

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MANUEL D. GACUTAN, Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.9x50%= 2.45	
b. Students (50%)		4.8x50% = 2.4	
Total for Instruction	40%	4.85	1.94
2. Research			
a. Client/Dir. for Research (50%)		0	
b. Dept. Head/Center Director (50%)		0	
Total for Research	15%	4.9	.7
3. Extension			
a. Client/Dir. for Extension (50%)		0	
b. Dept Head/Center Director (50%)		0	
Total for Extension	15%	4.9	.7
4. Administration	30%	5	1.5
5. Production	0	0	0
TOTAL	100%		4.84

EQUIVALENT NUMERICAL RATING: 4.84

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.84ADJECTIVAL RATING: **Outstanding**

Prepared by:

MANUEL D. GACUTAN, Jr.
Associate Prof IV/Head-DAS

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANUEL D. GACUTAN, JR.**, 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**.

MANUEL D. GACUTAN JR

Associate Professor IV/Head

Date: 18 Jan 2024

VICTOR B. ASIO

College Dean

Date: 30 Jan 2024

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/01/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeliness	Average	
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	3	9.44	5	5	5	5.00	ANSC241, ANSC241E, ANSC243, ANSC243E,
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	11	5	5	5	5.00	see workload
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	10	11	5	5	5	5.00	see workload
		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	10	20	5	5	5	5.00	
	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	1	2	5	5	5	5.00	ANSC241, ANSC243
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	18	5	5	5	5.00	ANSC241, ANSC243
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	
		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 Moodle or Google Classroom	1	1	5	4	4	4.33	ANSC241
	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							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
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	3	8.70	5	5	5	5.00	AnSc 197

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5.00	AnSc 142, AnSc 197, AnSc 200
		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 attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	8	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							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	18	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	10	18	5	5	5	5.00	see workload
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	15	5	5	5	5.00	see workload
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	see workload
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	110	5	5	5	5.00	see logbook
	PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5.00	VSUGSS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	3	5	5	5	5.00	SASS, AREV, VSUGSS

	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 142, AnSc 197
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	12	5	5	5	5.00	AnSc 142. AnSc 197
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	25	5	5	5	5.00	AnSc 142, AnSc 197
		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 Moodle or Google Classroom	1	1	4	4	4	4.00	AnSc 197
	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	3	5	5	5	5.00	COPC for BSA Animal Science, MS Animal Science, PhD Animal Science
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	5	5	5	5.00	Charoen Pokhand Foods Corp., Phil Carabao Center
		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 project within the year							
	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		1	3	5	5	5	5	Science and Humanities Journal
	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 scientific for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences			2	5	5	5	5	PSAS
	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	100%	100%	5	4	4	4.33	VSU Internationalization Project
	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	4	5	5	5	5.00	PLUS ONE, PJVAS, Food Chemistry Journal, Philippine Agricultural Scientist
		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	4	5	5	5	5.00	PSAS, Virtual
		Number of services/technical expertise rendered as panelist for research	Evaluate research paper for competition	1	2	5	5	5	5.00	PSAS and VFES
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	1	2	5	5	5	5.00	DA-Region VIII, PSAS
	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	20	75	5	5	5	5.00	DA-Albuera, ATI-RTC 8
	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	Implements 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	100%	100%	5	4	4	4.33	DA-Albuera, ATI-RTC 8
	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			1	5	5	5	5	RRDC Livestock and Poultry
	Peer reviewers/ Panelists	Peer reviewers/Panelists		0	2	5	5	5	5	TWG for Livestock and Poultry and TWG for Advanced Higher Education
	Resource Persons	Resource Persons		1	2	5	5	5	5	National Animal Nutrition and Feed Development Program, RRDC Livestock and Poultry
	Convenor/Organizer	Convenor/Organizer		0	1	5	5	5	5	PSAS
	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 (extrn. 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 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	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	AACUP Area (MAgDev and MS Animal Science)							
		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 performing functions resulting to best practice							
		Number of activities/initiatives as Department Head	Planning, implementing, and approving academic/admin related task at the department level	5	10	5	5	5	5.00	see minutes of DAS meeting

		Number of activities/initiatives as In Charge of the DAS Animal Nutrition Laboratory	Planning, implementing, and approving request of lab use	2	5	5	5	5	5.00	see workload
		Number of costumers entertained for queries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	10	30	5	5	5	5.00	
		Number of University-Based Committees	Review, suggest, and approve research proposals, report projects as member of TWG	0	3	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	5	12	5	5	5	5.00	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								232.00	
	Average Rating								4.9362	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purpose:
Dr. Gacutan should further increase RDE outputs of the Department.

Evaluated & Rated by:


MANUEL D. GACUTAN, JR.

Department Head

Date: 18 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**
3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfactory
2.2-2.9 Unsatisfactory

2.1 - & below Poor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MANUEL D. GACUTAN, JR.
Performance Rating: OUTSTANDING

AIM: To improve teaching effectiveness and enrich research capabilities, develop research proposals; and involve in extension works.

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

Date: July, 2023

Target Date: December, 2023

First Step: Coaching and monitoring to improve further teaching strategies. Draft research proposals for funding. Submit extension proposals for funding. Continue professional development related to instruction, research and extension. Present scientific papers in conferences and publish articles in peer-reviewed journals.

Result: Better schedule that will allow time for research, extension, publication, and revision/crafting of new IMS.

Date: January, 2024

Target Date: June, 2024

Next Step: Implement approved research and extension projects

Outcome: Involve faculty and students in research and extension, submit articles for publication, presentation of research outputs in scientific for a.

Recommendation:

Manage time for RDE activities

Prepared by:


VICTOR B. ASIO
Dean, CAFS

Conforme:


MANUEL D. GACUTAN, JR.
Name of Ratee Faculty/Staff