SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **CHRISTINA A. GABRILLO**

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 x 50%= 2.5	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	40%	5.0	**2.0**
2. Research			
a. Client/Dir. for Research		5.0 x 100% = 5.0	
Total for Research	30%	5.0	**1.5**
3. Extension			
a. Client/Dir. for Extension		5.0 x 100% = 5.0	
Total for Extension	15%	5.0	**0.75**
4. Administration	10%	5.0	**0.50**
5. Production	5%	5.0	**0.25**
TOTAL			**5.0**

EQUIVALENT NUMERICAL RATING: **5.0**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **5.0**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

CHRISTINA A. GABRILLO   **ROTACIO S. GRAVOSO**
Name of Faculty   ~~Department Head~~
                                                          CHRISTINA A. GABRILLO
                                                          Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTINA A. GABRILLO**, Head of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **JULY TO DECEMBER 2020**.

Approved:

CHRISTINA A. GABRILLO
Ratee

VICTOR B. ASIO
College Dean

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q^1	E^2	T^3	A^4	
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPAA MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	4.67	6.67	5	5	5	5.00	excluding thesis load of graduate faculty
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser and member to graduate students	3.00	9.00	5	5	5	5.00	Melinda Petalcorin, Jonalyn Saulan and Marianne Ubay
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Member and DDC head	Advises, corrects, and approves research outlines and thesis manuscripts	1.00	2.00	5	5	5	5.00	MSDC, MagDev major in DevCom, Level 4
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	12.00	5	5	5	5.00	As academic adviser and department head

PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	1.00	5	5	4	4.67	For DEVC 218; the whole learning guide still needs to be completed
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5.00	15.00	5	5	4	4.67	for my graduate subjects
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, exercises, etc.	5.00	10.00	5	5	4	4.67	for my graduate subjects
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	0.96	1.20	5	5	5	5.00	Handled DevC 218
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1.00	2.00	5	5	5	5.00	Final grade sheets in DevC 218 and DevC 300

	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
	A12. Number of trainings/webinars attended related to instruction	Attends mandated trainings	1.00	10.00	5	5	5	5.00	radio class broadcast, google classroom, environment journalism, etc.
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec							
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Serves as SRC member and DDC Head	1.00	4.00	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Member	Advises and corrects research outline and thesis/manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10.00	25.00	5	5	5	5.00	As academic adviser and department head
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by ODS							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1.00	5	5	5	5.00	As DBGF

PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel								*No target and accomplishments under this item because I was not assigned to teach lecture/lab classes of undergraduate courses during the semester*
	Online ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
	Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught								
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor								
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
	Program accreditation/evaluation	Prepares documents for the second ISO audit								
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								

Total Rating for Instruction								69.34	
Average Rating for								4.90	
UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	3.00	5	5	5	5.00	3 research projects funded by CHED-COD, YRRP-IEC & University of Montana and East-West Center, Hawaii, USA. The research outputs will be utilized by the funding agencies and benificaries of the respective projects.
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project/study within the year	1.00	3.00	5	5	5	5.00	These 3 will be completed in 2020
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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		1.00	5	5	5	5.00	still under review for DDC Special ATR issue
	In refereed nat'l/regional journals			1.00	5	5	5	5.00	The article has been accepted for review
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							not included in the target output due to travel restrictions in the light of COVID-19 pandemic
	In int'l fora/conferences								

	In nat'l/regional fora/conferences									
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								*not included in the target in the light of fund limitations due to the covid-19 pandemic*
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)									
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
Total Rating for Research									20.00	
Average Rating for Research									5.00	
UMFO 4. EXTENSION SERVICES										
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership								
PI 2. Number of trainees weighted by the length of training	**A 37.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer								

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1.00	3.00	5	5	5	5.00	YRRP-IEC, DYDC-FM, Radio Drama
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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 for affiliate hosts/announcers of DYDC		95.00	5	5	5	5.00	Broadcast training for DYDC Affiliate hosts/announcers as highly satisfactory
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services in radio broadcasting		2.00	5	5	4	4.67	
Research Mentoring	Research Mentor								
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Person	Resource Person			2.00	5	5	5	5.00	Radio broadcasting
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator			1.00	5	5	5	5.00	ATI RTC 8
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							not included in the target due to fund limitations in the light of the COVID19 pandemic
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	DYDC Special Talks and new development radio programs	5.00	15.00	5	5	5	5.00	New development radio programs at DYDC & Serbisyo Kabataan Online
	DYDC radio programs	DYDC Audience Reach on FB Livestreaming	300,000.00	550,000.00	5	5	5	5.00	Radio audience all over the world

	Leaflets and modules for crops and livestock technologies	Leaflets and Modules designed and printed		5.00	12.00	5	5	5	5.00	with YRRP-IEC project
Total Rating for Extension									**40.00**	
Average Rating for Extension									**5.00**	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8.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*	**A 44**. 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		0.00		5	5	4	5.00	No NC during the rating period (January to June 2020)
	A 45. 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		5	5	4	5.00	
Total Rating for Support to Operations									**10.00**	
Average Rating for Support to Operations									**5.00**	
	On institutional accreditations									
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		100% compliant		5	5	5	5.00	
PI 3: Additional Outputs	**A 47**. 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								

	A 48.Other outputs implementing the new normal due to covid 19	Responded to the ATENEO Benchmark survey through a phone interview and email on DDC's graduate program being the CHED-COD		1.00	5	5	5	5.00	Request letter emailed to DDC
		International linkages with USA, China & Netherlands,	1.00	3.00	5	5	5	5.00	CRAG
		DYDC-FM is an asset to DDC for its real development communication programs		1.00	5	5	5	5.00	DYDC-FM being managed by DDC
		Given with university responsibilities and headships	1.00	2.00	5	5	5	5.00	as DDC head and DYDC Station Manager

					Comments & Recommendations for Development Purpose
Total Over-all Rating			139.34		
Additional Points:			34.84		
Approved Additional points (with copy of approval)					Good Job!
FINAL RATING			5.00		
ADJECTIVAL RATING			Outstanding		

Evaluated & Rated by:

CHRISTINA A. GABRILLO
Department Head
Date:

Recommending Approval:

VICTOR B. ASIO
Dean
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **CHRISTINA A. GABRILLO**

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	Update Syllabi and PowerPoints of her master's in devcom classes in DEVC218 and teach class in development communication in college: teach DevC300 Master's Thesis.	Graduate students actively participating in the class discussions and learning from it.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
2	Provide guidance and supervision to her undergraduate/graduate thesis advisees for their outlines and manuscripts and review and approve all devcom theses.	DEVCOM thesis students graduated on time.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
3	Serve as head to the DEVCOM department and station manager of DYDC-FM.	Expected deliverables of the 2 offices are met.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!
4	Act as secretary to the regional ABACA COALITION.	Done minutes of the meetings, position papers	July 2020	Dec.2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!

5	Conduct research in 2ND CHED –COD and extension activities in IEC in support to YRRP and present papers in scientific conferences.	Research and extension activities undertaken and papers presented.	July 2020	Dec. 2020	Dec. 2020	Very Impressive	Outstanding	Keep it up!

* Either very impressive, impressive, needs improvement, poor, very poor
**   Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VICTOR B. ASIO
Dean, CAFS

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHRISTINA A. GABRILLO**
Performance Rating: **Outstanding**

Aim: **To see to it that quality of instruction, research, extension and linkages is continued**.

Proposed Interventions to Improve Performance:

Date: **July 2020**   Target Date: **December 2020**

First Step: Improve facilities at DDC, access of students to these facilities, quality of communication research and field work activities of faculty and students and establish linkages in the ASEAN region.

Result: Enhanced skills of students and faculty and DDC's presence in the ASEAN network.

Date: **July 2020**   Target Date: **December 2020**

Next Step: Make a compilation of OBE-based syllabi, PowerPoint AV-aids, archive research and extension project terminal and progress reports, MOAs, etc.

Outcome: Quality of course contents is enhanced; lessons can be easily gleaned from the experiences in the field as shown in the terminal reports; and more linkages are established.

Final Step/Recommendation: Publish scientific articles in refereed journals.

Prepared by:

VICTOR B. ASIO
Dean, CAFS

Conforme:

CHRISTINA A. GABRILLO
Ratee Faculty/Staff