

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%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$4.89 \times 50\% = 2.45$	
Total for Instruction	45%	4.95	2.23
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	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		$5.0 \times 50\% = 2.50$	
b. Dept. Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:



EDITHA G. CAGASAN

Name of Faculty

Reviewed by:



CHRISTINA A. GABRILLO

Department Head

Recommending Approval:



VICTOR B. ASIO

Dean/Director

Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDITHA G. CAGASAN**, 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 2021**.

EDITHA G. CAGASAN

Professor VI

Date: _____

Approved:

CHRISTINA A. GABRILLO

Department Head

Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	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	3.42	4.89	5.0	5.0	5.0	5.0	Handled 6 graduate classes during the 1st sem of SY 2020-2021 (FTE for Jan-Feb 2021 only) and 4 graduate classes during the second sem of SY 2020-2021 (FTE for Mar-June 2021 only)	
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	3.00	15	5.0	5.0	5.0	5.0	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	

		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	2.00	5	5.0	5.0	5.0	5.0	Advisees include the following: Lourence Mae Alkuino, Ivy Dematawaran, Isabelle Mae Amora, Marianne Ubay, and Maria Angeles Jaca-Ambida
		PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	18	5.0	5.0	5.0	5.0	These include thesis students and students of my graduate 3 courses; consultation done through email, video chat or call.
	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	3	5.0	5.0	5.0	5.0	For DEVC210, DEVC214 and DEVC218
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5.00	22	5.0	5.0	5.0	5.0	6 for DEVC210, 8 for DEVC214 and 8 for DEVC218
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	25	5.0	5.0	5.0	5.0	7 for DEVC210, 10 for DEVC214 and 8 for DEVC218
		PI 6. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	3	5.0	5.0	5.0	5.0	For DEVC210, DEVC214 and DEVC218

UMFO 2. HIGHER EDUCATION SERVICES

MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	PI 7. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	0.80	0.1	5.0	5.0	5.0	5.0	Handled 3 undergraduate classes during the 1st sem of SY 2020-2021 (FTE for Jan-Feb 2021 only) and 1 undergraduate class during the second sem of SY 2020-2021 (FTE for Mar-June 2021 only)
		PI 8. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	17	5.0	5.0	5.0	5.0	14 for the first sem of 2020-2021 (MT and final grades) of graduate and undergraduate courses handled; and 3 for the second sem SY 2020-2021 (MT)
		PI 9. Number of trainings attended related to instruction	Attend mandated trainings	1.00	5	5.0	5.0	5.0	5.0	3 for DevCom Seminar Series (May and June 2021); Eco-webinar on IIEC-CHED Flexible Learning (Mar. 22, 2021); TURNITIN Online Training (May 31, 2021)
		PI 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5.0	5.0	5.0	5.0	2 for DevC197n
		PI 11. Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	2.00	4	5.0	5.0	5.0	5.0	For DevC 197n lec
		PI 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2.00	4	5.0	5.0	5.0	5.0	For DevC 197n lab
	Number of students advised: *	PI 13. Number of students advised:	<i>Acts as academic adviser to students</i>	5.00	14	5.0	5.0	5.0	5.0	As academic adviser of 1st year and 3rd year DevCom students
		PI 14. Number of students advised on thesis/ field practice/special problem:								

		As SRC Chairman	Revises, and corrects research outline and thesis/SP manuscript	1.00	2	5.0	5.0	5.0	5.0	Thesis outlines of Keith Enales and Ciara Duque
		PI 15 : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10.00	35	5.0	5.0	5.0	5.0	Thesis advisees and students of DevC 197n; consultation done through email, fb messenger, text messages or phone call
	Number of instructional materials developed *	PI 16 : 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	5.0	5.0	5.0	5.0	For DevC 197n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6.00	9	5.0	5.0	5.0	5.0	For DevC 197n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	9	5.0	5.0	5.0	5.0	For DevC 197n
		PI 18 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5.0	5.0	5.0	5.0	For DevC 197n
Total Rating for Instruction									105.0	
Average Rating for Instruction									5.0	

MFO 3 . RESEARCH SERVICES

	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	PI 19. 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	7	5.0	5.0	5.0	5.0	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.
	Number of research outputs completed within the year *	PI 20. Number of research outputs completed within the year *	Conducts and completes research project/study within the year		2	5.0	5.0	5.0	5.0	2 projects conducted within the year, but completion of project activities is targeted in December 2021
	Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 21. 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	20.00%	33%	5.0	5.0	5.0	5.0	Paper entitled "Surfacing development needs of a marginal upland community through participatory tools has been accepted for publication for the June 2021 special issue of ATR. Review of the two other papers is still going on.
	Number of research outputs presented in regional/national/ int'l fora/conferences	PI 22. 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 due to COVID-19 limitations, but we had the opportunity to join a virtual conference

		<i>In int'l fora/conferences</i>			1	5.0	5.0	5.0	5.0	Paper entitled Rehabilitating Livelihood systems in Typhoon-prone Communities..." authored by LS Preciados, EG Cagasan and RS Gravoso (based on our Heifer Int'l - funded research) was presented in the PAEDA 1st Internal Conference (Virtual) on June 3-4, 2021)
	Percent of research proposals approved *	PI 23. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		100%	5.0	5.0	5.0	5.0	The project entitled "Monitoring the dissemination and adoption of VSU-generated technologies" (with 2 studies) approved for implementation in 2021
Total Rating for Research									25.0	
Average Rating for Research									5.0	
MFO 4. EXTENSION SERVICES										
	Number of trainees weighted by the length of training	PI 28. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		75	5.0	5.0	5.0	5.0	25 pax X 3 days (for the trainig on Scientific Writing on Jan 7-9, 2021)
	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	PI 29. Number of extension programs/projects implemented	Implementes duly approved extension projects	1.00	1	5.0	5.0	5.0	5.0	Strengthening the RDE capabilities of VSU
	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	PI 30. 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		100%	5.0	5.0	5.0	5.0	for the training on Scientific Writing on Jan 7-9, 2021

		PI 31. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Resource Persons			1	5.0	5.0	5.0	5.0	Served as resource person during the Training Workshop on Scientific Writing for RNHS Teachers on Jan 7-9, 2021
	Percent of extension proposals approved *	PI 32. 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
	Additional outputs *	PI 34. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	2.00	6	5.0	5.0	5.0	5.0	Development of training manuals and powerpoint presentatons for virtual trainings on Scientific paper writing and research designing (2 manuals & 4 ppt presentations)
Total Rating for Extension									25.0	
Average Rating for Extension									5.0	
UMFO 3. SUPPORT TO OPERATIONS										
MFO 5. Program and Institutional Accreditation Services										
	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*	PI 35. Compliance to all requirements of the QMS core processes of the university 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 and as QA director	zero non-conformity	Zero NC for QAC and for VSU during the FSA	5.0	5.0	5.0	5.0	VSU Passed the ISO First Surveillance Audit with Zero NC

		PI 36. 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	100%	5.0	5.0	5.0	5.0	Successfully coordinated (as QA director) the preparations and actual conduct of the online accreditation of 8 programs of the VSU-Main Campus on April 19 - 23, 2021
	Additional Outputs	PI 37. <i>Coordination of activities to ensure proper implementation of the VSU QMS to make it compliant with ISO standards</i>								
		Implementation of the ISO First Surveillance Audit (FSA)	Coordinates preparation for and implementation of the First Surveillance Audit of the VSU-QMS by TUV Rheinland		100%	5.0	5.0	5.0	5.0	FSA conducted successfully on Feb 4-5, 2021; VSU passed the audit with zero non-conformity
		Number of ISO-related trainings, meetings and reviews coordinated/facilitated	Coordinates/facilitates (together with the QMR and LA) the conduct of meetings, reviews and online ISO-related trainings as part of the preparation for the ISO first surveillance audit.		3	5.0	5.0	5.0	5.0	Capability Assessment with JM of TUV-R (Jan 6), Mgt. Review (Jan 15 & 20), On-bording of the VSU-QMS Portal (Jan 26-27)
		Number of trainings/webinars/workshops attended	Attends ISO-related trainings/webinars/workshops		5	5.0	5.0	5.0	5.0	(1) Operational Planning Workshop - Jan 4; (2) Strat Plan Reframing - Jan 7-8; (3) Training on Understanding QMR's Role, Responsibilities and Competence Requirements by TUV-R ; Mar 30-31, 2021; (4) AGF Webinar on Records Mgt - May 14; (5) Webinar on Correcting Corrective Actions (May 28)

		Number of accreditation-related trainings facilitated/attended	Facilitates participation of VSU accreditors in the trainings on online accreditation system		2	5.0	5.0	5.0	5.0	Participation of VSU accreditors in the following: (1) 34th AACUP Virtual Annual Conference on Mar 10-12 2021; (2) AACUP Webinar-Workshop on the New Guidelines on Levels III and IV Online Accreditation System (June 16-18, 2021)
		Number of webinar-workshops/meetings coordinated/facilitated/ presided in preparation for AACUP accreditation	Coordinates/facilitates / presides webinar-workshops, meetings and other related activities in preparation for AACUP accreditation of programs in the VSU Main and satellite campuses		9	5.0	5.0	5.0	5.0	(1) Meeting with MLAM and MSLAM taskforces on Feb 17, 2021; (2) Virtual meeting with the taskforces and working committees for the AACUP accreditation in April (Mar 16); (3) Meeting with the ODQA staff, Web Team and Accredn taskforces re creation of google site and uploading of documents (Mar 26); (4) Internal Evaluation of the 8 Programs (April 5-7); (5) Dry run presentation of the NPs by BSA task forces (April 8); (8) Webinar-workshop on the preparation of supporting documents for the Level II program accreditation (June 9-10); (9) Meeting with program heads, cancellors & QA coordinators re preparations for Levels III and IV accreditation in Oct & Dec 2021, and Feb 2022 (June 24).

		Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors		4	5.0	5.0	5.0	5.0	Facilitated requests for VSU accreditors to evaluate the programs of the following SUCs: (1) University of Rizal System (URS) - Mar 2-6, 2021; (2) URS - April 5-9, 2021; (3) MMSU - June 23-25, 2021; (4) PUP - June 14-18, 2021
		Number of programs visited for AACCUP accreditation	Coordinates the conduct of program accreditation		8	5.0	5.0	5.0	5.0	These are the 8 programs in the VSU main campus subjected to accreditation on April 19-23, 2021
Total Rating for Support to Operations									45.0	
Average Rating for Support to Operations									5.0	
MFO 6. General Admin. & Support Services (GASS)										
	Zero percent complaint from clients served	PI 38. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% no compliant	100%	5.0	5.0	5.0	5.0	
	Additional Outputs	PI 39. 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		6	5.0	5.0	5.0	5.0	These activities include (1) Conduct of webinar-workshops to identify supporting documents for AACCUP accreditation of programs, (2) Working with the VSU Web Team to train some members of program taskforces to create google sites where online accreditation documents can be uploaded; (3) Conduct of regular meeting with the JO personnel of programs to be accredited to guide them in the document preparations and monitor progress, (4) formation of chat groups in fb messenger among people involved in program accreditation to facilitate communication.

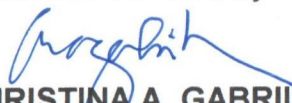
		Other outputs implementing the new normal due to covid 19	signs administration/ management related activities and other outputs to implement new normal		5	5.0	5.0	5.0	5.0	Conduct of online meetings with heads and taskforce members of programs to be accredited to update them with new accreditation procedures and to guide them in the preparation for the onlin accreditation of their programs
		International linkage with East-West Center in Hawaii USA		1	2	5.0	5.0	5.0	5.0	With two radio projects
Total Rating for GASS									20.0	
Average Rating for GASS									5.0	
TOTAL OVER-ALL RATING									220.0	

Average Rating		5.0
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Great job!


Evaluated & Rated by:


CHRISTINA A. GABRILLO
 Department Head
 Date:

Recommending Approval


VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 9/20/21

PERFORMANCE MONITORING FORM
(January to June 2021)

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

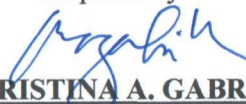
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Continue to conduct virtual classes on DevC 197n, DEVC297, and DEVC205; check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2021	February 2021	February 2021	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of her MSDC classes in DEVC210, DEVC214, DEVC218, and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2021	July 2021	Some activities completed in June 2021; deadline for other requirements set on July 23, 2021	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 2021	Advisees to be able to submit thesis outlines by June 2021	June 2021 (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 head to the QAC.	Expected deliverables of the office are met. (FSA and AACCUP accreditation activities	January 2021	FSA to be conducted in Feb 2021; AACCUP accreditation of 8 programs to be conducted in April 2021; AACCUP-	As targeted (in Feb April and June 2021)	Very Impressive	Outstanding	Keep it up!

		conducted as scheduled)		related workshops to be conducted in June 2021				
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 2021	June 2021	June 2021 (Able to submit project proposal which was approved for VSU funding and implementation this year; was able to attend the Regional RDE Symposium; also co-wrote a paper presented during the PAEDA Ist Internal Convention)	Very Impressive	Outstanding	Keep it up!

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

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

Prepared by:


CHRISTINA A. GABRILLO
 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 2021**

Target Date: **June 2021**

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, AACCUP accreditation and other quality assurance activities
2. Participated in the implementation of research and extension projects
3. Wrote drafts of scientific articles and submitted for publication in refereed journals

Date: **July 2021**

Target Date: **December 2021**

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 AACCUP 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
5. Implementation of the Internal Quality Audit of the offices of VSU in preparation for the Second Surveillance Audit in February 2022
6. Implementation of the AACCUP accreditation of VSU Programs in October (Levels II and III in the satellite campuses), November (Level II, VSU main) and December 2021 (Level IV in the VSU Main campus and Level III in VSU-Isabel campus).


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 AACCUP accreditation of VSU programs.

Prepared by:


CHRISTINA A. GABRILLO
Head, DDC

Conforme:


EDITHA G. CAGASAN
Ratee Faculty/Staff