

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROTACIO S. GRAVOSO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$4.0 \times 50\% = 2.00$	
Total for Instruction	45%	4.50	2.03
2. Research			
a. Client/Dir. For Research (50%)		$5.0 \times 50\% = 2.50$	
b. Dept. Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. For Extension (50%)		$4.83 \times 50\% = 2.42$	
b. Dept. Head/Center Director (50%)		$4.83 \times 50\% = 2.42$	
Total for Extension	15%	4.84	0.73
4. Administration	10%	5.00	0.50
TOTAL			4.76

EQUIVALENT NUMERICAL RATING: 4.76
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: OUTSTANDING

Prepared by: ROTACIO S. GRAVOSO Name of Faculty
Reviewed by: EDITHA G. CAGASAN Department Head

Recommending Approval:

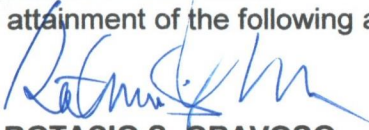
VICTOR B. ASIO
Dean/Director

Approved:

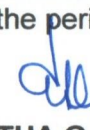
BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROTACIO S. GRAVOSO**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2022**.


ROTACIO S. GRAVOSO
 Professor VI

Approved:


EDITHA G. CAGASAN
 Department Head

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
MFO 1. Graduate Student Management Services										
	Total FTE coordinated, implemented & monitored*	PI 1. Actual Faculty's FTE	Handles subjects/courses assigned	0.40	1.22	5	5	5	5.00	DEVC295, DEVC247
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	1.00	4	5	5	5	5.00	Serving as thesis adviser for the following students: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.
		PI 3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and/or thesis/SP/dissertation manuscript	1.00	4	5	5	5	5.00	Advisees are: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.

		PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3.00	10	5	5	5	5.00	
	Number of instructional materials developed *	PI 5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2	5	5	5	5.00	DEVC295, DEVC247
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	15	5	5	5	5.00	DEVC295, DEVC247
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	15	5	5	5	5.00	DEVC295, DEVC247
		PI 6. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	2	5	5	5	5.00	DEVC295, DEVC247

UMFO 2. HIGHER EDUCATION SERVICES

MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	PI 7. Actual Faculty's FTE	Handles courses assigned	4.25	6.6	5	5	5	5.00	DevC 198
		PI 8. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	1	5	5	5	5.00	DevC 198

		PI 9. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5	5	5	5.00	DevC 198
		PI 10. Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	1.00	86	5	5	5	5.00	DevC 198
		PI 11. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1.00	40	5	5	5	5.00	DevC 198
	Number of students advised: *	PI 12. Number of students advised on thesis/ field practice/special problem:	Acts as academic adviser to students							
		Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5.00	20	5	5	5	5.00	DevC 198
	Number of instructional materials developed *	PI 13. Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	1	5	5	5	5.00	DevC 198
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	10	5	5	5	5.00	DevC 198
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	15	5	5	5	5.00	DevC 198

		PI 14. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5	5	5	5.00	DevC 198
Total Rating for Instruction									90.00	
Average Rating for Instruction									5.00	
MFO 3 . RESEARCH SERVICES										
	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	PI 15. 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	1.00	2	5	5	5	5.00	Research outputs for. the following research projects: 1) Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103); 2) Project Tarsier: A nature-based solutions project for climate change, biodiversity and people
	Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 16. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
		<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication	10.00%	100%	5	5	5	5.00	Published the following. papers: 1) Climate information use by farmers: A case of rice farmers in vulnerable communities in the Philippines through the Journal of Development Communication, 2) "Surfacing development needs of a marginal upland community through participatory, and 3) To eat or not eat junk foods? Improvement of children's intention to reduce consumption of junk foods, both through the Annals of Tropical Research. Two articles are under review.

	Percent of research proposals approved *	PI 17. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	3.00	4	5	5	5	5.00	The projects, Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103); Project Tarsier: A nature-based solutions project for climate change, biodiversity and people
Total Rating for Research									15.00	
Average Rating for Research									5.00	
MFO 4. EXTENSION SERVICES										
	Additional outputs *	PI 18. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1.00	2	5	5	4	4.67	Development of training manuals and powerpoint presentations for virtual trainings on Scientific paper writing and research designing (2 manuals & 4 ppt presentations)
			DYDC development radio programs with ATI-RTC8	1.00	2	5	5	5	5.00	<i>Developmental radio programs such as those in the research centers of VSU: AGRI-ISTORYAHAY, etc.</i>
Total Rating for Extension									9.67	
Average Rating for Extension									4.83	
MFO 5. General Admin. & Support Services (GASS)										
	Zero percent complaint from clients served	PI 19. Customer friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5	5	5	5.00	DYDC PRODUCTION STAFF & AFFILIATES
	Additional Outputs	PI 20. Other outputs implementing the new normal due to covid 19								

		NUMBER OF PRODUCTION, TECHNICAL, SUPPORT, AND AFFILIATE STAFF SUPERVISED	20	37	5	5	5	5.00	DYDC FM
		NUMBER OF STAFF MEETINGS	5	7	5	5	5	5.00	DYDC FM
		NUMBER OF DOCUMENTS SIGNED AND APPROVED	200	330	5	5	5	5.00	As DYDC-FM Station Manager
		NTC PERMIT FOLLOW-UP		1	5	5	5	5.00	DYDC FM/RADIO ENGINEER
		LOCAL, NATIONAL & INTERNATIONAL LINKAGES	1	12	5	5	5	5.00	DYDC FM/STAFF
Total Rating for GASS								30.00	
Average Rating for GASS								5.00	
TOTAL OVER-ALL RATING								144.67	

Average Rating		4.99
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: <i>Good job!</i>
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Evaluated & Rated by:


EDITHA G. CAGASAN

Department Head

Date:

Recommending Approval


VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM
(January to June 2022)

Name of Employee: **ROTACIO S. GRAVOSO**

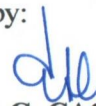
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Continue to conduct virtual classes on DevC 198, DEVC295, DEVC247, check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2022	February 2022	February 2022	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of her MSDC classes in DevC 198, DEVC295, DEVC297 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2022	July 2022	Some activities completed in June 2022; deadline for other requirements set on July 15, 2022	Very Impressive	Outstanding	Keep it up!
3	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines.	DEVCOM thesis students able to develop their thesis outlines.	January 2022	Advisees to be able to submit thesis outlines by June 2022	June 2022 (all advisees able to submit drafts of thesis outlines; two graduate advisees passed their comprehensive exams already)	Very Impressive	Outstanding	Keep it up!
4	Serve as Station Manager of DYDC-FM	Expected deliverables of the office are met. (FSA and AACCUP accreditation activities	January 2022	FSA to be conducted in Feb 2022; AACCUP accreditation of 8 programs to be conducted in April 2022; AACCUP-	As targeted (in Feb April and June 2022)	Very Impressive	Outstanding	Keep it up!

		conducted as scheduled)		related workshops to be conducted in June 2022				
4	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	January 2022	June 2022	June 2022	Very Impressive	Outstanding	Keep it up!

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

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

Prepared by:



EDITHA G. CAGASAN
OIC-Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROTACIO S GRAVOSO**

Performance Rating: **OUTSTANDING**

Aim: To sustain and improve outstanding performance in instruction, research, extension and administration

Proposed Interventions to Improve Performance:

Date: **January 2022**

Target Date: **June 2022**

First Steps:

1. Participate in training-workshops designed to enhance instruction, research, extension and administration skills;
2. Continue to design and implement research and extension projects, and
3. Write research articles for publication in peer-reviewed journals and publications.

Results

1. Enhanced capabilities to:
 - a. Prepare OBE syllabi and instructional materials that can be used for the flexible learning system implemented by VSU during this pandemic;
 - b. Facilitate students learning under the new learning modality;
 - c. Spearhead quality assurance activities at DDC;
2. Led in the design and implementation of research, development and extension projects, and
3. Prepared drafts of research articles for publication in international journals.

Date: **July 2022**

Target Date: **December 2022**

Next Step:

1. Continue preparing learning materials and conduct virtual classes for the courses taught during the semester;
2. Continue implementing research, development and extension projects;
3. Write research reports for presentation in the VSU In-house Research Review;
4. Continue writing research papers for possible publication in refereed journals;
5. Spearhead quality assurance program at DDC, and
6. Spearhead preparation of the following proposals:
 - a. Conversion of the Department of Development Communication into the College. Of Development Communication
 - b. RDE Agenda of DDC

c. Offering of the Doctor of Philosophy in Development Communication

Outcomes:

1. Enhanced implementation of the instruction-related activities under the new normal;
2. Continued implementation and monitoring of research, development and extension projects despite the limitation imposed by the COVID-19 pandemic;
3. Professional advancement and self-satisfaction;
4. Drafts of scientific articles written and ready for submission to refereed journals
5. Passing marks and comments for improvement derived from quality assurance mechanisms DevCom programs have been subjected to;
6. Endorsement of the Proposal to Convert DDC into CDC by the Academic Personnel Board

Final Step/Recommendation


1. Sustain development of learning materials for the flexible learning system implemented by VSU under the new normal;
2. Continue the conduct of research, development and extension projects, and use knowledge generated in RDE as input to enhance instruction.
3. Continue writing articles for publication in peer-reviewed journals.

Prepared by:



EDITHA G. CAGASAN
OIC-Head, DDC

Conforme:



ROTACIO S. GRAVOSO
Ratee Faculty/Staff