

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%)		4.40x50% = 2.20	
Total for Instruction	45%	4.70	2.12
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			4.87

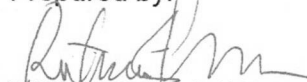
EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any:

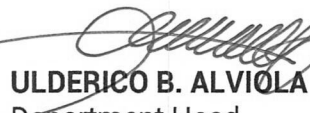
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


ROTACIO S. GRAVOSO
Name of Faculty


Reviewed by:


ULDERICO B. ALVIOLA
Department Head

Recommending Approval:


SUZETTE B. LINA
Dean, FAFS

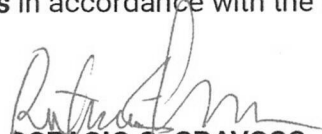
Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

"Exhibit B"

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 2024**.


ROTACIO S. GRAVOSO
 Ratee

Approved: 
ULDERICO B. ALVIOLA
 Department Head, DDC

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	1	1	5	5	5	5	DEVC235 subject
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	4	5	5	5	5	Saulan, Petalcorin, Escasinas, Olaer
	PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	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 guide/workbook or a combination thereof	2	4	5	5	5	5	

	5.2 Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5	DEV235 subject
	5.3 Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5	DEV235 subject
MFO 2. Higher Education Management Services									
Curricular Program Management Services	PI 6. Total Full-time Teaching Equivalent (FTE)		7	8.10	5	5	5	5	DevC 197 subject
	PI 7. Number of students advised on thesis/ field practice/special problem:								
	7.1 On thesis/ field practice		5	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)		2	5	5	5	5	5	DevC 197 subject
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	2	3	5	5	5	5	<ul style="list-style-type: none"> - Development of Research-Based Knowledge Products - Design and Development of a Guide on Designing and Communicating Research Results - Capability Development on RDE for VSU Faculty

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								
	<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication	5%	10%	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	<ul style="list-style-type: none"> - Development of Research-Based Knowledge Products - Design and Development of a Guide on Designing and Communicating Research Results - Capability Development on RDE for VSU Faculty
Percent of research proposals approved *	PI 14. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	5%	5%	5	5	5	5	
Total Rating for Research									25
Average Rating for Research									5.0
MFO 4. EXTENSION SERVICES									
Number of trainees weighted by the length of training	PI 15. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	3	30	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 16. Number of extension programs/projects implemented	Implements duly approved extension projects	2	2	5	5	5	5	
Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	PI 17. 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	5%	10%	5	5	5	5	
	PI 18. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	3	10	5	5	5	5	
Percent of extension proposals approved *	PI 19. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	2	2	5	5	5	5	
Total Rating for Extension									25
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 processes of the College/department under ISO 9001:2015*	PI 20. 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

	PI 21. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	zero compliant	zero compliant	5	5	5	5	zero compliant
Zero percent complaint from clients served	PI 24. Customarily friendly frontline services	Provides customer friendly frontline services to clients	100% zero compliant	100% zero compliant	5	5	5	5	100% zero compliant
Total Rating for GASS								15	
Average Rating for GASS								5.0	
Total Over-all Rating								120	

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Excellent!


Evaluated & Rated by:


ULDERICO B. ALVIOLA
 Immediate Supervisor
 Date: _____

Recommending Approval:


SUZETTE B. LINA
 Dean, FAFS
 Date: _____

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 9/15/25

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Development Communication

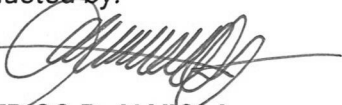
Head of Office: Dr. Ulderico B. Alviola

Number of Personnel: 13

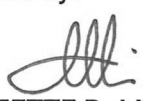
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Monitoring of classes, progress of student-theses advising, submission of grades, teaching performance and other academic related activities.	Done in September 2024	Done in December 2024			Done through class observations, notice to faculty, reminders, face to face and group meetings.
2. Monitoring of their research and extension activities as well as their respective projects funded by VSU and outside of VSU.	Done in September 2024	Done in December 2024			They were asked on updates of their on-going research and projects.
Coaching					
1. Some tips are given during meetings and team building activities to improve their teaching performance,	Done in January 2025	Done in December 2025			
2. Individual consultations done with the admin staff.	Done in January 2025	Done in December 2025			

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

Conducted by:


ULDERICO B. ALVIOLA
 Immediate Supervisor

Noted by:


SUZETTE B. LINA
 Next Higher Supervisor

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.	July 2024	December 2024	December 2024	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.	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!
	Provide guidance and supervision to his undergraduate/graduate thesis advisees for their outlines.	DEVCOM thesis students able to develop their thesis outlines.	July 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!
4	Serve as Vice President for Academic Affairs	Expected deliverables of the office are met.	May 2024	December 2024	December 2024	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 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



ULDERICO B. ALVIOLA
Unit Head

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 2024**

Target Date: **December 2024**

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 2025** Target Date: **June 2025**

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 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:


ULDERICO B. ALVIOLA
Department Head

Conforme:


ROTACIO S. GRAVOSO
Name of Ratee Faculty/Staff