

**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%)		5.0x50%=2.50	
b. Students (50%)		4.67x50% = 2.34	
Total for Instruction	45%	4.84	2.18
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%)		4.92x 50%) = 2.46	
b. Dept Head/Center Director (50%)		4.92 x 50% = 2.46	
Total for Extension	15%	4.92	0.74
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

Reviewed by:


VICTOR B. ASIO
Dean, CAFS

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 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 2022**.

EDITHA G. CAGASAN
Professor VI

Approved:

VICTOR B. ASIO
College Dean

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	1.00	5.67	5	5	5	5.00	For DEVC210, DEVC214, DEVC218 and DEVC300 courses handled during the 2nd sem of SY 2021-2022
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	2.00	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								

		<i>As GAC Chairman</i>	Advises and corrects research online 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; 8 of these students have finished all acad requirements during the 1st sem and will graduate in Aug. 2022.
		PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty purposes	3.00	15	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, and face-to-face comm towards the later part of the sem.
	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 DEVC218, DEVC210, and DEVC214
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	18	5	5	5	5.00	For DEVC218, DEVC210, and DEVC214
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	20	5	5	5	5.00	6 for DEVC218, 7 for DEVC210, 7 for DEVC214
		PI 6. 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 DEVC218, DEVC210, and DEVC214

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	0.14	1.30	5	5	5	5.00	For DevC200
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		PI 8 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits o before deadline	1.00	10	5	5	5	5.00	10 for the second 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	5	5	5	5	5.00	35th AACUP Annual National Conference on March 9-11, 2022; AACUP training for Senior Accreditors on April 11-12, 2022; Data Privacy Act Webinar on April 7, 2022; Webinar on IP Preparation on April 30, 2022; Workshop on OBE syllabus preparation on June 8, 2022.
		PI 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							undergrad subjects to be taught during 1st sem of 2022-2023
		PI 11 . Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab							undergrad subjects to be taught during 1st sem of 2022-2023
		PI 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							undergrad subjects to be taught during 1st sem of 2022-2023
	Number of students advised: *	PI 13 . Number of students advised:	Acts as academic adviser to students	5.00	24	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	9	5	5	5	5.00	Checked thesis manuscripts of 4 student advisees and 5 students as SRC chair; all of them were able to have their manuscripts approved; will graduate on Aug. 12, 2022.
		PI 15 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5.00	28	5	5	5	5.00	Thesis advisees and students of DevC 200; consultation done through email, fb messenger, text messages; face to face towards the later part of the sem.
	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/lab activity guide/workbook or a combination thereof								undergrad courses to be taught during the first sem of 2022-2023
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								undergrad courses to be taught during the first sem of 2022-2023
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								undergrad courses to be taught during the first sem of 2022-2023
		PI 18 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom								undergrad courses to be taught during the first sem of 2022-2023

Total Rating for Instruction										70.00	
Average Rating by Head/Dean for Instruction										5.00	

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	3	5	5	5	5.00	Research outputs of the NEDA and VSU 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 and to support AACCUP accreditation
	Number of research outputs completed within the year *	PI 20. Number of research outputs completed within the year *	Conducts and completes research project outputs within the year							Project outputs to be completed in December 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								

		<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication	20.00%	66%	5	5	5	5.00	Paper entitled <i>Surfacing development needs of a marginal upland community through participatory tools</i> has been accepted for publication in the Jan-June 2022 issue of ATR; paper entitled <i>Impact Evaluation for Rehabilitating Agribusiness systems in typhoon-prone communities in Leyte, Philippines</i> has been accepted for publication in the International Journal of Disaster Risk Reduction (IJDRR).
	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 for a/conferences							<i>not included in the target due to COVID-19 limitations, but we had the opportunity to join a virtual conference</i>
		<i>In int'l fora/conferences</i>								
	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							
Total Rating for Research									10.0	
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 extension projects	30.00	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 and has been continued in 2022).
	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	PI 29. Number of extension programs/projects implemented	Implements duly approved extension projects/activities	1.00	1	5	5	5	5.00	Back-to-back training on project proposal making and publications writing (continued monitoring the participants of the online training activities)

	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
		PI 31. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Resource Persons		1.00	1	5	5	4	4.67	Served as resource person during the Training Workshop on Scientific Writing and proposal making
	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							
	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							
Total Rating for Extension									19.7	
Average Rating for Extension									4.92	
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 DDC	5	5	5	5.00	Zero NC for ODQA and DDC during the ISO SSA

		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 27 programs of the VSU Main and satellite campuses on March 21-25 and April 20-22, 2022, and the Institutional Accreditation of VSU on May 22-26, 2022.
	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 Second Surveillance Audit (SSA)	Coordinates preparation for and implementation of the Second Surveillance Audit of the VSU-QMS by TUV Rheinland		100%	5	5	5	5.00	Second surveillance audit successfully conducted on March 15, 2022
		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.	6.00	18	5	5	5	5.00	8 meetings/workshops in January, 7 trainings/meetings in February, 3 trainings/meetings/workshops in March
		Number of trainings/webinars/workshops attended	Attends ISO-related trainings/webinars/workshops	1.00	3	5	5	5	5.00	(1) Capability assessment workshop with TUV on Feb. 4, 2022; (2) QMS Portal Orientation on Feb. 24; (3) Data Privacy Act Webinar on April 7, 2022
		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	5.00	Facilitated participation of VSU accreditors/officials in the following conferences/trainings: (1) 35th AACUP Annual National Conference on March 9-11, 2022; (2) AACUP training for Senior Accreditors on April 11-12, 2022.

		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	5.00	46	5	5	5	5.00	These include training workshops and coordination/followup meetings done in preparation for the accreditation of 27 programs and the institutional accreditation
		Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors	1.00	5	5	5	5	5.00	Served 5 requests to accredit programs in 4 schools from Jan to June, as follows: CMU (March 7-9 and 9-11, 2022); Southern Luzon State University (Zabali and Casiguran Campuses) on March 28-April 1, 2022; DAVAO DEL NORTE STATE COLLEGE on June 20-24, 2022; BengSU in Feb. 2022
		Number of programs visited for AACCUP accreditation	Coordinates the conduct of program accreditation	5.00	28	5	5	5	5.00	March 21 - 23, 2022: 10 programs (5 programs in VU Main, 2 program in VSU-Alangalang, 3 programs in VSU Isabel); March 23-25, 2022: 10 programs (all in VSU Main); April 20-22, 2022: 7 programs (for Level 4; all in VSU Main); May 23-27, 2022: Institutional Accreditation (VSU Main; passed; granted level 4 accreditation)
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	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	1.00	4	5	5	5	5.00	These activities include (1) Conduct of webinar-workshops to identify supporting documents for AACUP 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	5.00	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 accreditation 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									159.7	

Average Rating		4.99
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations
for Development Purpose:

Very Good!

Evaluated & Rated by:


VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING FORM
(January to June 2022)

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 DEVC210, DEVC214, and DEVC218; check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	January 2022	February 2022	February 2022	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 2022	July 2022	Some activities completed in June 2022; deadline for other requirements set on July 15, 2022	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 2022	Advisees to be able to submit thesis outlines by June 2022	June 2022 (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 2022	FSA to be conducted in February 2022; AACCUP accreditation of 8 programs to be conducted in April 2022; AACCUP-	As targeted (in Feb April and June 2022)	Very Impressive	Outstanding	Keep it up!

		conducted as scheduled)		related workshops to be conducted in June 2022				
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 2022	June 2022	June 2022	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
Dean, CAFS

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 2022**

Target Date: **June 2022**

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 2022**

Target Date: **December 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 Internal Quality Audit of the offices of VSU in preparation for the Second Surveillance Audit in February 2022


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
Dean, CAFS

Conforme:


EDITHA G. CAGASAN
Ratee Faculty/Staff