

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **ROTACIO S. GRAVOSO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%=2.50	
b. Students (50%)		5.0x50% = 2.50	
Total for Instruction	45%	5.00	2.25
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	1.50
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
<b>TOTAL</b>			<b>5.00</b>

EQUIVALENT NUMERICAL RATING: 5.00


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00


ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

  
**ROTACIO S. GRAVOSO**  
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, **ROTACIO S. GRAVOSO**, 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**.

  
**ROTACIO S. GRAVOSO**

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	3.50	5	5	5	5	5.00	Handled 1 graduate class during the 1st sem of SY 2020-2021
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	3.00	15	5	5	5	5.00	Serving as thesis adviser for the following students: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.
		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	5	5	5.00	Advisees are: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.



		AS GAC Member	Advisees and corrects research outline and thesis/SP/dissertation manuscript							These students include: Lourence Mae Alkuino, Ivy Dematawaran, Maria Angeles Jaca-Ambida
		<b>PI 4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	10	5	5	5	5.00	These included the thesis advisees and DEVC295 students
	Number of instructional materials developed *	<b>PI 5.</b> 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 DevC198
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5.00	22	5	5	5	5.00	3 for DEVC295, DevC142 and DevC198
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	25	5	5	5	5.00	3 for DEVC295, DevC142 and DevC198
		<b>PI 6.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	3	5	5	5	5.00	For DevC198, DevC142 and DEVC295

## UMFO 2. HIGHER EDUCATION SERVICES

### MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	<b>PI 7.</b> Actual Faculty's FTE	Handles courses assigned	9.28	11.6	5	5	5	5.00	Handled 2 undergraduate courses: DevC142 -- Communicating Science for Development and DevC198 -- Research Planning and Manuscript Preparation
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		<b>PI 8.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	2	5	5	5	5.00	Submitted 2 grading sheets -- for DevC142 and DevC198
		<b>PI 9.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5	5	5	5.00	For DevC142 and DevC198
		<b>PI 10.</b> Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	2.00	4	5	5	5	5.00	For DevC142 and DevC198
		<b>PI 11.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2.00	4	5	5	5	5.00	For DevC142 and DevC198
	Number of students advised: *	<b>PI 12.</b> Number of students advised on thesis/ field practice/special problem:	Acts as academic adviser to students							
		Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10.00	39	5	5	5	5.00	DevC142 and DevC198 students; consultation done through email, fb messenger, text messages or phone call
	Number of instructional materials developed *	<b>PI 13.</b> 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	For DevC DevC142 and DevC198
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6.00	9	5	5	5	5.00	For DevC142 and DevC198
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	9	5	5	5	5.00	For DevC DevC142 and DevC198
		<b>PI 14.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5	5	5	5.00	For DevC DevC142 and DevC198



	Additional outputs	<b>PI 15.</b> 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			5	5	5	5.00	As in Charge for Area IV (International Linkages) in the BSA Level IV Phase 2 AACCUP Accreditation
		<b>PI 16.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		4	5	5	5	5.00	Design a nd implementation of a webinar series called DevCom Talks on research for undergraduate studnts
<b>Total Rating for Instruction</b>									<b>100.00</b>	
<b>Average Rating for Instruction</b>									<b>5.00</b>	
<b>MFO 3 . RESEARCH SERVICES</b>										
	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>PI 17.</b> 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	5	5	5.00	Research outputs for. the following research projects: 1) Improving livelihood through the Forest and Landscape Restoration funded by. ACIAR, 2) Strengthening RDE Capability of VSU, and 3) Monitoring the Adoption of VSU-Generated Technologies
	Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	<b>PI 18.</b> 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	5	5	5.00	Published the following papers: 1) Climate information use by farmers: A case of rice farmers in vulnerable communities in the Philippines through the Journal of Development Communication, 2) "Surfacing development needs of a marginal upland community through participatory, and 3) To eat or not eat junk foods? Improvement of children's intention to reduce consumption of junk foods, both through the Annals of Tropical Research. Two articles are under review.
	<b>PI 10.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>PI 19.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>			1	5	5	5	5.00	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 *	<b>PI 20.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	3.00	100%	5	5	5	5.00	The projects, Strengthening the Research, Development, and Extension Capability of VSU, Monitoring the dissemination and adoption of VSU-generated technologies, and Harnessing the potentials of IMS and ICT for improved learning have been approved for implementation in 2021
	Additional outputs*	<b>PI 21.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>PI 22.</b> 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			5	5	5	5.00	Reviewed papers on anti rabies vaccination submitted to the Philippine Journal of Science and on culture preservation submitted to the Journal of Education and Human Resources Development
<b>Total Rating for Research</b>									<b>25.00</b>	
<b>Average Rating for Research</b>									<b>5.00</b>	
<b>MFO 4. EXTENSION SERVICES</b>										
	Additional outputs *	<b>PI 23.</b> 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 presentations for virtual trainings on Scientific paper writing and research designing (2 manuals & 4 ppt presentations)



			Designs extension related activities and other outputs to implement new normal			5	5	5	5.00	Implementation of a webinar series called as Devcom Talks on research. Average number of participants. In every series was 80.
			Designs extension related activities and other outputs to implement new normal			5	5	5	5.00	Sustained airing of development programs over VSU Radio DYDC. Average monthly FB Live Reach is 16,063; Engagement, 1,944; and Listeners, 15,287.
Total Rating for Extension									15.00	
Average Rating for Extension									5.00	
<b>MFO 5. General Admin. &amp; Support Services (GASS)</b>										
	Zero percent complaint from clients served	<b>PI 24.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5	5	5	5.00	
	Additional Outputs	<b>PI25.</b> Number of /new initiatives introduced resulting to best practice replicated/ benchmarked by other depts/agencies *								
		<b>PI26.</b> International linkage with East-West Center in Hawaii USA		1	2	5	5	5	5.00	With two radio projects
Total Rating for GASS									10.00	
Average Rating for GASS									5.00	
<b>TOTAL OVER-ALL RATING</b>									<b>150.00</b>	

Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
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: **ROTACIO S. GRAVOSO**

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 198, DevC 142, DevC 200 DEVC295, DEVC300, 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 DevC 198, DevC 142, DevC 200 DEVC295, DEVC300 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 Station Manager of DYDC-FM	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: **ROTACIO S GRAVOSO**

Performance Rating: **OUTSTANDING**

Aim: To sustain and improve outstanding performance in instruction, research, extension and administration

Proposed Interventions to Improve Performance:

Date: **January 2021**

Target Date: **June 2021**

### First Steps:

1. Participate in training-workshops designed to enhance instruction, research, extension and administration skills;
2. Continue to design and implement research and extension projects, and
3. Write research articles for publication in peer-reviewed journals and publications.

### 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. Spearhead quality assurance activities at DDC;
2. Led in the design and implementation of research, development and extension projects, and
3. Prepared drafts of research articles for publication in international 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, development 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. Spearhead quality assurance program at DDC, and
6. Spearhead preparation of the following proposals:
  - a. Conversion of the Department of Development Communication into the College. Of Development Communication
  - b. RDE Agenda of DDC



c. Offering of the Doctor of Philosophy in Development Communication


**Outcomes:**

1. Enhanced implementation of the instruction-related activities under the new normal;
2. Continued implementation and monitoring of research, development 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. Passing marks and comments for improvement derived from quality assurance mechanisms DevCom programs have been subjected to;
6. Endorsement of the Proposal to Convert DDC into CDC by the Academic Personnel Board


**Final Step/Recommendation**

1. Sustain development of learning materials for the flexible learning system implemented by VSU under the new normal;
2. Continue the conduct of research, development and extension projects, and use knowledge generated in RDE as input to enhance instruction.
3. Continue writing articles for publication in peer-reviewed journals.

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Head, DDC

Conforme:

  
**ROTACIO S GRAVOSO**  
Ratee Faculty/Staff