

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

**January to June 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%)		$4.94 \times 50\% = 2.47$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	50%	4.97	2.485
2. Research	20%	$5.00 \times 20\%$	1.000
3. Extension	15%	$5.00 \times 15\%$	0.75
4. Administration and other assignments	15%	$5.00 \times 15\%$	0.75
TOTAL	100%		4.985

EQUIVALENT NUMERICAL RATING: 4.985


Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.985


ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

  
Editha G. Cagasan  
Name of Faculty

  
Christina A. Gabrillo  
Head, DDC

  
Beatriz S. Belonias  
VP for Instruction

Approved:

  
Edgardo E. Tulin  
President

## 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 January to June 2018.

  
Editha G. Cagasan

Ratee

Approved:

  
Christina A. Gabrillo

Head, DDC

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishments	Q1	E2	T3	A4	Remarks
<b>A. DEPARTMENT OF DEVELOPMENT COMMUNICATION</b>									
<b>MFOs 1 and 2. Advanced and Higher Education Services</b>	FTE - undergraduate courses	Teach the following undergraduate course during the 2nd sem of SY 2017 - 2018 (January to May 2018): DC 200A and 200B							
	FTE - graduate courses	b. Graduate subjects • DEVC 205 (core course)	0.50	1.56	5	5	5	5.00	DEVC 205 had 3 students; also taught DEVC 298 as requested by a grad student
	Number of graduates within the prescribed period	Serve as research adviser/student research committee chair/member of graduating students	5.00	14.00	5	5	5	5.00	6 as adviser (5 undergrads; 1 graduate student), 8 as SRC chair, / GACmember (7 undergrads, 1 graduate student)
	Number of instructional materials revised and utilized	Update/revise IMs and teaching aids	1.00	2.00	4	5	5	4.67	Sets of IMs (course syllabi, handouts, powerpoint presentations) for DevC 205 and DEVC 298
	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	5.00	14.00	5	5	5	5.00	6 as adviser (5 undergrads; 1 graduate student), 8 as SRC chair, / GACmember (7 undergrads, 1 graduate student)

	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 and evaluation of student-related activities	4.00	7.00	5	5	5	5.00	Youth worhsip/prayer meetings, Youth Encounters, Taize prayers, Campus cleanup, Love forum, Basic catechism seminar, anti-sexual harassment symposium
<b>Total Rating for Instruction</b>								<b>29.67</b>	
<b>Average Rating for Instruction</b>								<b>4.94</b>	
<b>MFO 3. Research Services</b>	Number of research outputs presented in conferences/seminar-workshops/in-house reviews	To share research results to other researchers							
	Local/regional/National								To be included in the July to December targets
	Number of ongoing research projects/studies conducted	To serve as project/study leader or component leader of at least one research project	1.00	6.00	5	5	5	5.00	4 VSU funded; 2 funded by other agency (NIA, CHED)
	Number of terminal reports prepared (for completed projects)	To prepare terminal reports of completed projects	1.00	2.00	5	5	5	5.00	NIA-funded project and the Impact of Scholarship to Academic Performance of VSU Graduate Students
	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)	400,000.00	1.56M	5	5	5	5.00	P500,000 for the NIA funded project; 500,000 from CHED COD; the rest for the VSU funded projects); P5M funds for approved CHED IDIG project is not yet included here since the funds have not been released yet.
	Number of research linkages forged	To forge linkages with institutions involved in research							

	National		1.00	4.00	5	5	5	5.00	PCAARDD, CHED, ATI, NIA
	Number of proposals prepared	To prepare project/RDE proposal for funding	1.00	4.00	5	5	5	5.00	(funded by NIA and VSU)
	Number of papers prepared for publication	To prepare/co author scientific paper for publication in refereed journal	1.00	3.00	5	5	5	5.00	These are now submitted in refereed journals (1 in SHJ and 2 in ATR) for review and possible publication
<b>Total Rating for Research</b>								<b>30.00</b>	
<b>Average Rating for Research</b>								<b>5.00</b>	
<b>MFO 4. Extension Services</b>	Number of person-days trained	To serve as resource person/paper presenter in trainings/seminar-workshops	50.00	85.00	5	5	5	5.00	AACCUP workshop for Level II accreditation on Jan 18 to 19 (70 pax); training workshop on IMD (15 pax)
	Number of trainings/seminar workshops conducted/ coordinated/ facilitated	To conduct trainings related to our field of expertise (as coordinator or facilitator)	1.00	2.00	5	5	5	5.00	Training workshops on IMD and on Prep for Level II AACCUP accreditation
	Number of beneficiaries served:	To serve clients who need assistance related to our field of expertise							
	Groups/institutions		1.00	4.00	5	5	5	5.00	DENR, NIA, ATI, CASO Ormoc
	Individuals		20.00	85.00	5	5	5	5.00	
	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	1.00	1.00	5	5	5	5.00	CPAR



	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)
<b>Total Rating for Extension</b>								<b>35.00</b>	
<b>Average Rating for Extension</b>								<b>5.00</b>	
<b>B. As Head of ONLINE PROGRAMS OFFICE, MMDC, OU, VPP, QAC</b>									
<b>MFO 1. Advanced Education Services</b>	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	10.00	5	5	5	5.00	Meetings with OPO staff, QAC staff, and with committees (i.e., AACUP taskforces, ISO taskforce, booth contest & Awards committees during anniv, etc.)
	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	40.00	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 reports for 2017, budget proposals and reports for the budget, 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	300.00	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
<b>Program and Institutional Accreditation Services</b>	Number of programs subjected to accreditation	To coordinate preparation for the accreditation of graduate/undergraduate degree programs	4.00	10.00	5	5	5	5.00	8 programs for Level III Phase 2 AACCUP accreditation (Feb 2018), and 2 programs for Washinton Accord Accreditation (Jan 2018)
	Number of AACCUP Narrative Profiles prepared/reviewed	To spearhead in the preparation/review of narrative profiles for AACCAUP evaluation	1.00	12.00	5	5	5	5.00	Prepared 2 PPPs for BSDC (level III Phase 2 accup accreditation); reviewed 10 NPs of some programs subjected to Level III Phase 2 AACCUP accreditation
<b>Total Rating for Administration</b>								<b>40.00</b>	
<b>Average Rating for Admin</b>								<b>5.00</b>	
<b>Others/ Addittional Outputs</b>	Number of publications edited and reproduced	To serve as editor of popular publications or IMs	1.00	7.00	5	5	5	5.00	CAFS Gazette and 6 College of Educ Workbook
	Number of scientific papers (for publication in refereed journals) reviewed	To review scientific papers submitted to publication to refereed journals	1.00	26.00	5	5	5	5.00	1 for SLSU journal; 25 for ICMAR 9best paper contest)

	Number of NBC documents reviewed	To review NBC supporting documents	50.00	100.00	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>19.94</b>	

Average Rating (Total Over-all rating divided by 4)			<b>4.99</b>
Additional points:			
Punctuality			
Approved additional points			
FINAL RATING			
ADJECTIVAL RATING			

Comments and Recommendations  
for Development Purposes:  
Achieves excellence in all tasks  
and goals. Keep it up.

Received by:

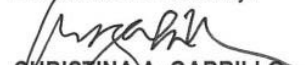
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PRPEO

Date: \_\_\_\_\_

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

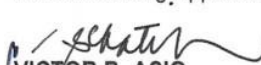
Evaluated and Rated by:

  
**CHRISTINA A. GABRILLO**

Head, DDC

Date: \_\_\_\_\_

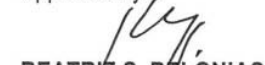
Recommending Approval:

  
**VICTOR B. ASIO**

Dean, CAFS

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**

VP for Instruction

Date: \_\_\_\_\_



## 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 1, 2018 Target Date: June 30, 2018

### First Steps:

1. Attend/facilitate trainings intended to enhance instruction, research, extension and administration skills
2. Continue to implement research, extension and production (i.e., VPP) projects
3. Write articles for possible publication in refereed journals

### Results

1. Enhanced capabilities to:
  - a. Prepare OBE syllabi and instructional materials
  - b. Facilitate students learning using more effective teaching strategies
  - c. Prepare and defend research and extension proposals for funding
  - d. Prepare Program Profiles and supporting documents for AACUP accreditation;
  - e. Coordinate quality assurance activities
2. Participation in the implementation of research, extension and production projects
3. Write and submit scientific articles for publication in refereed journals

Date: July 1, 2018 Target Date: December 31, 2018

### Next Step:

1. Continue implementing 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
4. Coordinate accreditation activities for the academic programs of the university

### 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
5. Accreditation of more degree programs during the year

### 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.).
3. Implementing faculty and staff satisfaction survey.

Prepared by:

  
CHRISTINA A. GABRILLO  
Head DDC

Conformer:



Editha G. Cagasan  
Prof. V, DDC, VSU