

Exhibit K

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

Name of Faculty Member: **EDITHA G. CAGASAN**

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 x 50% = 2.5	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	40%	5.0	2.0
2. Research			
a. Client/Dir. for Research		5.0 x 100% = 5.0	
Total for Research	30%	5.0	1.5
3. Extension			
a. Client/Dir. for Extension		5.0 x 100% = 5.0	
3.5 Total for Extension	15%	5.0	0.75
4. Administration	10%	5.0	0.50
5. Production	5%	5.0	0.25
TOTAL			5.0


EQUIVALENT NUMERICAL RATING: **5.0**

Add: Additional Points, if any:


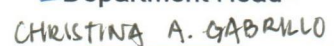
TOTAL NUMERICAL RATING: **5.0**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


EDITHA G. CAGASAN
Name of Faculty

Reviewed by:


ROTACIO S. GRAVOSO
Department Head

CHRISTINA A. GABRILLO
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDITHA G. CAGASAN, a faculty member of the DEPARTMENT OF DEVELOPMENT COMMUNICATION commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY TO DECEMBER 2020.



EDITHA G. CAGASAN
Ratee

Approved:



CHRISTINA A. GABRILLO
Department Head

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
UMFO 1. ADVANCED EDUCATION									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.50	8.12	5	5	5	5.00	Handled 2 graduate courses (DEVC 297 lab and lec with 8 students, and DEVC205 with 11 students)
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3.00	15	5	5	5	5.00	The students include: Hadrian Aguilar, Laarni Todio-Almazan, Maria Angeles Jaca-Ambida, Isabel Mae Amora, Ruel Bugnos, Jeanie Rose Deluza, Danica Godinez, Mikaela Gongora, Melinda Petalcorin, Mark Angelo Pineda, Vincent Justine Realino, Pamela Respecia, Jonalyn Saulan, Marianne Ubay and Kathleen Valencia

	A3. Number of students advised on thesis/special problem/ dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2.00	7	5	5	5	5.00	Advisees include the following: Lourence Mae Alkuino, Ruel Bugnos, Ivy Dematawaran, Isabelle Mae Amora, Kenneth Kim Roca, Maria Angeles Jaca-Ambida, Alfredo Escasinas Jr.
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2.00	3	5	5	5	5.00	The students include: Melinda Petalcorin, Jonalyn Saulan and Marianne Ubay
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	17	5	5	5	5.00	These include thesis students and students of my two graduate courses; consultation done through email, video chat or call.
PI 9: Number of instructional materials developed *	A5. 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	4	4.67	For DEVC205 and DEVC297; the learning guides still need to be completed

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6.00	17	5	5	5	5.00	9 for DEVC297n and 8 for DEVC205
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	13	5	5	5	5.00	7 for DEVC297n and 6 for DEVC205
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	2	5	4	4	4.33	1 for DEVC297 and 1 for DEVC205
PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									

PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2.00	9.75	5	5	5	5.00	handled DevC 197 (with 39 students for lec and lab classes)
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00						Deadline of MT requirements and submission of grades moved to January 2021
	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							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1.00	6	5	5	5	5.00	Online trainings /webinars on implementation of flexible learning system, preparing virtual classroom using MOODLE and google classroom, etc.
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2.00	1	5	4	5	4.67	Only the MT exam for DevC 197 was administered since start of classes for the first sem was moved to October 2021 and final exam is moved to Feb 2021
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4.00	5	5	4	4	4.33	5 assessments/ quizzes for DevC 197
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4.00	5	5	4	4	4.33	5 learning tasks/exercises for DevC 197
PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviser to students	5.00	24	5	5	5	5.00	10 BSDC-3 and 14 BSDC-1

	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and	2.00	2	4	4	4	4.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10.00	20	5	5	5	5.00	DevC 197 and thesis students (consultation done through email or chat in the FB messenger)
PI 9: Number of student organizations advised/ assisted	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : 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	LM for DevC 197; preparation of other parts of the LM still ongoing

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6.00	8	5	5	5	5.00	6 powerpoint presentations and 2 recorded online lectures shared to DevC 197 students
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	11	5	5	5	5.00	5 learning tasks, 5 sets of assessment questions, 1 MT exam for DevC 197
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5	5	4	4.67	1 MOODLE classroom for DevC197
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							

	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
Total Rating for								101.00	
Average Rating								4.81	
UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	2.00	7	5	5	5	5.00	Research outputs of the NIA and NEDA funded projects used by the program implementers in improving the implementation of their projects; results of the Graduate Tracer Study used in VSU; videos and coffee table books produced through our VSU--funded projects have been used by VSU and other agencies for info dissemination purposes.
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project/study within the year	1.00	3	5	5	5	5.00	3 projects/ studies completed in Dec 2020 (Tracking down the flow and adoption of VSU technologies; Development of research-based knowledge products; Coverage and framing of natural disasters in the new media)

PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year								
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication	20.00%	80%	5	5	5	5.00	4 papers written and submitted to ATR; 1 of the papers (on Vaccine Hesitancy) was published in the July to Dec issue of ATR; and 1 paper entitled "Surfacing development needs of a marginal upland community through participatory tools: The case of a village in Samar, Philippines" from a CHED-funded project was accepted for publication in the 2020 special DevCom issue of ATR. The other two papers are still undergoing revision based on the reviewers' comments.
	In refereed nat'l/regional journals			20%	5	5	5	5.00	A paper entitled Graduate students' perceived contribution of scholarship grants to academic success from a VSU-funded study was accepted for publication in the 2019 issue of the SHJ released in 2020.

PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. 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
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							not included in the target in the light of fund limitations due to the covid-19 pandemic
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							

	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
Total Rating for								20.00	
Average Rating								5.00	
UMFO 4. EXTENSION SERVICES									
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1.00	1	5	5	5	5.00	Strengthening the RDE capabilities of VSU

PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
<i>Research Mentoring</i>	Research Mentor								
<i>Peer reviewers/ Panelists</i>	Peer reviewers/Panelists								
<i>Resource Persons</i>	Resource Persons			1	5	5	5	5.00	Served as resource person in the Training-Workshop on Selected Quantitative Methods for Impact Evaluation held on March 9-13, 2020 in VSU
<i>Convenor/Organize</i>	Convenor/Organizer								
<i>Consultancy</i>	Consultant								
<i>Evaluator</i>	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							not included in the target due to fund limitations in the light of the COVID19 pandemic

PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	4.00	9	5	5	5	5.00	Facilitated preparation and reviewed drafts of 3 training manuals and 6 leaflets for NCRC technologies; these will be refined and pretested in 2021
Total Rating for								15.00	
Average Rating								5.00	
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	Zero NC for QAC	5	5	5	5.00	

	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						Online accreditation of VSU Programs moved to 2021
	On program accreditations								
	On institutional accreditations								
Additional Outputs	Activities to ensure proper implementation of the VSU QMS to make it compliant with ISO standards								
	Implementation of the 2nd Internal Quality Audit of the VSU QMS	Coordinates implementation of the 2nd Internal Quality Audit of the VSU QMS		100%	5	5	5	5.00	2nd IQA successfully conducted from August to October 2020 through the leadership of the lead auditor and the QMR
	Number of ISO-related trainings coordinated/facilitated	Coordinates/facilitates conduct of online ISO-related trainings as part of the preparation for the ISO first surveillance audit.		6	5	5	5	5.00	The virtual trainings were about Risk Management (for ISO core team and staff of the Planning Office), Remote Auditing (for VSU officials and owners of core processes), Foundation Course on Information Security Management System, Data Privacy, ISO Documentation (for dDRCs) and ISO Awareness/Re-awareness

	Number of trainings/webinars/workshops attended	Attends ISO-related trainings/webinars/workshops		21	5	5	5	5.00	The trainings/ webinars/ workshops were about risk assessment & management, internal auditing, root cause analysis, writing corrective actions, surviving external and surveillance audit, remote auditing, etc.
	Activities related to AACCUP accreditation								
	Number of accreditation-related trainings facilitated	Facilitates participation of VSU accreditors in the trainings on online accreditation system		4	5	5	5	5.00	The trainings include: 2 batches of trainings on online program accreditation system (total of 26 pax); 1 training for libraria-accreditors (2 pax) and 1 training for Online Institutional Accreditation (2 pax from VSU)
	Number of accreditation-related trainings attended	Attends training in Online Accreditation		2	5	5	5	5.00	1 training in Online Program Accreditation and 1 training in Online Institutional Accreditation conducted by AACCUP
	Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors		16	5	5	5	5.00	At total of 16 requests for accreditors were served. A total of 14 accreditors from the VSU Main and satellite campuses were able to serve 16 universities in Luzon and Mindanao.
	Number of accreditation survey visits served	Serves as online accreditor for AACCUP program accreditation		2	5	5	5	5.00	Served as online accreditor for BASC on Oct 26-30, 2020 and CBSUA on Dec 1-5, 2020

	Number of programs visited for AACUP accreditation	Coordinates the conduct of program accreditation		3	5	5	5	5.00	This includes 3 programs in VSU Isabel subjected to Level 3-revisit of Area VII (Library) held on Dec 1-5, 2020
Total Rating for								45.00	
Average Rating		SSF Rootcrop						5.00	
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100% compliant	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management							
Total Over-all								186.00	
	Average Rating							5.00	
	Adjectival Rating							Outstanding	Good Job!

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: **EDITHA G. CAGASAN**


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	Update Syllabi and PowerPoints of her MSDC classes in DEVC205, DEVC297, DEVC300.3 and DEVC300.4 and teach those subjects.	Outstanding teaching performance as evaluated by students.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
2	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines.	DEVCOM thesis students able to develop their thesis outlines.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the QAC.	Expected deliverables of the office are met.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
4	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!

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

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

Prepared by:


ROTACIO S. GRAVOSO
 Head, DDC.

For: 
CHRISTINA A. GABILLO
 Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDITHA G. CAGASAN**

Performance Rating: **OUTSTANDING**

Aim: To maintain, if not improve, outstanding performance in instruction, research, extension and administration

Proposed Interventions to Improve Performance:

Date: **January 2020**

Target Date: **June 2020**

First Steps:

1. Attend trainings intended to enhance instruction, research, extension and administration skills
2. Continue to implement research and extension projects
3. Write articles for possible publication in refereed journals

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. Coordinate ISO certification and quality assurance activities
2. Participation in the implementation of research and extension projects
3. Write and submit scientific articles for publication in refereed journals

Date: **July 2020**

Target Date: **December 2020**

Next Step:

1. Continue preparing learning materials and conduct virtual classes for the courses taught during the semester;
2. Continue implementing research 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. Coordinate ISO certification and AACUP accreditation activities of the university


Outcomes:

1. Enhanced implementation of the instruction-related activities under the new normal;
2. Continued implementation and monitoring of research 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


Final Step/Recommendation

1. Continue the preparation of learning materials for the flexible learning system implemented by VSU under the new normal;
2. Continue the conduct of research and extension projects, and use knowledge generated in R & E as input to enhance instruction.
3. Continue writing articles for publication in refereed journals.
4. Continue coordinating activities for the ISO certification of VSU and the AACUP accreditation of VSU programs.

Prepared by:


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

Conforme:


EDITHA G. CAGASAN
Ratee Faculty/Staff