

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%	4.92	1.48
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.48
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.803

EQUIVALENT NUMERICAL RATING: 4.803

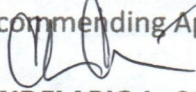
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.803**

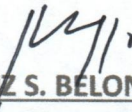
ADJECTIVAL RATING: **OUTSTANDING**

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

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 **JULY- DECEMBER 2019**

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	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF02	Higher Education	FTE									
		Higher Education	Teaching	Teaches Social Science subjects and Humanities 11	18.00	32.25	5	5	5	5.00	REGULAR/ CONTRACTUAL
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler								
		* Revised IMs within the last 3 years	Author/Compiler	Revises Social Science subject and Humanities 11 subject syllabus	2	2	5	5	4	4.67	Philippine History, Reading in Philippine history, Soc Sci 16 and Humanities 11
		* Number of visual aids/powerpoint presentations prepared	Author/Compiler	Social Science subjects and humanities	5	15	5	5	5	5.00	Philippine History, Reading in Philippine History, Soc Sci 16 and Humanities
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation			3	12	5	5	5	5	
						Sub-total				19.7	
MF03	Research	NONE								0.00	
MF04	Extension	Number of trainings attended	Training	Participant	2	2	5	5	5	5.00	Prime HR university/ dept, GAD training (Anti-Sexual Harassment)
						Sub-total				5.00	
MF05	Production/Support to Students	Number of quizzes prepared and checked		Social Science subjects	15	30	5	5	5	5.00	Soc Sci 16 and Humanities
		Number of midterm and final exams prepared and checked.		Social Science subjects	4	6	5	5	5	5.00	Soc Sci 16 and Humanities
		Number of oral recitations graded/evaluated		Social Science subjects	15	20	5	5	5	5.00	Soc Sci 16 and Humanities
						Sub-total				15.00	
MF06	Other Services	Number of committees/events served	Member	DLABS APC member, CAS GAD Coordinator	3	4	5	5	5	5.00	Accomplished

	Number of participation in the events/program of the dept./college/university and other offices		Sport Intramurals for student/ staff, CSC program, Prime HR university/dept, dept Christmas party	4	6	5	5	5	5.00	
	Number of meetings attended		Attends department and committee meetings	9	12	5	5	5	5.00	Accomplished
					Sub-total				15.00	
Total Over-all Rating									54.67	

Average Rating (Total Over-all rating divided by no. of entries)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Ms. Cordova serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in his mind that there is always room for improvement. She should also engage in research/extension; submit outputs for publication and present papers in conferences.

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: _____

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 (4) GE courses, three (3) Humanities 11, one (1) Soc. Sci 16, one (1) Reading in Philippine History, one (1) Philippine History	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in Social Science and Humanities	July 2019	August 2019	August 2019	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	Sept 2019	Sept 2019	Sept 2019	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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julie Ann Sales Cordova

Performance Rating: Outstanding

Aim: To continue her graduate study by 2019 and improve teaching effectiveness.

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

Date: January 5, 2020

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: April 15, 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.

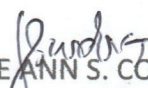
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

GUINALDO C. FERNANDEZ, JR.
Department Head

Conforme:


JULIE ANN S. CORDOVA
Employee