: Professional Advancement

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Date: **July 2020** Target Date: **December 2022**

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Next Step: To get research opportunities

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Outcome: Have high-quality research experiences.

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Final Step/Recommendation: Professional Advancement and enhanced teaching capability.

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Prepared by:

for:   
**ROTACIO S. GRAVOSO** SMS  
Head, DDC  
**CHRISTINA A. GABRILLO**  
Head, DDC

Conforme:

for:   
**MAE CLAUDINE M. GICA**  
Ratee Faculty/Staff