

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: DR. CHRISTINA A. GABRILLO

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	50%	5.0	2.5
2. Research			
a. Client/Dir. for Research (50%)		5.0 x 50% = 2.5	
b. Dept. Head/Dean/Center Director (50%)		5.0 x 50% = 2.5	
Total for Research	20%	5.0	1.0
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50% = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	20%	5.0	1.0
4. Administration and other assignments	10%	5.0	0.5
TOTAL	100%		5.0

EQUIVALENT NUMERICAL RATING: 5.0
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 5.0

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:


CHRISTINA A. GABRILLO
Associate Professor


VICTOR B. ASIO
CAFS Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MAJOR TYPE FOR CHOICE**

Name of Faculty Member: CHRISTINA A. GARCIA

Program Investment (1)	Percentage Weight of Investment (2)	Numerical Rating (Rating x2) (3)	Equivalent Numerical Rating (3x2) (4)
1. Instruction			
a. Head/Dean (50%)		$2.0 \times 50\% = 1.0$	
b. Students (50%)		$2.0 \times 50\% = 1.0$	
Total for Instruction	100%	2.0	2.0
2. Research			
a. Chair/Director for Research (50%)		$2.0 \times 50\% = 1.0$	
b. Dept. Head/Center Director (50%)		$2.0 \times 50\% = 1.0$	
Total for Research	100%	2.0	2.0
3. Extension			
a. Chair/Director for Extension (50%)		$2.0 \times 50\% = 1.0$	
b. Dept. Head/Center Director (50%)		$2.0 \times 50\% = 1.0$	
Total for Extension	100%	2.0	2.0
4. Administration and other assignments			
Total	100%		2.0

EQUIVALENT NUMERICAL RATING: 2.0

Add: Additional Points if any

TOTAL NUMERICAL RATING: 2.0

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Associate Professor

CAES Dean

Approved:


CHRISTINA A. GARCIA
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHRISTINA A. GABRILLO, of the Department of Development Communication commits 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, 2018.


CHRISTINA A. GABRILLO
Ratee

Approved: 
VICTOR B. ASIO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPI MFO 1: Advanced Education Services									
Graduate Degree Program Management Services	Total Full-time Teaching Equivalent (FTE)	Taught DEVC 213, Communication and Culture; DEVC 214, Organizational Communication; and DEVC 299, Graduate Seminar	3.34	4.78	5.0	5.0	5.0	5.0	
	Number of MS DevCom students graduated on time	Approval as DDC HEAD	1.00	2.00	5.0	5.0	5.0	5.0	Gahoy and Gica
OVPI MFO 2: Higher Education Services									
Curricular Program Management Services	Number of BS DevCom students graduated on time	Approval as DDC HEAD	20.00	25.00	5.0	5.0	5.0	5.0	
	PI8a. Number of students advised								
	On thesis/ field practice	As Department Head	20.00	40.00	5.0	5.0	5.0	5.0	
	PI 8b. Number of Student organizations Advised/ Assisted								
	Individuals	As DBGF	40.00	85.00	5.0	5.0	5.0	5.0	
	PI 9. Number of instructional materials developed								
	New syllabi	DEVC 213, 214, 299	2.00	3.00	5.0	5.0	5.0	5.0	

CHRISTINA A. GARDNER of the Department of Development Communication commits 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 2018.

CHRISTINA A. GARDNER
Director

Approved: VICTOR B. ASIO
Head of Unit

Measure	Rating				Actual Accomplishment	Target	Tasks Assigned	Success Indicator	Date & Rate
	A	B	C	D					
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication
Number of students enrolled in the Department of Development Communication	2.0	2.0	2.0	2.0	2.0	2.0	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication	Number of students enrolled in the Department of Development Communication

	New Powerpoint lecture presentation (per course)	DEVC 213, 214, 299	2.00	3.00	5.0	5.0	5.0	5.0	
	Revised Powerpoint lect. presentation (per course)	DEVC 213, 214, 299	2.00	3.00	5.0	5.0	5.0	5.0	
OVPI MFO 3: Research Services									
Research Services	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
	In institutional fora/conferences	ADCEP PHILIPPINES	1.0	1.0	5.0	5.0	5.0	5.0	
	PI 3. Number of research projects conducted and/or completed on schedule	IEC Design and Production	1.0	1.0	5.0	5.0	5.0	5.0	
	PI 4. Number of research proposals submitted	IEC Design and Production	1.0	1.0	5.0	5.0	5.0	5.0	
	PI 5. Percent of research proposals approved	DA-RFO8	1.0	1.0	5.0	5.0	5.0	5.0	
	PI 6. Amount of research money generated from external funding (Thousand PHP)	DA-RFO8	1,000, 000.00	2,400,0 00.00	5.0	5.0	5.0	5.0	
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)	VSU	20,000 .00	75,000. 00	5.0	5.0	5.0	5.0	
OVPI MFO 4: Research Services									
Extension Services	PI 1. Number of person-days trained weighted by length of training	For CHED-COD	100.00	200.00	5.0	5.0	5.0	5.0	
	PI 2. Number of IEC materials like radio plugs produced	Triple AAACU, Climate Change, All New Plugs at DYDC	5.00	10.00	5.0	5.0	5.0	5.0	
	PI 3. Number of beneficiaries served								
	Groups	PFRB, GOS, NGOS, Abaca Coalition	5.00	10.00	5.0	5.0	5.0	5.0	

	Individuals	FARMERS, ATI RTC8, YRRP	100.00	500.00	5.0	5.0	5.0	5.0	
	PI 4. Number of extension projects conducted and/or completed on schedule	BIDANI, YRRP SITES	1.00	2.00	5.0	5.0	5.0	5.0	
	PI 7. Amount of extension money generated from external funding (Thousand PHP)	with YRRP SITES	1,000,000.00	2,400,000.00	5.0	5.0	5.0	5.0	
	PI 8. Amount of extension money generated from institutional funding (Thousand PHP)	BIDANI	20,000.00	50,000.00	5.0	5.0	5.0	5.0	
OVPI MFO 5: Support to Operations									
Support to Operations	PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for the entire university	ABACA SUMMIT, AAACU, AACCUP, RQAT, STRATEGIC PLANNING	2.00	5.00	5.0	5.0	5.0	5.0	
	PI 2. Number of in-house seminars/trainings/ workshops/reviews conducted	ATI, RTC8, ATI-NTC, DA-RFO8	1.00	3.00	5.0	5.0	5.0	5.0	
New Initiatives/Best Practices									
Signed the MOA and received the money from the 2nd CHED-COD funds to implement the proposal	National	CRAGABRILLO	800,000.00	1,330,000.00	5.0	5.0	5.0	5.0	
On-going bidding of the 1Kilowatt FM transmittal as VSU counterpart to the DDC 2ND CHED CO	Institutional	CRAGABRILLO	1,200,000.00	2,000,000.00	5.0	5.0	5.0	5.0	
Reaccredited with the BSDC program as AACCUP Level 3 Phase 2	National	CRAGABRILLO	1.00	1.00	5.0	5.0	5.0	5.0	
Accredited by CHED as RQAT COPC complaint	Regional	CRAGABRILLO	1.00	1.00	5.0	5.0	5.0	5.0	
GENERATED MONEY FROM VSU AND THE DIFFERENT FUNDING AGENCIES FOR DDC RESEARCH AND EXTENSION ACTIVITIES	INSTITUTIONAL, REGIONAL, NATIONAL, LGUS	CRAGABRILLO	1,000,000.00	3,000,000.00	5.0	5.0	5.0	5.0	


DESIGNATED AS UNIT HEAD/STATION MANAGER	INSTITUTIONAL	CRAGABRILLO	1.00	2.00	5.0	5.0	5.0	5.0	
1 CLASSROOM GIVEN TO DDC IN THE 2ND FLOOR OF ADE BUILDING	INSTITUTIONAL	CRAGABRILLO	1.00	1.00	5.0	5.0	5.0	5.0	
VOTED AS SECRETARY TO THE REGIONAL ABACA COALITION	REGIONAL	CRAGABRILLO	1.00	1.00	5.0	5.0	5.0	5.0	
AMOUNT GENERATED AS IGP FOR VSU	INSTITUTIONAL	CRAGABRILLO	500,000.00	800,000.00	5.0	5.0	5.0	5.0	
DESIGNATED AS CHAIRPERSON & EMCEE IN UNIVERSITY STANDING COMMITTEES	INSTITUTIONAL	CRAGABRILLO	20.00	30.00	5.0	5.0	5.0	5.0	
CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDIZED SYLLABI AS OUTPUT	DEPARTMENTAL	CRAGABRILLO	1.00	1.00	5.0	5.0	5.0	5.0	
STRENGTHENED LINKAGES WITH UPLB CDC & SUCS OFFERING DEVCOM	NATIONAL, REGIONAL	CRAGABRILLO	10.00	15.00	5.0	5.0	5.0	5.0	

OVPI MFO 6: General Administration and Support Services

<i>General Admin. & Support Services (GASS)</i>	PI 1. Number of departments and/or service units supervised and monitored	DDC & DYDC-FM	1.00	2.00	5.0	5.0	5.0	5.0	
	PI 2. Number of management meetings conducted	DDC & DYDC-FM	10.00	20.00	5.0	5.0	5.0	5.0	
	PI 3. Number of documents evaluated and approved	for both offices	500	1,200.00	5.0	5.0	5.0	5.0	
	PI 4. Number of academic lecture/laboratory rooms maintained	for both offices	3.00	5.00	5.0	5.0	5.0	5.0	
	PI 6. Area of lawn maintained (sq.m, approx.)		100.00	100.00	5.0	5.0	5.0	5.0	
	PI 7. Number of office and laboratory equipment purchased		10.00	20.00	5.0	5.0	5.0	5.0	
	PI 8. Zero percent complaint from clients served		0.00	0.00	5.0	5.0	5.0	5.0	

	PI 9. Additional Output								
Total Over-all Rating					5.0				
Average Rating (Total Over-all rating divided by 4)		210.00	Comments & Recommendations for Development Purpose: needs to publish peer-reviewed papers in journals						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING		5.00							
ADJECTIVAL RATING		OUTSTANDING							


Evaluated & Rated by:



CHRISTINA A. GABRILLO
Dept/Unit Head

Date: _____


Recommending Approval:



VICTOR B. ASIO
Dean/Director

Date: _____

Approved by:



BEATRIZ S. BELONIAS
Vice President

Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: CHRISTINA A. GABRILLO

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, DEVC214, DEVC218 and DEVC299 and teach those subjects. I used games, VLOGS, film reviews, and role plays as teaching strategies aside from the usual class reporting.	Graduate students actively participating in the class discussions and learning from it.	January 2018	December 2018	December 2018	Very Impressive	Outstanding	Keep it up!
2	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines and manuscripts and review and approve all devcom theses.	DEVCOM thesis students graduated on time.	January 2018	December 2018	December 2018	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the DEVCOM department and	Expected deliverables of	January 2018	December 2018	December 2018	Very Impressive	Outstanding	Keep it up!

	station manager of DYDC-FM.	the 2 offices are met.						
4	Act as secretary to the regional ABACA COALITION.	Done minutes of the meetings, position papers	January 2018	December 2018	December 2018	Very Impressive	Outstanding	Keep it up!
5	Conduct research in 2 ND CHED –COD and extension activities in IEC in support to YRRP and present papers in scientific conferences.	Research and extension activities undertaken and papers presented.	January 2018	December 2018	December 2018	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
 CAFS Dean

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL
January - June, 2018

X	1st	QUARTER
X	2nd	
	3rd	
	4th	

Name of Office: **DEPARTMENT OF DEVELOPMENT COMMUNICATION**

Head of Office: **CHRISTINA A. GABRILLO**


MAE CLAUDINE M. GICA

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



EDITHA G. CAGASAN



JED ASAPH D. CORTES



REY MARTIN L. REOMA



Name of Staff: **FRANCISCO M. VALENZONA**



JESSE C. TULIN



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<u>Monitoring</u> 1 MONITORING OF CLASSES, PROGRESS OF STUDENT-THESES ADVISING, INTERNSHIP, SUBMISSION OF GRADES, TEACHING PERFORMANCE AND OTHER ACADEMIC-RELATED ACTIVITIES.	DONE IN MARCH 2018	DONE IN JUNE 2018			DONE THROUGH CLASS OBSERVATIONS, NOTICE TO FACULTY, REMINDERS, FACE TO FACE AND GROUP MEETINGS.

PERFORMANCE MONITORING & COACHING JOURNAL
January - June, 2018

1st	X
2nd	X
3rd	
4th	
5th	
6th	
7th	
8th	
9th	
10th	
11th	
12th	

Name of Staff: FRANCISCO M. VALERIANO JR. D. TULIN

Name of Faculty: RODOLFO S. BRAYANO EDITHA C. CALASAN LEO ASAPH D. CORTES RAY WALTER S. REYANA

Head of Office: EDITHA C. CALASAN

Name of Office: DEPARTMENT OF DEVELOPMENT COMMUNICATION

Monitoring Activity	Mechanism			Remarks
	One-on-one	Meeting	Others (specify)	
1. MONITORING OF CLASSES, PROGRESS OF STUDENT-TEACHER ADVISING, INTERVIEW, SUBMISSION OF GRADES, TEACHING PERFORMANCE AND OTHER ACADEMIC RELATED ACTIVITIES.	Done in March 2018			Done through class observations, notice to faculty, reminders, face to face and group meetings.


MONITORING OF THEIR RESEARCH AND EXTENSION ACTIVITIES AS WELL AS THEIR RESPECTIVE PROJECTS FUNDED BY VSU AND OUTSIDE OF VSU.	DONE IN MARCH 2018	DONE IN JUNE 2018			THEY WERE ASKED ON UPDATES OF THEIR ON-GOING RESEARCH AND EXTENSION PROJECTS.
<p>Coaching</p> <p>1 SOME TIPS ARE GIVEN DURING MEETINGS AND TEAM BUILDING ACTIVITIES TO IMPROVE THEIR TEACHING PERFORMANCE.</p> <p>2 INDIVIDUAL CONSULTATIONS DONE WITH THE ADMIN STAFF.</p>	<p>DONE IN MARCH 2018</p> <p>DONE IN MARCH 2018</p>	<p>DONE IN JUNE 2018</p> <p>DONE IN JUNE 2018</p>			

Note: Please indicate the date in the appropriated box when the monitoring was conducted.

Conducted by:


CHRISTINA A. GABRILLO
 Head, DDC

Noted by:


VICTOR B. ASIO
 CAFS Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHRISTINA A. GABRILLO**

Performance Rating: **OUTSTANDING**

Aim: To see to it that quality of instruction, research, extension and linkages is continued.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: December 2018

First Step: Improve facilities at DDC, access of students to these facilities, quality of communication research and field work activities of faculty and students and establish linkages in the ASEAN region.

Outcome: Enhanced skills of students and faculty and DDC's presence in the ASEAN network.

Date: January 2018 Target Date: December 2018

Next Step: Make a compilation of OBE-based syllabi, PowerPoint AV-aids, archive research and extension project terminal and progress reports, MOAs, etc.

Outcome: Quality of course contents is enhanced; lessons can be easily gleaned from the experiences in the field as shown in the terminal reports; and more linkages are established.

Final Step/Recommendation: Publish scientific articles in refereed journals.

Prepared by:


VICTOR B. ASIO
CAFS Dean

Conforme:



CHRISTINA A. GABRILLO
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHRISTINA A. GABRIEL
Performance Rating: OUTSTANDING

Aim: To see to it that quality of instruction, research, extension and linkages is improved.

Proposed interventions to improve performance:

Date: January 2018 Target Date: December 2018

First Step: Improve facilities at DDC, access of students to these facilities, quality of communication research and field work activities of faculty and students and establish linkages in the ASEAN region.

Outcome: Enhanced skills of students and faculty and DDC's presence in the ASEAN network.

Date: January 2018 Target Date: December 2018

Next Step: Make a compilation of OBL-based thesis, PowerPoint AV-aids, archive research and extension project format and progress reports, MOA, etc.


Outcome: Quality of course contents is improved, lessons can be easily gleaned from the experiences in the field as shown in the annual reports and more linkages are established.

Final Step/Recommendation: Publish scientific articles in refereed journals.

Prepared by:

VICTOR B. LUIS
C/22 Dean

Comments:


CHRISTINA A. GABRIEL
Date