

**Exhibit K**

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

Name of Faculty Member: **SHIELA R. RABE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.95 x 50%= 2.47	
b. Students (50%)		4.81 x 50%= 2.40	
Total for Instruction	40%	4.87	1.95
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.91 x100% = 4.91	
Total for Extension	15%	4.91	0.73
4. Administration	15%	4.89	0.73
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.91</b>

EQUIVALENT NUMERICAL RATING: **4.91**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.91**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

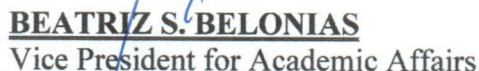
  
**SHIELA R. RABE**  
Name of Faculty

  
**AGNES M. TAVEROS**  
Department Head

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
OIC College Dean


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **SHIELA R. RABE**, of the College of Veterinary Medicine 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 2023 to December 2023.

  
**SHIELA R. RABE**  
Ratee

Approved:   
**AGNES M. TAVEROS**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Higher Education Services</b>	PI 5: Total FTE, coordinates, implemented and monitored	As course in-charge	7	35.45	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/ special problem	As adviser	4	12	5	5	5	5.00	
	Number of approved manuscripts submitted within prescribed period	As adviser	2	2	5	5	5	5.00	
	On consultation	As adviser	16	30	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	1	3	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	1	2	5	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	1	6	5	5	5	5.00	
<b>Research Innovation Services</b>	PI 28: Number of VSU faculty/ researchers/ staff attended IP related trainings and seminars (local/ national/ international trainings/ conference)	As attendee	1	1	5	5	5	5.00	
<b>Extension Services</b>	PI 1: Number of person-days trained weighted by length of training	As component leader/ member	8	26	5	5	5	5.00	
	PI 4: Number of beneficiaries served	As component leader/ member	15	28	5	5	5	5.00	



	PI5: Number of technical/expert services	As resource person	1	1	4	5	5	4.67	
	PI 13: Number of trainees weighted by the length of training (Output indicator)	As component leader/ member	4	26	5	5	5	5.00	
	PI 21: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings, and related activities	As component leader/ member/ technical personnel	15	28	5	5	5	5.00	
<b>General Admin. &amp; Support Services (GASS)</b>	PI 5: Number of meetings (college, department, special, consultation meeting, etc.,)								
	Number of college meetings	As CVM faculty member	10	10	5	5	5	5.00	
	Number of regular and committee meetings attended.	As member/chairman of the duly approved CVM standing committees.	5	6	5	5	5	5.00	
	Number of activities attended and organized by committee.	As member/chairman of the duly approved CVM standing committees.	4	4	5	4	5	4.67	
<b>Total Over-all Rating</b>								<b>19.80</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.81/4</b>	<b>4.95</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.95</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*I.D. tasks that align both to MFO's & future reclassification.*

Evaluated & Rated by:

**AGNES M. TAVEROS**  
Dept/Unit Head

Date: 2/20/2024

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

Recommending Approval:

**HARVIE P. PORTUGALZIA**  
OIC College Dean

Date: 2/20/2024

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: 2/20/2024

### PERFORMANCE MONITORING FORM

Name of Employee: SHIELA R. RABE

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	Maintained Moodle online courseware for VPhy101, VPha101, and VZoo105	Virtual classroom	July 2023	August-December 2023	August-December 2023	Impressive	Outstanding	Be more creative on virtual platform
2	Computed grades for VPhy101, VPha 101 and VZoo 105	Grade sheets	July 2023	December 2023	December 2023	Impressive	Outstanding	Efficient
3	Made exams for VPhy101, VPha 101 and VZoo 105	Examinations	July 2023	October and December 2023	October and December 2023	Impressive	Outstanding	Learn to make Higher-order thinking skills questions
4	As extension program component member	Re-produced IEC (Facts and Myths about Rabies).	July 2023	September 2023	September 2023	Impressive	Outstanding	Enhance creativity and technical capacity.
6	As member of extension project	Participated in anti-Rabies vaccination drives.	July 2023	September 2023	September 2023	Impressive	Outstanding	Enhance interpersonal communication skills.

7	As member of the IP research project	Propose a study on heavy metal and nutrient content of swine farms.	July 2023	December 2023	September 2023	Impressive	Outstanding	Enhance scientific writing and creativity.
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\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
 OIC Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHIELA R. RABE  
Performance Rating: OUTSTANDING

AIM: To efficiently deliver Instruction, Research and Extension services to achieve the College targets.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2023 Target Date: December, 2023

First Step: A normal teaching load (Instruction function) in order to have time for research, extension activities and revision of instructional materials and to devote time as a veterinarian.

Result: A better schedule that will allow time for research, extension, field veterinarian and revision of new Instructional Materials.

Date: October, 2023 Target Date: December, 2023

Next Step: To do instruction, research, extension and revision of instructional materials.

Outcome: Submitted research output for publication, engaged in Extension activities and revised Instructional Materials.

Recommendation:

The department/college should recruit additional faculty to cover the load of the K to 12 subjects to de-load existing faculty.

Prepared by:

  
HARVIE P. PORTUGALIZA  
OIC College Dean

Conforme:

  
SHIELA R. RABE  
Ratee