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%) = 2.5	
3.5Total 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:

CHRISTINA A. GABRILLO
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDITHA G. CAGASAN**, 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 **JANUARY TO JUNE 2020**.

Approved:

EDITHA G. CAGASAN
Ratee

CHRISTINA A. GABRILLO
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q1	E2	T3	A4	REMARKS
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	6.07	8.67	5	5	5	5.00	*handled 4 graduate courses*
PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	3.00	6	5	5	5	5.00	
	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	6	5	5	5	5.00	2 of the 6 advisees were able to graduate during the semester; 4 are still processing their thesis outlines
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	11	5	5	5	5.00	
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	1	5	5	5	5.00	For DEVC 213; the whole learning guide still needs to be completed
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5.00	18	5	5	5	5.00	7 for DEVC213, 11 for DEVC297 and 298
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, exercises, etc.	5.00	28	5	5	5	5.00	11 for DEVC297, 11 for DEVC298, 6 for DEVC213
	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 Moodle or Google Classroom	1.00	2	5	5	5	5.00		Started creating 2 google classrooms for DEVC297 and DEVC 213 but I decided later to use MOODLE
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	0.48	0.6	5	5	5	5.00		Handled DevC200A
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	16	5	5	5	5.00		Midterm and final grades for DevC 200A, DEVC213, DEVC297, DEVC298, DEVC293, DEVC300.6, DEVC300.3, DEVC300.2
	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/webinars attended related to instruction	Attend mandated trainings	1.00	8	5	5	5	5.00	*1 training on Google classroom for VSY Faculty (May 19-21), 6 webinars on Flexible Learning (May 27, June 4, June 12, June 16, June 17, June 19), and 1 training on MOODLE (June 24-26, 2020)*
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5.00	14	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2.00	2	5	5	5	5.00	*The 2 advisees were able to graduate*
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	*the student was able to graduate*
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2.00	3	5	5	5	5.00	

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 online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							*No target under this item because I was not assigned to teach lecture/lab classes of undergraduate courses during the semester*
	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							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 23 : Number of online course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							

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 Instruction									75.00	
Average Rating for									5.00	
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 imroving 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							
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-refereed or CHED recognized journal within the year								

Performance Indicator	Activity	Task							Rating	Remarks
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication		5	5	5	5		5.00	*Prepared, submitted, improved drafts during the first half of the year. I paper accepted for ATR July to Dec 2020 issue; 4 still undergoing review for the ATR special DevCom issue for 2020.*
	In refereed nat'l/regional journals			1	5	5	5		5.00	*The paper has been accepted for inclusion in the 2019 issue of SHJ;*
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 scienfic for a/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 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 Research									15.00	
Average Rating for Research									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	Activity	Function	Target	Actual				Average	Remarks
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	85%	100%	5	5	5	5.00	*For the training on Impact Assessment on March 13, 2020*
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							
Research Mentoring	Research Mentor								
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	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 (extn. 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	2.00	3	5	5	5	5.00	*Development of training manuals for online trainings*
Total Rating for Extension								15.00	
Average Rating for Extension								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*	A 44. Compliance to all requirements of theQMS 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		0.00	5	5	5	5.00		*No NC during the rating period (January to June 2020)*
	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	5	5	5	5.00		
	On program accreditations									
Total Rating for Support to Operations									10.00	
Average Rating for Support to Operations									5.00	
	On institutional accreditations									
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 performfing functions resulting to best practice								

	A 48.Other outputs implementing the new normal due to covid 19	DDC faculty given university responsibilities and headships		1	5	5	5	5.00	*as QAC Director*
Total Over-all Rating			125.00						
Average Rating (Total Over-all rating divided by 4)			31.25						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			5.00						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

Good Job!

Evaluated & Rated by:

(signature)

CHRISTINA A. GABRILLO
Department Head
Date:

Recommending Approval:

(signature)

VICTOR B. ASIO
Dean
Date:

Approved by:

(signature)

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 12/1/20

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

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 master's in devcom classes in DEVC213, DEVC293, DEVC297, DEVC298, DEVC300, DEVC300.2 and DEVC300.3 and teach those subjects.	Outstanding teaching performance as evaluated by students.	Dec. 2019	June 2020	June 2020	Very Impressive	Outstanding	Keep it up!
2	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines and manuscripts.	DEVCOM thesis students graduated on time.	Jan.2020	June 2020	June 2020	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the MMDC, ONLINE PROGRAMS, VISCA PRINTING PRESS and QAC.	Expected deliverables of the 4 offices are met.	Jan.2020	June 2020	June 2020	Very Impressive	Outstanding	Keep it up!
4	Conduct research in 2ND CHED –COD and extension activities and present papers in scientific conferences.	Research and extension activities undertaken and papers presented.	Jan.2020	June 2020	June 2020	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

Exhibit L

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 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 COVIID-19 pandemic;

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