SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MICHAEL DOMINIC M. GARRIDO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.78x50%= 2.39	
b. Students (50%)		4.22x50% = 2.11	
Total for Instruction	55%	4.5	2.47
2. Research			
a. Client/Dir. for Research (50%)		0	
b. Dept. Head/Center Director (50%)		0	
Total for Research	5%	4.35	.21
3. Extension			
a. Client/Dir. for Extension (50%)		0	
b. Dept Head/Center Director (50%)		0	
Total for Extension	10%	5	.5
4. Administration	10%	4.77	.48
5. Production	20%	5	1
TOTAL	100%		4.66

EQUIVALENT NUMERICAL RATING: 4.6
Add: Additional Points, if any: ___
TOTAL NUMERICAL RATING: 4.6

ADJECTIVAL RATING: **Outstanding**

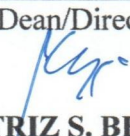Prepared by: Reviewed by:

MICHAEL DOMINIC M. GARRIDO   **MANUEL D. GACUTAN, Jr.**
Instructor I   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHAEL DOMINIC M. GARRIDO,** a faculty member of the **DEPARTMENT OF ANIMAL SCIENCE** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2023.**

Approved:

MICHAEL DOMINIC M. GARRIDO
Instructor I
Date: 12 Jan 2024

MANUEL D. GACUTAN, JR.
Department Head
Date: 16 Jan 2024

VICTOR B. ASIO
College Dean
Date: 30 Jan 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned		7	5	5	5	5	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	see workload

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	4	4	4	4.00	
	PI 9: Number of instructional materials developed *	A5. 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A6 : 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							
		A7: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10. Additional outputs:	A8. 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	25	35.45	5	5	5	5.00	see workload
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	5	5	5	5.00	
		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	15	25	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	24	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	19	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	35	75	5	5	5	5.00	see workload
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	see workload
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	14	5	5	5	5.00	see workload
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	23	5	5	5	5.00	see workload
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	45	5	5	5	5.00	
	PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	AREV/TAU GAMMA PHI-SIGMA
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	AREV/TAU GAMMA PHI-SIGMA
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	AnSc 22 and AnSc 133

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	9	5	5	5	5.00	AnSc 22 and AnSc 131
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	24	5	5	5	5.00	AnSc 22 and AnSc 131
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	AnSc 22 and AnSc 133
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	4	4	4	4.00	Ched COPC Application
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	5	5	5	5	5.00	see MOA
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

PI	Activity	Description							
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:	Writes publishable materials out of research outputs and submits for publication							
	In refereed int'l journals								
	In refereed nat'l/regional journals								
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							
	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							
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	1	1	4	4	4	4.7	SHJ
	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							
	Number of training/seminars attended related to research	Attends seminar/trainings related to research	2	2	4	4	4	4.00	
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	10	45	5	5	5	5.00	ATI NTC VIII/ Albuera LGU
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							
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 courses and advisory services	50%	100%	5	5	5	5.00	ATI NTC VIII
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor								
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	2	5	5	5	5.00	ATI NTC VIII/ Albuera LGU
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
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							

	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	Designs extension related activities and other outputs to implement new normal							

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 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	100 % compliant	100 % compliant	5	5	5	5.00	
		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							
		On program accreditations	CHED COPC	1	1	4	4	4	4.00	see workload
		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	zero % complaint	zero % complaint	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							
		Number of activities/initiatives as Manager of DAS Cattle Project	Planning on the maintenance and productivity of the farm	5	10	5	5	5	5.00	see workload
		Number of costumers entertained for querries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	4	4	4	4	4	4.00	

		Number of costumers entertained for querries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	4	4	5	5	5	5.00	
		Number of University-Based Committees	Acts as Alumni Coordinator for DAS and member of the BAC technical working group for agricultural supplies	1	2	5	5	5	5.00	see appointment
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	3	7	5	5	4	4.67	see workload
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Overall Rating								138.7	
	Average Rating								4.782	
	Adjectival Rating								**Outstanding**	

Comments & Recommendations for Development Purpose:
Mr. Garrido should start his PhD studies as soon as possible.

Evaluated & Rated by:

MANUEL D. GACUTAN, JR.
Department Head
Date: 16 Jan 2024

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS
Date: 30 Jan 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/31/24

Rating Scale: **4.6 -5.0 Outstanding**   **3.0-3.7 Satisfactory**   **2.1 - & below Poor**

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MICHAEL DOMINIC M. GARRIDO**
Performance Rating: **OUTSTANDING**

Aim: To improve teaching effectiveness and enrich research knowledge
related to instruction. Develop research ideas and be involved
with more extension works.

Proposed Interventions to Improve Performance:

Date: **July, 2023**   Target Date: **December, 2023**

First Step:
Update Teaching Materials and handle thesis advisees for research
capability enhancement.

Result:
Updated Teaching Materials and facilitated thesis completion of students,
and; Enhanced research capabilities

Date: **January 2024**   Target Date: **June 2024**

Next Step:
Increase involvement to research and extension works for further capability
improvement

Outcome:
Involved in research and extension works, better research and extension
skills.

Final Step/Recommendation:

Constant update of teaching materials and attend seminars,
trainings, conferences for self-knowledge improvement.
Develop research plans and involved in extension works.

Prepared by:

MANUEL D. GACUTAN, JR.
Unit Head

Conforme:

MICHAEL DOMINIC M. GARRIDO
Instructor I