

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

Name of Faculty Member: **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%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$4.12 \times 50\% = 2.06$	
Total for Instruction	45%	4.56	2.05
2. Research			
a. Client/Dir. For Research (50%)		$5.0 \times 50\% = 2.50$	
b. Dept. Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. For Extension (50%)		$5.0 \times 50\% = 2.50$	
b. Dept Head/Center Director (50%)		$5.0 \times 50\% = 2.50$	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
<b>TOTAL</b>			<b>4.80</b>

EQUIVALENT NUMERICAL RATING: 4.80

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**ROTACIO S. GRAVOSO**

Name of Faculty

Reviewed by:

**CHRISTINA A. GABRILLO**

Department Head

Recommending Approval:

**VICTOR B. ASIO**

Dean/Director


Approved:

**BEATRIZ S. BELONIAS**


VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROTACIO S. GRAVOSO**, a faculty member of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY-JUNE 2023**.

  
**ROTACIO S. GRAVOSO**  
 Professor VI  
 Date: August 31, 2023

Approved:

  
**CHRISTINA A. GABRILLO**  
 Department Head  
 Date: August 31, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	0.40	2.22	5	5	5	5.00	DEVC291n
	Number of graduate students advised *	PI 2. Number of students advised	Acts as academic adviser to graduate students	1.00	4	5	5	5	5.00	Serving as thesis adviser for the following students: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.
		PI 3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and/or thesis/SP/dissertation manuscript	1.00	4	5	5	5	5.00	Advisees are: Alfredo Escasinas Jr, Kim Kenneth Roca, Melinda Petalcorin and Jonalyn Saulan.



		<b>PI 4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1.00	4	5	5	5	5.00	
	Number of instructional materials developed *	<b>PI 5.</b> 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	1	5	5	5	5.00	DEVC291n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1.00	12	5	5	5	5.00	DEVC291n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1.00	12	5	5	5	5.00	DEVC291n

## UMFO 2. HIGHER EDUCATION SERVICES

### MFO 2. Higher Education Management Services

	Total FTE, coordinated, implemented and monitored *	<b>PI 7.</b> Actual Faculty's FTE	Handles courses assigned	5.00	5	5	5	5	5.00	DevC 198
		<b>PI 8.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	2	5	5	5	5.00	DevC 198, DevC 200
		<b>PI 9.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	46	5	5	5	5.00	DevC 198

		<b>PI 10.</b> Number of quizzes/assessments administered and checked	Prepares and checks quizzes for lec and lab	1.00	46	5	5	5	5.00	DevC 198
		<b>PI 11.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1.00	46	5	5	5	5.00	DevC 198
	Number of students advised: *	<b>PI 12.</b> Number of students advised on thesis/ field practice/special problem:	Acts as academic adviser to students							
		Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5.00	40	5	5	5	5.00	DevC 200
	Number of instructional materials developed *	<b>PI 13.</b> Number of on-line course ware developed and submitted :								
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							NONE
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							NONE
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							NONE
<b>Total Rating for Instruction</b>									<b>65.00</b>	
<b>Average Rating for Instruction</b>									<b>4.06</b>	
<b>MFO 3 . RESEARCH SERVICES</b>										



Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>PI 15.</b> 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	2	5	5	5	5.00	Research outputs for. the following research projects: 1) Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103); 2) Project Tarsier: A nature-based solutions project for climate change, biodiversity and people
Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	<b>PI 16.</b> 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	10.00%	100%	5	5	5	5.00	Published the following. papers: 1) Climate information use by farmers: A case of rice farmers in vulnerable communities in the Philippines through the Journal of Development Communication, 2) "Surfacing development needs of a marginal upland community through participatory, and 3) To eat or not eat junk foods? Improvement of children's intention to reduce consumption of junk foods, both through the Annals of Tropical Research. Two articles are under review.
Percent of research proposals approved *	<b>PI 17.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	3.00	4	5	5	5	5.00	The projects, Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103); Project Tarsier: A nature-based solutions project for climate change, biodiversity and people

	Additional outputs*	<b>PI 18.</b> Other outputs implementing the new normal due to covid 19	DYDC SM/STAFF/ AFFILIATES	2	9	5	5	5	5.00	Mathsaya, Kinetika, Educere, Pangutan-a si Engineer, Nostalgia, Serbisyo Estudyante, etc.
<b>Total Rating for Research</b>									<b>20.00</b>	
<b>Average Rating for Research</b>									<b>5.00</b>	
<b>MFO 4. EXTENSION SERVICES</b>										
	Additional outputs *	<b>PI 18.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1.00	2	5	5	5	5.00	Development of training manuals and powerpoint presentatons for virtual trainings on Scientific paper writing and research designing (2 manuals & 4 ppt presentations)
			DYDC development radio programs with ATI-RTC8	1.00	2	5	5	5	5.00	Developmental radio programs such as those in the research centers of VSU: AGRI-ISTORYAHAY, etc.
	<b>Number of technical services rendered</b>	RADIO WAVE AIRING AND LIVESTREAMING OF DYDC PROGRAMS AND GLOBAL REACH	SOVILLAGONZALO & DYDC TECHNICIANS/ NORMAN VILLAS	200,000	1,304,999	5	5	5	5.00	ON RADIO SETS & FB LIVE DYDC WEBPAGES
		SIGNING ON/OFF OF THE TRANSMITTER AND ASSISTANCE TO HOSTS	LOUIS PRADO, ARNEL GUCELA	85	170	5	5	5	5.00	AUDIENCE REACH FOR ALL DYDC PROGRAMS FROM JULY TO DECEMBER 2022
		RECORDING AND ASSISTANCE TO HOSTS & DEVCOM STUDENTS	CARMELA A. YAMADA	40	60	5	5	5	5.00	RADIO PLUGS ON ORGANIC FARMING, HEALTH & WELLNESS, ENVIRONMENT, ETC.
		DAILY MAINTENANCE FOR TRANSMITTER & BROADCAST EQUIPMENT	SOVILLAGONZALO & LOUIS PRADO / ARNEL GUCELA	10	20	5	5	5	5.00	NUMBER OF PROGRAMS AIRED
	<b>Number of radio programs developed and aired</b>	DYDC PRODUCTION STAFF, AFFILIATES	SARAH FAITH CINTO-DACLIZON AFFILIATE-HOSTS	3	11	5	5	5	5.00	NUMBER OF PROGRAMS AIRED



		VISPOP, HUGOT 101	SARAH FAITH CINTO-DACLIZON, Handles Dinhi sa Amoa	50	312	5	5	5	5.00	NUMBER OF PROGRAMS AIRED
		NOSTALGIA, MATHSAYA, EDUCERE, SERBISYO ESTUDYANTE, ETC.	USSO, DR. ANNIE PARMIS, RAY IGCASAMA, ETC.	24	240	5	5	5	5.00	NUMBER OF SPECIAL PROGRAM COVERAGES
		SPECIAL COVERAGE FOR SPECIAL EVENTS AT VSU	PRODUCTION STAFF	1	5	5	5	5	5.00	LIVE GUESTS
	Number of guests invited and interviewed on air	GUESTS LIVE AT DYDC	DYDC PRODUCTION STAFF & AFFILIATES	10	68	5	5	5	5.00	LOCAL & GUESTS ABROAD THRU GOOGLE MEET
	Number of clienteles/beneficiaries served	AUDIENCE REACH, VIEWS, FB ENGAGEMENT	DYDC PRODUCTION STAFF & AFFILIATES	2,500	1,254,823	5	5	5	5.00	IP/TEXT MESSAGES, PHONE CALLS AND QUERIES
	Number of songs in the playlist/requested	THRU THE MUSIC PROGRAMS	DYDC PRODUCTION STAFF & AFFILIATES	1,500	14,407	5	5	5	5.00	BISDAK NI BAI, FAV VISPOP, TRENDING HITS, HUGOT 101, AFTERNOON DELIGHTS
	Number of public service announcements read on air	VSU MEMO & ANNOUNCEMENTS	DYDC PRODUCTION STAFF & AFFILIATES	1,000	2,717	5	5	5	5.00	PAMALIHUG SIBYA

**Total Rating for Extension**

**70.00**

**Average Rating for Extension**

**5.00**

**MFO 6. General Admin. & Support Services (GASS)**


	Zero percent complaint from clients served	<b>PI 19.</b> Customer friendly frontline services	Provides customer friendly frontline services to clients	100% compliant	100%	5	5	5	5.00	DYDC PRODUCTION STAFF & AFFILIATES
	Additional Outputs	<b>PI 20.</b> Other outputs implementing the new normal due to covid 19								
		NUMBER OF PRODUCTION, TECHNICAL, SUPPORT, AND AFFILIATE STAFF SUPERVISED		20	44	5	5	5	5.00	DYDC FM
		NUMBER OF STAFF MEETINGS	DYDC FM	5	6	5	5	5	5.00	As DYDC-FM Station Manager

		NUMBER OF DOCUMENTS SIGNED AND APPROVED	DYDC SM/CLERK	200	290	5	5	5	5.00	As DYDC-FM Station Manager
		NTC PERMIT FOLLOW-UP	DYDC SM/RADIO ENGINEER		1	5	5	5	5.00	DYDC FM/RADIO ENGINEER
		LOCAL, NATIONAL & INTERNATIONAL LINKAGES	DYDC SM/STAFF	1	10	5	5	5	5.00	DARFO8, ATI-RTC8, PHILRICE, USA, VSU Alumni abroad, ETC.
Total Rating for GASS									30.00	
Average Rating for GASS									5.00	
TOTAL OVER-ALL RATING									185.00	


Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

<b>Comments &amp; Recommendations for Development Purpose:</b>  <i>Great Job!</i>
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Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**  
 Department Head  
 Date: August 31, 2023

Recommending Approval

  
**VICTOR B. ASIO**  
 Dean, CAFS  
 Date: *9/25/23*

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *9/25/23*



**PERFORMANCE MONITORING FORM**  
**(January-June 2023)**


Name of Employee: **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 virtual classes on DEVC291 and DevC 198 check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2023	June 2023	June 2023	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations of his classes in DEVC291 and DevC 198 and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	March 2023	June 2023	June 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.	March 2023	June 2023	July 2023	Very Impressive	Outstanding	Keep it up!
4	Serve as Station Manager of DYDC-FM	Expected deliverables of the office are met.	January 2023	December 2023	December 2023	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.	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**  
 Head, DDC

## 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: **January 2023**

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

### Next Step:

1. Continue preparing learning materials and conduct virtual classes 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:

  
**CHRISTINA A. GABRILLO**  
Head, DDC

Conforme:

  
**ROTACIO S. GRAVOSO**  
Ratee Faculty/Staff