SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DR. 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%)		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%	5.0	1.50
3. Extension			
a. Client/Dir. for Extension (50%)		5.0x 50% = 2.50	
b. Dept Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Extension	15%	5.0	0.75
4. Administration	10%	5.0	0.50
TOTAL			**4.93**

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any: ____
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ROTACIO S. GRAVOSO
Name of Faculty

Reviewed by:

CHRISTINA A. GABRILLO
Department Head

Recommending Approval:

VICTOR B. ASIO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Dr. Rotacio S. Gravoso,** of the **Department of Development Communication** commits to deliver and agreed to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **July-December 2023**.

ROTACIO S. GRAVOSO
Ratee
8-8-2024

Approved: **CHRISTINA A. GABRILLO**
Department Head, DDC
8-8-2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
MFO 1. Graduate Student Management Services									
Total FTE coordinated, implemented & monitored*	**PI 1.** Actual Faculty's FTE	Handles subjects/courses assigned	.40	2	5	5	5	5	DEVC205, DEVC297, DEV247 subjects
Number of graduate students advised *	**PI 2.** Number of students advised	Acts as academic adviser to graduate students	1	2	5	5	5	5	Graduate academic advisees
	PI 3. Number of students advised on thesis/special problem/dissertation								
	3.1 As GAC Chairman/Member	Advises and corrects research outline and/or thesis/SP/ dissertation manuscript	1	3	5	5	5	5	Saulan, Petalcorin, Escasinas
	PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5	Both academic and thesis advisees
Number of instructional materials developed *	**PI 5.** Number of on-line ready courseware developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
	5.1 On-line ready courseware	Prepares Instructional module/laboratory	1	6	5	5	5	5	

		guide/workbook or a combination thereof						
	5.2 Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5	DEVC205, DEVC297, DEV247 subjects
	5.3 Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10	5	5	5	5	DEVC205, DEVC297, DEV247 subjects

MFO 2. Higher Education Management Services

Curricular Program Management Services	**PI 6.** Total Full-time Teaching Equivalent (FTE)		7.36	12.70	5	5	5	5	DevC 197, DevC 131 subjects
	PI 7. Number of students advised on thesis/ field practice/special problem:								
	7.1 On thesis/ field practice		1	10	5	5	5	5	All thesis advisees
	PI 8. Student organizations assisted on student related activities		1	1	5	5	5	5	Amaranth
	PI 9. Revised Powerpoint lect. presentation (per course)		1	10	5	5	5	5	DevC 197, DevC 131 subjects

Total Rating for Instruction	55
Average Rating for Instruction	5.0

MFO 3: Research Services

Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**PI 10.** 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	2	5	5	5	5	- Monitoring the Dissemination and Adoption of VSU-Generated Technologies - Strengthening the RDE Capability of the Visayas State University
Number of research outputs completed within the year *	**PI 11.** Number of research outputs completed within the year *	Conducts and completes research project/study within the year	2	3	5	5	5	5	The project is still ongoing

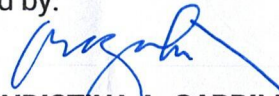|									
Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	**PI 12.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
	In refereed int'l journals	Writes publishable materials out of research outputs and submits for publication	10%	100%	5	5	5	5	
Number of research outputs presented in regional/national/ int'l fora/conferences	**PI 13.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1	3	5	5	5	5	- Monitoring the Dissemination and Adoption of VSU-Generated Technologies - Strengthening the RDE Capability of the Visayas State University
Total Rating for Research								20	
Average Rating for Research								5.0	
MFO 4. EXTENSION SERVICES									
Number of trainees weighted by the length of training	**PI 14.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	3	75	5	5	5	5	Trainings conducted and as resource speaker, Project Tarsier
Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**PI 15.** Number of extension programs/projects implemented	Implements duly approved extension projects	2	2	5	5	5	5	
Total Rating for Extension								10	
Average Rating for Extension								5.0	
MFO 5. General Admin. & Support Services (GASS)									
Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core	**PI 16.** 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	zero non-conformity	zero non-conformity	5	5	5	5	zero non-conformity

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DR. 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 undergraduate and graduate classes and check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	August 2023	December 2023	December 2023	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of the undergraduate and graduate classes and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	August 2023	December 2023	December 2023	Very Impressive	Outstanding	Keep it up!
3	Provide guidance and supervision to his undergraduate/graduate thesis advisees for their outlines.	DEVCOM thesis students able to develop their thesis outlines.	August 2023	December 2023	December 2023	Very Impressive	Outstanding	Keep it up!
4	Serve as QAC Director	Expected deliverables of the office are met.	January 2023	December 2023	December 2023	Very Impressive	Outstanding	Keep it up!
5	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	January 2023	December 2023	December 2023	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
Unit Head

Exhibit L

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: **July 2023**   Target Date: **December 2023**

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: **January 2024**   Target Date: **June 2023**

Next Step:

1. Continue preparing learning materials and 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 COVIID-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
Department Head

Conforme:

ROTACIO S. GRAVOSO
Name of Ratee Faculty/Staff