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	1.50
3. Extension			
a. Client/Dir. for Extension (50%)		5.0x 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
TOTAL			4.93

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

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

EDITHA G. CAGASAN   **CHRISTINA A. GABRILLO**
Name of Faculty   Head, DDC

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDITHA G. CAGASAN**, a faculy member 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 **JULY TO DECEMBER 2022.**

Approved:

EDITHA G. CAGASAN
Professor VI
Date: January 22, 2023

CHRISTINA A. GABRILLO
Department Head
Date: January 24, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating Quality	Rating Eficiency	Rating Timeliness	Rating Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	1.67	5.0	5.0	5.0	5.00	For DEVC205 and DEVC300 courses handled during the 1st sem of SY 2022-2023
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	2.00	12	5.0	5.0	5.0	5.00	The students include: 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 and Cristelita Boco.
		PI 3. Number of students advised on thesis/special problem/dissertation				5.0	5.0	5.0		

		As GAC Chairman	Advises and corrects research outline and/or thesis/SP/dissertation manuscript	2.00	12	5.0	5.0	5.0	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, Kathleen Valencia, and Cristelita Boco; 8 of these students have finished all acad requirements and graduated in Aug. 2022.
		PI 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3.00	20	5.0	5.0	5.0	5.00	These include thesis students (served as GAC chair and member), and students of the graduate courses handled; consultation done through email, video chat, text messages or phone call, and face-to-face comm.
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	2	5.0	5.0	5.0	5.00	For DEVC205 and DEVC210
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	8	5.0	5.0	5.0	5.00	For DEVC05 and DEVC300 (briefing on preparation of thesis manuscript)
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	12	5.0	5.0	5.0	5.00	include final exams and requirements for DEVC218, DEVC210, and DEVC214, and the midterm exam and assignments for DEVC205
		PI 6. Number of virtual classroom created and operational	Creates/updates virtual classroom using either Moddle or Google Classroom	1.00	2	5.0	5.0	5.0	5.00	For DEVC205 and DEVC210
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	5.45	5.0	5.0	5.0	5.00	For DevC 149 (2 sections) ad DC200

		PI 8 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	16	5.0	5.0	5.0	5.00	10 for the final term of the second sem of 2021-2022 and 6 for the midterm of the 1st sem of SY 2022-2023.
		PI 9 . Number of trainings attended related to instruction	Attend mandated trainings	1.00	10	5.0	5.0	5.0	5.00	AACCUP Accreditors' summit on Aug. 1-2, 2022; Copyright Awareness Session for ITSOs on Aug. 3, 2022; 1st Face-To-Face Accreditors' Barkadahan 2022 on Oct. 19-20, 2022; VSU Faculty Onboardin on Feb. 7-8, 2022 and Sept 5-6, 2022; Internal Quality Audit Course based on ISO 19011:2018 Auditing Guidelines on Aug. 17-19, 2022; Mandatory orientation and re-orientation of academic advisers, department enrolment focal persons, and college hotline agents on Aug. 25, 2022; ISO Awareness/ Re-awareness seminar on Aug. 30 and 31, 2022; Training on Root Cause Analysis on Nov. 17, 2022; and Training on Risk Assessment on Nov. 24-25, 2022.
		PI 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2	5.0	5.0	5.0	5.00	For DevC 149 class (long and midterm exams taken by 36 students)
		PI 11 . Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	2.00	4	5.0	5.0	5.0	5.00	For DevC 149 class (long and midterm exams taken by 36 students)
		PI 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2.00	4	5.0	5.0	5.0	5.00	For DevC 149 class (long and midterm exams taken by 36 students)
	Number of students advised: *	**PI 13**. Number of students advised:	*Acts as academic adviser to students*	5.00	24	5.0	5.0	5.0	5.00	As academic adviser of 1st year, 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	14	5.0	5.0	5.0	5.00	Checked thesis manuscripts of 4 student advisees and 5 students as SRC chair; as well as thesis outlines of 5 students. Nine (9) of them were able to have their manuscripts approved, and graduated on Aug. 12, 2022.

					Q	E	T		Remarks
	PI 15. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	5.00	56	5.0	5.0	5.0	5.00	Thesis advisees and students of DevC 149; consultation done through email, fb messenger, text messages;and face to face interactions.
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			5.0	5.0	5.0	5.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	1	5.0	5.0	5.0	5.00	For DevC 149 offered during the 1st sem of SY 2022-2023
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6.00	10	5.0	5.0	5.0	5.00	Include powerpoint presentations,case studies, etc.for DevC 149
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5.00	10	5.0	5.0	5.0	5.00	For DevC 149 class
	PI 17 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	1	5.0	5.0	5.0	5.00	For DevC 149 class

Total Rating for Instruction		**110.00**
Average Rating by Head/Dean for Instruction		**5.00**

MFO 3 . RESEARCH SERVICES

					Q	E	T		Remarks
Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	PI 18. 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	5.0	5.0	5.0	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 19. Number of research outputs completed within the year *	Conducts and completes research project outputs within the year			5.0	5.0	5.0	5.00	All research projects are ongoing

Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 20. 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	20.00%	100%%	5.0	5.0	5.0	5.00	All ofhe 3 ppers prepared and submitted for pulication had been accepted and published in internatonal journals in 2022. These include the paper entitled *Surfacing development needs of a marginal upland community through participatory tools* has been accepted for publication in the Jan-June 2022 issue of ATR; paper entitled *Impact Evaluation for Rehabilitating Agribusiness systems in typhoon-prone communities in Leyte, Philippines* has been accepted for publication in the International Journal of Disaster Risk Reduction (IJDRR), and paper enttitled *Women's experiences of a livelihood project after Haiyan: A phenomenological study* , have also been accepted and published in tje International Journal of Disaster Risk Reduction, 83. https://doi.org/10.1016/j.ijdrr.2022.103402
Number of research outputs presented in regional/national/ int'l fora/conferences	PI 21. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences			5.0	5.0	5.0	5.00	*not included in the target due to COVID-19 limitations, but we had the opportunity to join a virtual conference*
	In int'l fora/conferences								
Percent of research proposals approved *	PI 22. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation			5.0	5.0	5.0	5.00	

Total Rating for Research								**25.0**	
Average Rating for Research								**5.0**	
MFO 4. EXTENSION SERVICES									

Number of trainees weighted by the length of training	PI 23. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of extension projects							Target already attained during the first half of the year
Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	PI 24. Number of extension programs/projects implemented	Implementes duly approved extension projects/activities	1.00	1	5.0	5.0	5.0	5.00	Continued implementing the project entitled Strengthening the RDE capability of VSU. Activity during the 2nd half of the year focused on the preparation of impact monitoring report of the trainings conducted. Impact report used to support accreditation of BSDC an MSDC.
Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	PI 25. 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%	5.0	5.0	5.0	5.00	for the B2B training on scientific paper and proposal writing
	PI 26 . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Resource Persons		1.00	1	5.0	5.0	5.0	5.00	Served as resource person during the Training Workshop on Scientific Writing and proposal making

Total Rating for Extension			**15.0**
Average Rating for Extension			**5.00**

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 27. Compliance to all requirements of theQMS 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	5.0	5.0	5.0	5.00	Zero NC for ODQA and DDC during the 4th IQA

				100% compliant	100%	5.0	5.0	5.0	5.00	
		PI 28. 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%	5.0	5.0	5.0	5.00	Successfully coordinated (as QA director) the preparations and actual conduct of the online accreditation of 15 programs of the VSU Main and satellite campuses In September and October, 2022.
Additional Outputs		***PI 29.*** *Coordination of activities to ensure proper implementation of the VSU QMS to make it compliant with ISO standards*								
		Implementation of the 4th Internal Quality Audit (4th IQA)	Coordinates preparation for and implementation of the 4th IQA together with the QMR, Lead Auditor and other ODQA staff		100%	5.0	5.0	5.0	5.00	4th IQA successfully conducted from September to Nov. 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 IS0-related trainings as part of the preparation for the ISO first surveillance audit.	6.00	10	5.0	5.0	5.0	5.00	These include several coordination/follow up virtual meetings with JO personnel on July 2, 6, 7, 8, 20, 2022 in preparation for the accreditation of 14 programs; Face to Face Meeting with the AACCUP Job Order personnel of the 7 programs in prepraration of accredtitation; Face to Face meeting with selected ODQA Staff for Document Review PM-QAC-12 (July 26, 2022); Virtual meeting with Program Incharge regarding preparation and updates compliance report and other pertinent documents (July 29, 2022); Sept 2, 2022 Virtual Meeting re: MSLT and ABE;S Level I accreditation preparation; Sept. 7, 2022 Virtual Meeting ODQA Director with the Chancellors of VSU Tolosa and VSU Isabel regarding preparation of Level III accreditation.

		Indicator	Activity/Task							Remarks
		Number of trainings/webinars/ workshops attended	Attends AACCUP and ISO-related trainings/webinars/ workshops	1.00	8	5.0	5.0	5.0	5.00	AACCUP Accreditors' summit on Aug. 1-2, 2022; Copyright Awareness Session for ITSOs on Aug. 3, 2022; 1st Face-To-Face Accreditors' Barkadahan 2022 on Oct. 19-20, 2022; VSU Faculty Onboarding on Sept 5-6, 2022; Internal Quality Audit Course based on ISO 19011:2018 Auditing Guidelines on Aug. 17-19, 2022; ISO Awareness/ Re-awareness seminar on Aug. 30 and 31, 2022; Training on Root Cause Analysis on Nov. 17, 2022; and Training on Risk Assessment on Nov. 24-25, 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) AACCUP Accreditors' summit on Aug. 1-2, 2022; and (2) 1st Face-To-Face Accreditors' Barkadahan 2022 on Oct. 19-20, 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	10	5.0	5.0	5.0	5.00	These include several coordination/follow up virtual meetings with JO personnel on July 2, 6, 7, 8, 20, 2022 in preparation for the accreditation of 14 programs; Face to Face Meeting with the AACCUP Job Order personnel of the 7 programs in prepraration of accredtitation; Face to Face meeting with selected ODQA Staff for Document Review PM-QAC-12 (July 26, 2022); Virtual meeting with Program Incharge regarding preparation and updates compliance report and other pertinent documents (July 29, 2022); Sept 2, 2022 Virtual Meeting re: MSLT and ABE;S Level I accreditation preparation; Sept. 7, 2022 Virtual Meeting ODQA Director with the Chancellors of VSU Tolosa and VSU Isabel regarding preparation of Level III accreditation.

		Number of requests for online accreditors facilitated	Coordinates AACCUP's requests for online accreditors	1.00	6	5.0	5.0	5.0	5.00	1. WMSU-Aug. 22-26, 2022 (Dr. MNV Serino); 2. CLSU - Sept 5-9, 2022 (Dr Gerald Monsanto); 3. ISU - Sept 19-23, 2022 (Prof. MBLoreto, Jr.); 4. CTU - Oct 10-14, 2022 (Dr. JBRola); 5. CagSU - Oct. 24--28, 2022 (Prof. MBLoreto, Jr.); 6. RSU - Oct 10-15, 2022 (Dr. JBRola);
		Number of programs visited for AACCUP accreditation	Coordinates the conduct of program accreditation	5.00	15	5.0	5.0	5.0	5.00	September 26-30, 2022 - 2 programs in VSU Main (Level I accreditation); October 12-14, 2022 - 7 programs in VSU Main subjected to Level III Phase 2 accredttation; October 10-11, 2022 - revisit for 1 program (BS Crom in VSU Tolosa); October 19-21, 2022 - 3 programs in VSU Tolosa subjected to Level III Phase 2 visit; October 24-26, 2022- 2 programs in VSU Isabel subjected to Level III Phase 2 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 30**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% no compliant	100%	5.0	5.0	5.0	5.00	
	Additional Outputs	**PI 31**. Number of /new initiatives introduced resulting to best practice replicated/ benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	1.00	4	5.0	5.0	5.0	5.00	These activities include (1) Conduct of webinar-workshops to identify supporting documents for AACCUP 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	5.0	5.0	5.0	5.00	Conduct of online meetings with heads and taskforce members of programs to be accredited to update them with new accredittion 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									**210.0**	

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:

Good job!

Evaluated & Rated by:

CHRISTINA A. GABRILLO
Department Head
Date: January 24, 2023

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 1/25/23

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/25/23

Exhibit I

PERFORMANCE MONITORING FORM
(July to December 2022)

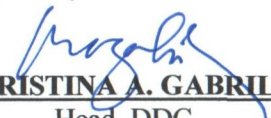Name of Employee: **EDITHA G. CAGASAN**

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 classes on DEVC205, DEVC210 and DevC 149; check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 2022	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of her classes in DEVC210, DEVC205, DevC 149 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	September 2022	October 2022	October 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.	July 2022	July 2022	July 2022	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 conducted as scheduled)	July 2022	December 2022	December 2022	Very Impressive	Outstanding	Keep it up!

| 4 | Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences. | Research and extension activities undertaken and papers presented. | July 2022 | December 2022 | December 2022 | 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

Exhibit L

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: **July 2022**   Target Date: **December 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: **January 2023**   Target Date: **July 2023**

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 COVIID-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 2023

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:

CHRISTINA A. GABRILLO
Head, DDC

Conforme:

EDITHA G. CAGASAN
Ratee Faculty/Staff