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%)		4.97x50%=2.49	
b. Students (50%)		4.67x50% = 2.34	
Total for Instruction	45%	4.83	2.17
2. Research			
a. Client/Dir. for Research (50%)		5.0x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Research	30%	5.00	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%) = 2.50	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
TOTAL			**4.92**

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

EDITHA G. CAGASAN
   Name of Faculty

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**, OIC-Head 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 **JULY TO DECEMBER 2021**.

Approved:

EDITHA G. CAGASAN
Professor VI
Date: _____

VICTOR B. ASIO
College Dean
Date: ___3/24/22___

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	4.33	5	5	5	5.00	For DEVC205n, DEVC291n, DEVC210 Aand DEVC218 courses handled during the 1st sem of SY 2021-2022
	Number of graduate students advised *	**PI 2**. Number of students advised	Acts as academic adviser to graduate students	3.00	12	5	5	5	5.00	The students include: Laarni Todio-Almazan, Maria Angeles Jaca-Ambida, Isabel Mae Amora, Jeanie Rose Deluza, Danica Godinez, Mikaela Gongora, Melinda Petalcorin, Mark Angelo Pineda, Vincent Justine Realino, 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	11	5	5	5	5.00	Advisees include the following: Lourence Mae Alkuino, Ivy Dematawaran, Isabelle Mae Amora, Marianne Ubay, Maria Angeles Jaca-Ambida, Jeanie Rose Deluza, Danica Godinez, Mikaela Gongora, Mark Angelo Pineda, Vincent Justine Realino, and Kathleen Valencia

	PI 4. *Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*	5.00	16	5	5	5	5.00	These include thesis students and students of the graduate courses handled; consultation done through email, video chat, text messages or phone 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	5	5	5.00	For DEVC205, DEVC210, and DEVC291n
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5.00	24	5	5	5	5.00	6 for DEVC205, 6 for DEVC210, 6 for DEVc291n, and 6 for DEVC218
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	31	5	5	5	5.00	10 for DEVC205, 7 for DEVC210, 8 for DEVC218, and 6 for DEVC291n
	PI 6. *Number of virtual classroom created and operational*	*Creates virtual classroom using either Moddle or Google*	1.00	4	5	5	5	5.00	For FEVC205, DEVC210, DEVC218, and DEVC291n

UMFO 2. HIGHER EDUCATION SERVICES

MFO 2. Higher Education Management Services

Total FTE, coordinated, implemented and monitored *	**PI 7**. Actual Faculty's FTE	*Handles and teaches courses assigned*	0.80	5.10	5	5	5	5.00	Handled 2 sections of DevC 149 classes during the 1st sem of SY 2021-2022
	PI 8. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	1.00	14	5	5	5	5.00	14 for the first sem of 2021-2022 (MT and final grades) of graduate and undergraduate courses handled

		PI 9. Number of trainings attended related to instruction	Attend mandated trainings	1.00	4	5	5	5	5.00	Online training on quality customer relations (Oct.19), MOODLE training for DevCo Faculty (Oct 7-8), Webinar on Writing Review of Lit as highly publishable paper (Oct. 28), Digital transformation webinar (Dec 20, 2021)
		PI 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5	5	5	5.00	2 for DevC149
		PI 11. Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	2.00	5	5	5	5	5.00	For DevC 149
		PI 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2.00						
Number of students advised: *	PI 13. Number of students advised:	Acts as academic adviser to students	5.00	23	5	5	5	5.00	As academic adviser of 2nd year and 4th year DevCom students	
		PI 14. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1.00	7	5	5	5	5.00	Reviewed thesis outlines of 7 students
		PI 15. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10.00	40	5	5	5	5.00	Thesis advisees and students of DevC 149 students; 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	5	4	4.67	For DevC 149

		Supplemental learning resources	Prepares Power Point presenta__, video clips, movie clips, reading assignments depending on course taught	6.00	9	5	5	5	5.00	For DevC 149	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	6	5	5	5	5.00	For DevC 149	
		PI 18 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5	5	4	4.67	For DevC 149	

Total Rating for Instruction			99.33
Average Rating for Instruction			4.97

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	6	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; 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	5	5	5.00	2 projects conducted during the year, it's ongoing until 2022
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								

						Q	E	T		Remarks
		In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication	20.00%	33%	5	5	5	5.00	Paper entitled "Surfacing development needs of a marginal upland community through participatory tools has been accepted for publication in ATR, but it will be included in the 2022 issue of the publication
	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 scienfic for a/conferences							not included in the target due to COVID-19 limitations, but we had the opportunity to join a virtual conference
		In int'l fora/conferences								
	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	5	5	5.00	The project entitled "Monitoring the dissemination and adoption of VSU-generated technologies" (with 2 studies) approved for implementation in 2021
Total Rating for Research									20.0	
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		136	5	5	5	5.00	136 pax for the proposal making training; 69 pax were also attending the scientific paper writing training (training started in Dec. 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	5	5	5.00	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	5	5	5.00	for the B2B training on scientific paper and proposal writing in Dec. 2021

	PI 31. *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries				●			
	Resource Persons			1	5	5	5	5.00	Served as resource person during the Training Workshop on Scientific Writing fand proposal making in December 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	5	5	5.00	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								**5.00**	

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 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 memberand as QA director	zero non-conformity	Zero NC for QAC and for DDC during the 3rd IQA	5	5	5	5.00	
	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	5	5	5.00	Successfully coordinated (as QA director) the preparations and actual conduct of the online accreditation of 2 programs of the VSU-Tolosa and Isabel on October 11-15, 2021 and 10 programs in the VSU main on Nov 8-12, 2021.

Additional Outputs	PI 37. Coordination of activities to ensure proper implementation of the VSU QMS to make it compliant with ISO standards	●		●					
		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	5	5	5.00	3rd IQA successfully conducted in Sept to October 2021.
		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.		27	5	5	5	5.00	**4 Virtual trainings** (Key Audit Points on July 9; Corrective Action Reporting on July 29; ISO Awareess Seminar on Sep 13; and Online Training on Qualitty Customer Relations on Oct. 19 by TUVR); and **23 Meetings** [20 Meetings in preparation for the Special MR and 3rd IQA - July 2, July 5, July 22; Aug 10, 11 & 13 ; Aug. 25, Aug. 26; 10 meetings in September; 2 meetings in Oct re 3rd IQA; IQA closing meeting on Nov. 22; and 3 meetings in Nov re preps of IQA reports and other concerns].
		Number of trainings/webinars/ workshops attended	Attends ISO-related trainings/webinars/ workshops		5	5	5	5	5.00	(1) Webinar on Key Audit Points - July 9; (2) Virtual Training on Corrective Action Reporting - July 29; (3) TUV-R Wwebinar on HSE - Aug. 27; (4) ISO Awareness Webinar - Sep 13; (5) Customer Relations Training - Oct. 19
		Number of webinar-workshops/meetings coordinated/facilitated/ presided in preparation for AACCUP accreditation	Coordinates/facilitates/ presides webinar-workshops, meetings and other related activities in preparation for AACCUP accreditation of programs in the VSU Main and satellite campuses		15	5	5	5	5.00	These include Online Trainings on the Creation of Google Sites for the programs in the VSU main campus and component colleges, and Coordination Meetings/Workshops to followup status of document preps

					11	5	5	5	5.00	Facilitated reqests for VSU accreditors to evaluate the programs of the following SUCs: PUP (2 accreditation activities), Romblon State University (2 accrediation activities), CLSU, BengSU, Sorsogon State U, Southern Luzon State U, MSU-Marawi, JRMSU and Ifugao State U.
		Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors							
		Number of programs visited for AACCUP accreditation	Coordinates the conduct of program accreditation		33	5	5	5	5.00	These programs include: 3 programs offered in VSU Isabel and VSU Tolosa subjected to Level 2 accreditation in October 2021, 10 programs in the VSU Main Campus subjected to Level 2 accreditation in November 2021, 5 programs in VSU Alangalang and VSU Villaba which applied for Level III accreditation under the new guidelines and qualified for straight to Level III Phase 2 accreditation in the 1stQ of 2022, and 15 programs in VSU Main which applied for Level 4 accreditation under the new AACCUP guidelines and qualified for straight to Level 4 Phase 2 evaluation in the 1stQ of 2022.
Total Rating for Support to Operations									**40.0**	
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	5	5	5.00	

					6	5	5	5	5.00	
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	5	5	5.00	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	Designs administration/ management related activities and other outputs to implement new normal		5	5	5	5	5.00	Conduct of online meetings with heads and taskforce members of programs to be accredited to update them with new accredittion procedures and to guide them in the preparation for the online accreditation of their programs
Total Rating for GASS									**15.0**	
Average Rating for GASS									**5.0**	
TOTAL OVER-ALL RATING									**199.3**	

Average Rating		4.98	**Comments & Recommendations for Development Purpose:**
Additional Points:			Excellent!
Approved Additional points (with copy of approval)			
FINAL RATING		4.98	
ADJECTIVAL RATING		**OUTSTANDING**	

Evaluated & Rated by:

VICTOR B. ASIO
Dean, CAFS
Date: 3/24/20

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM
(July to December 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	Prepare and actually conduct virtual classes on DevC 149, DEVC205, DEVC210, DEVC218, and DEVC291n; check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	July 2021	December 2021	July to Dec 2021	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of MSDC classes in DEVC205, DEVC210, DEVC218, and DEVC291n, and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	July 2021	December 2021	Updating of syllabi and powerpoint presentations completed in August 2021; Classes started in September and ended in December	Very Impressive	Outstanding	Keep it up!
3	Provide guidance and supervision to her undergraduate and graduate thesis advisees for their thesis outlines.	DEVCOM thesis students able to develop their thesis outlines.	July 2021	December 2021	1 graduate advisee finished conducted thesis and has already started writing manuscript; 1 graduate advisee had her outline approved by Grad School in December 2021; other graduate and	Very Impressive	Outstanding	Keep it up!

				undergrad students able to submit drafts of their thesis outlines within the period.				
4	Serve as head to the QAC.	Expected deliverables of the office are met. (3rd IQA and AACCUP accreditation activities conducted as scheduled)	July 2021	3rd IQA to be conducted within September to Nov, 2021; AACCUP accreditation of programs conducted as scheduled in October and Nov. 2021	As targeted -- 3rd IQA from Sept to Oct. 2021; AACCUP accreditation in October and Nov. 2021.	Very Impressive	Outstanding	Keep it up!
4	Conduct research and extension activities.	Research and extension activities undertaken as planned.	July 2021	December 2021	Documenting the outcomes of Green the Home project done during the period and will be packaged into a video in 2022; training on scientific paper writing and proposal making conducted in Dec. 2021	Very Impressive	Outstanding	Keep it up!

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VICTOR B. ASIO
Next Higher Supervisor

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: **July 2021**   Target Date: **December 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: **January 2022**   Target Date: **June 2022**

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 Second Surveillance Audit of VSU-QMS in March 2022
6. Implementation of the Institutional Accreditation of VSU in April 2022, and the AACCUP accreditation of VSU Programs on March 21-25, 2022 (Level III in the satellite campuses and Level 4 in the VSU Main campus), April 20-22, 2022 (Level 4 accreditation of 7 programs in VSU main) and June 2021 (Level 1 accreditation of 2 programs in the VSU Main 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:

VICTOR B. ASIO
Next Higher Supervisor

Conforme:

EDITHA G. CAGASAN
Ratee Faculty/Staff