

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **AGNES M. TAVEROS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92 x 50%= 2.46	
b. Students (50%)		4.62 x 50%= 2.31	
Total for Instruction	40%	4.77	1.91
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.67	1.40
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00 x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.81


EQUIVALENT NUMERICAL RATING: **4.81**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.81**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


AGNES M. TAVEROS
Name of Faculty
HARVIE P. PORTUGALIZA
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, **AGNES M. TAVEROS** of the **College of Veterinary Medicine** commit 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**.


AGNES M. TAVEROS
Ratee

Approved:


HARVIE P. PORTUGALIZA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
HIGHER EDUCATION SERVICES	PI 5: Total FTE	As course in-charge	10	47.80	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser	4	10	5	5	5	5.00	
	No. of approved manuscripts submitted within prescribed period	As adviser	4	4	5	5	5	5.00	For July-Dec 2023
	Student organizations advised	As adviser	1	1	5	5	5	5.00	Accomplished last Jan-June 2023
	Student organizations assisted on student related activities	As adviser	1	1	5	5	5	5.00	Accomplished last Jan-June 2023
	On consultation	As adviser, course instructor, CVM faculty	18	40	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	4	2	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	4	2	5	5	5	5.00	

[illegible]

Average Rating (Total Over-all rating divided by 4)	19.67/4	4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding


<p>Comments & Recommendations for Development Purpose:</p> <p>conduct more research & expansion project</p>
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Evaluated & Rated by:


HARVIE P. PORTUGALIZA
 Dept/Unit Head

Date: 1/12/2024

Recommending Approval:


HARVIE P. PORTUGALIZA
 College Dean

Date: 1/12/2024

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: 1/12/2024

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

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: AGNES M. TAVEROS

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	Teaching	Grades	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to increase student engagement
2	Thesis manuscript preparation advising	Approved thesis manuscript	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to encourage student independence
3	Student academic advisee advising during consultation	Suggestions to resolve advisee issues and problems	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to encourage other advisees to consult me
4.	Creating and operationalizing virtual classrooms	Online-ready courseware	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to improve courseware
5.	Developing flexible instructional materials	Flexible instructional materials	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to increase flexibility of IM
6.	Developing assessment tools	Assessment tools in the courses handled	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to increase assessment tools
7.	With the CVM Instruction Committee, reviewing instructional materials for the 1 st sem courses	Approved OBE syllabi	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find better ways to improve the performance of the CVM Instruction Cmte.
8.	Training of clientele in CVM's extension project	Trainees weighted by the length of training	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find more aggressive ways of implementing the extension projects even in time of the pandemic
9.	Extending expert/technical services to livestock raisers	Advice to resolve health and other problems of livestock and poultry raisers	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find ways to reach out to more livestock raisers in need of vet services

10.	Attending or assisting coaching sessions among department heads, faculty & staff	Improved efficiency in the resolution and completing of the coaching sessions	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find better ways of attending or assisting coaching sessions
11.	Attending or assisting planning sessions, tracking and monitoring of targets, etc. to ensure attainment of College/department targets	Improved efficiency in the tracking and monitoring of targets, etc. to ensure attainment of College/department targets	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find better ways of attending or assisting planning sessions, tracking and monitoring of targets
12.	Attending regular meetings	Improved efficiency of CVMs regular meetings	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find better ways of attending regular meetings
13.	Organizing/attending Committee activities	Improved efficiency in attainment of Committee meetings in the CVM	July 2023	Dec. 2023	Dec. 2023	Very impressive	Outstanding	Find better ways of attending regular meetings
14.	Attending IP related trainings and seminars (local/national/international trainings/conference)	Submission of deliverables	July 2023	Dec. 2023	Dec. 2023	Needs improvement	Very satisfactory	Designate a time for the activity and stick to it or finish it earlier before the deadline

* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


HARVIE P. PORTUGALIZA
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: DEPARTMENT OF VETERINARY BASIC SCIENCES, COLLEGE OF VETERINARY MEDICINE

Head of Office: Dr. AGNES M. TAVEROS

Number of Personnel: 3 Academic Staff, 7 administrative staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments and planning	X	X	-	-	Done during meetings.
Teaching monitoring	X	-	-	-	
Monitoring of VSUEE courses (online teaching platform).	X	-	-	VSUEE Evaluation	Task for monitoring VSUEE courses was transferred to ODIE
Coaching Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done during Dean, Heads, and Secretary meetings
Research and extension projects planning	X	X	-	-	With CVM faculty and staff
Plan in operationalizing CVM facilities and equipment.	X	X	-	-	Done during meetings.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


HARVIE P. PORTUGALIZA
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As a member of the Instruction Committee	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 15: Number of virtual classrooms created and operationalized	As course in-charge	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
Flexible instructional materials	As author/co-author and faculty member handing the course	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
Assessment tool	As faculty member handing the course	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 1: Number of published papers in internationally indexed journals	As author/co-author	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	Taveros, AM Rabe, SR	July to December 2023	x	x	x	x	None
PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	As project leader	Taveros, AM Rabe, SR	July to December 2023	x	x	x	x	None
PI 11: Percentage of research outputs published in internationally-refereed	As author/co-author	Taveros, AM Rabe, SR	July to December 2023	x	x	x	x	None

or CHED recognized journal within the year								
PI 14: Number of research output publication produced/ related technical publication/ Manual produced and distributed	As author/co-author	Taveros, AM Rabe, SR	July to December 2023	x	x	x	x	None
PI 28: Number of IP related trainings and seminars attended (local/national/ international trainings/ conference)	As faculty member	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
MFO 4 Extension Services								
PI 1. Number of trainees weighted by the length of training	As a veterinarian	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 4. Number of beneficiaries served	As extension component leader/member	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 5. Number of technical services	As resource person	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 13. Number of trainees weighted by the length of training	As expert in the field of veterinary medicine	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None
PI 21: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings and related activities	As expert in the field of veterinary medicine	Taveros, AM Rabe, SR Dagenta, RAJr	July to December 2023	x	x	x	x	None

Prepared by:


HARVIE P. PORTUGALIZA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AGNES M. TAVEROS
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:


AGNES M. TAVEROS
Ratee