

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

July to December 2018

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%)		4.94 x 50% = 2.47	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	50%	4.97	2.485
2. Research	20%	4.96 x 20%	0.992
3. Extension	15%	5.00 x 15%	0.75
4. Administration and other assignments	15%	5.00 x 15%	0.75
TOTAL	100%		4.977

EQUIVALENT NUMERICAL RATING: 4.977
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.977

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

Approved:



Editha G. Cagasan
Name of Faculty



Christina A. Gabrillo
Head, DDC



Beatriz S. Belonias
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Editha G. Cagasan**, of the **Department of Development Communication (DDC)**, **Quality Assurance Center (QAC)** and **Online Programs Office (OPO)** commits to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2018**.


Editha G. Cagasan
Ratee

Approved: 
Christina A. Gabrillo
Head, DDC

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishments	Q1	E2	T3	A4	Remarks
A. DEPARTMENT OF DEVELOPMENT COMMUNICATION									
MFOs 1 and 2. Advanced and Higher Education Services	FTE - undergraduate courses	Teach graduate and undergraduate courses during the 1st sem of SY 2018 - 2019 (August to Dec 2018)							
	FTE - graduate courses	b. Graduate subjects • DEVC 205 (core course)	0.50	0.67	5	5	5	5.00	DEVC 205 with 2 students
	Number of graduates within the prescribed period	Serve as research adviser/student research committee chair/member of graduating students	1.00	2.00	5	5	5	5.00	1 as GAC Chair ; 1 as GAC member
	Number of instructional materials revised and utilized	Update/revise IMs and teaching aids	1.00	2.00	4	5	5	4.67	1 set of Powerpoints presentations for DEVC 205; lecture guide for DEVC 205; 1 course syllabus
	Number of thesis/case study manuscripts approved and submitted within the prescribed period	Serve as research adviser/student research committee chair/member of thesis students	1.00	2.00	5	5	5	5.00	1 as GAC Chair ; 1 as GAC member
	Number of student organizations advised	Serve as adviser of student organizations	1.00	2.00	5	5	5	5.00	YFC and CYUT
	Number of student-related activities assisted	Assist in the planning, implementation & evaluation of student-related activities	3.00	20.00	5	5	5	5.00	Youth worship/prayer meetings, Youth Encounters, Taize prayers, Campus cleanup, Love forum, Leaders' conference

Total Rating for Instruction								29.67	
Average Rating for Instruction								4.94	
MFO 3. Research Services	Number of research outputs presented in conferences/seminar-workshops/in-house reviews	To share research results to other researchers							
	Local/regional/National		2.00	5.00	5	5	5	5.00	5 papers presented during the RDE inhouse review in Sep 2018
	International			2.00	5	5	5	5.00	2 papers presented during the ADCEP international conference on Nov 30 to Dec 2, 2018
	Number of ongoing research projects/studies conducted	To serve as project/study leader or component leader of at least one research project	1.00	8.00	5	5	5	5.00	5 projects/studies funded by VSU; 2 projects funded by NEDA; 1 project funded by NIA;
	Number of terminal reports prepared (for completed projects)	To prepare terminal reports of completed projects	1.00	3.00	5	5	5	5.00	For 3 VSU funded projects
	Amount of research funds generated/ proposals approved for funding outside VSU	To prepare proposal/source out funds to be able to conduct research (together with other faculty members of the department)		500,000.00	5	5	5	5.00	for the NIA funded Farmers Satisfaction Survey; proposal developed by RSG, EGC & EEONG; project approved for implementation from Nov 2018 to Feb 2019)
	Number of research linkages forged/maintained	To forge linkages with institutions involved in research							
	National		1.00	5.00	5	5	5	5.00	PCAARDD, CHED, ATI, NIA, NEDA
	Number of proposals prepared	To prepare project/RDE proposal for funding	1.00	1.00	5	4	5	4.67	for funding by NIA
	Number of papers prepared for publication	To prepare/revise/co author scientific paper for publication in refereed journal	1.00	3.00	5	5	5	5.00	2 papers for ATR still under review; 1 paper for SHJ already revised based on reviewers' comments then returned to journal editor/s

Total Rating for Research								39.67	
Average Rating for Research								4.96	
MFO 4. Extension Services	Number of person-days trained	To serve as resource person/coordinator/paper presenter in trainings/seminar-workshops	50.00	190.00	5	5	5	5.00	Seminar-workshop on the use of MOODLE (15 person days); Training workshop on Writing Research Papers for Peer-Reviewed Publications (75 person days); Training-workshop on Presenting Research Results (60 person days); Training-workshop on monitoring outcomes of extension projects using the MSC technique (40 person days)
	Number of trainings/seminar workshops conducted/ coordinated/ facilitated	To conduct trainings related to our field of expertise (as coordinator or facilitator)	1.00	4.00	5	5	5	5.00	Training workshops on use of MOODLE, Writing research papers for peer reviewed publications, Presenting research results, and Monitoring outcomes of extension technique
	Number of beneficiaries served:	To serve clients who need assistance related to our field of expertise							
	Groups/institutions		1.00	7.00	5	5	5	5.00	DOST, EVHRDC, NIA, VSU 4 satellite campuses
	Individuals		20.00	90.00	5	5	5	5.00	Training participants
	Technical/expert services (international, national, regional):								
	Research mentoring	To conduct research mentoring activities	1.00	5.00	5	5	5	5.00	meetings/workshops with trainees, junior faculty & and SRAs
	Commodity teams	To serve as member of 1 commodity team							
	Number of extension projects conducted	To spearhead in the conduct of at least one extension activity/project	1.00	2.00	5	5	5	5.00	Strengthening RDE capability of VSU (as project leader) & DDC Extn Proj. (as component leader)

Total Rating for Extension								30.00	
Average Rating for Extension								5.00	
B. As Head of ONLINE PROGRAMS OFFICE, MMDC, OU, VPP, QAC									
MFO 1. Advanced Education Services	Number of faculty and staff supervised/evaluated/ monitored	To supervise, monitor and evaluate performance of OPO/MMDC/VPP/QAC and research staff, and OGS/OVPI staff (when appointed as OIC)	5.00	15.00	5	5	5	5.00	OPO staff, plus SRAs of projects, JOs for AACUP evaluation
	Number of meetings conducted and presided	To preside meetings and discuss important matters	2.00	21.00	5	5	5	5.00	7 meetings for Levels I and II AACUP accreditation in the Main Campus; 4 meetings/workshops in the 2 satellite campuses (Isabel and Tolosa), 3 meetings for RQAT; 5 meetingsworkshops for ISO; 2 benchmarking activities coordinated
	Number of dept. and university-created committees/councils served	To serve as chair or member of the department's standing committees and of the committees organized by the dept, QAC, CAFS or the university	5.00	10.00	5	5	5	5.00	
	Number of recommendations/ nominations for appointment/ admissions reviewed/endorsed/ acted on	To review and endorse recommendations/ nominations/ application for admission and other important documents	15.00	67.00	5	5	5	5.00	For MAgDev students as head of OPO and for MS and PhD students as OIC of OGS (when dean was on travel)
	Number of procurement plans, accomplishment reports, budget proposals and other required documents prepared and submitted within specified period	To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents	6.00	8.00	5	5	5	5.00	documents prepared included PPMP, accomplishment/ annual reports for 2018, budget proposals/reports & OPCR for OPO and QAC, etc.
	Number of documents prepared/reviewed, signed and released on time	To prepare letter requests & review, sign and release office documents prepared by the OPO/MMDC/VPP clerk and ERA, by SRAs of projects, and staff of QAC	50.00	280.00	5	5	5	5.00	As head of OPO/MMDC/ VPP; as director of QAC, and as OIC of OGS or OVPI when Dean and VP were on official travel

Program and Institutional Accreditation Services	Number of programs subjected to accreditation	To coordinate preparation for the accreditation of graduate/undergraduate degree programs	4.00	25.00	5	5	5	5.00	AACCUP accreditation for 17 programs for the VSU Main campus (7 programs for Level II and 10 programs for Level I); and 8 programs for the 2 VSU satellite campuses; all programs passed the evaluation.
	Number of AACCUP Program Performance Profiles (PPPs) reviewed	To spearhead in the review of program performance profiles for AACCAUP evaluation of VSU academic programs	5.00	40.00	5	5	5	5.00	There were 250 PPPs to be reviewed; I reviewed/ edited about 40; the others were reviewed by the other technical reviewers
Total Rating for Administration								40.00	
Average Rating for Admin								5.00	
Total Over-all Rating								19.90	

Average Rating (Total Over-all rating divided by 4)			4.98
Additional points:			
Punctuality			
Approved additional points			
FINAL RATING			
ADJECTIVAL RATING			

Received by:

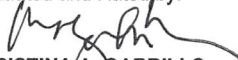
PRPEO

Date: _____

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

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Evaluated and Rated by:


CHRISTINA A. GABRILLO

Head, DDC

Date: _____

Recommending Approval:


VICTOR B. ASIO

Dean, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL


	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	



Name of Office: Department of Dev't. Communication

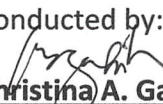
Head of Office: Dr. Christina A. Gabrillo

Name of Personnel: Editha G. Cagasan

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Monitoring of classes, progress of student thesis advisees, and other academic related activities	x	x			Through class observations and faculty meetings
2. Submission of grades and other documents		x			During DDC faculty meetings
Coaching					
1. Individual consultation/discussion	x				

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

Conducted by:

Christina A. Gabrillo
Head, DDC

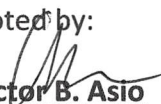
Noted by:

Victor B. Asio
Dean, CAFS

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 DEVC205, DEVC232, and DEVC300 and teach those subjects.	Outstanding teaching performance as evaluated by students.	July 2018	December 2018	December 2018	Very Impressive	Outstanding	Great job!
2	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines and manuscripts.	DEVCOM thesis students graduated on time.	July 2018	December 2018	December 2018	Very Impressive	Outstanding	Great job!
3	Serve as head to the MMDC, ONLINE PROGRAMS, VISCA PRINTING PRESS and QAC Director	Expected deliverables of the 4 offices are met.	July 2018	December 2018	December 2018	Impressive	Outstanding	Keep it up!
5	Conduct VSU-funded research and extension activities and present	Research and extension activities undertaken	July 2018	December 2018	December 2018	Impressive	Outstanding	Keep it up!

	papers in scientific conferences.	and papers presented.						
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* Either Very Impressive, Impressive, Needs Improvement, Poor, Very Poor
** Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory, Poor

Prepared by:



CHRISTINA A. GABRILLO
DDC Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDITHA G. CAGASAN

Performance Rating: OUTSTANDING

Date: July 2018

Target Date: December 2018

1. Continued participation in the implementation of research, extension and production projects;
2. Write new research/extension proposal for possible funding
3. Write research reports and papers for possible publication in refereed journals

Outcomes:

1. Enhanced skills in the implementation, monitoring and evaluation of research, extension and/or production projects;
2. Generation of more research and extension funds for the projects of DDC
3. Professional advancement and self-satisfaction
4. Drafts of scientific articles written and ready for submission to refereed journals


Final Step/Recommendation

1. Continue the conduct of research and extension projects, and use knowledge generated in R & E as input to enhance instruction.

New Research Opportunities

1. Locating DevCom in various contexts of practice
2. Using DevCom to support development initiatives in fields other than agriculture (i.e., health, business, peace, etc.).

Prepared by:


CHRISTINA A. GABRILLO
DDC Head