

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%)		4.85 x50%= 2.46	
b. Students (50%)		5.00x50%= 2.50	3.14
Total for Instruction	70%	4.96	3.43
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0 x100% = 0.00	
Total for Research	0%	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.67x100% = 4.67	
Total for Extension	15%	4.67	0.70
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: **4.88**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.88**ADJECTIVAL RATING: **Outstanding**

Prepared by:


AGNES M. TAVEROS
 Name of Faculty


Reviewed by:


EUGENE B. LAÑADA
 Department Head

Recommending Approval:


EUGENE B. LAÑADA
 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** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 2020**.

AGNES M. TAVEROS

Ratee

EUGENE B. LAÑADA

Approved: (for) **AGNES M. TAVEROS**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Service	FTE	Teaching	10	54.30	5	5	5	5.00	
	Number of students advised on thesis/field practice/special problem	Thesis advising	1	1	5	5	5	5.00	
		Field practice advising	10	12	5	5	5	5.00	
	Number of approved manuscripts submitted within prescribed period	Thesis manuscript checking	1	1	4	5	5	4.67	
		Field practice report checking	10	12	5	5	5	5.00	
	Number of students advised on consultation	As academic adviser	10	15	5	5	5	5.00	
	Number of student organizations advised	As adviser	1	1	5	5	5	5.00	
	Number of student organizations assisted	As adviser	1	1	5	5	5	5.00	
	Number of instructional materials developed - On-line ready courseware	As author	1	1	4	5	5	4.67	
	Number of instructional materials developed - Flexible instructional materials	As author	1	1	5	5	4	4.67	
Extension	Number of instructional materials developed - Assessment tools	As course Instructor	3	5	5	5	5	5.00	
	Number of virtual classrooms created and operationalized	As course Instructor	3	6	4	5	5	4.67	
	Additional outputs – No. of extension projects being conducted	As component leader of the extension projects funded by VSU (ND and So. Leyte)	1	2	4	4	5	4.33	
	Additional outputs – Consultancy	Veterinarian	8	10	5	5	5	5.00	

Administrative Support Services	Number of meetings attended	As faculty, CVM committee and other committee with appointment	8	12	5	5	5	5.00	
	Number of documents acted upon on time	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
	Number of documents released on time	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
	Number of assigned task completed before the deadline	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
Total Over-all Rating								14.39	

Average Rating (Total Over-all rating divided by 3)	14.56 / 3	4.85
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

to more research activities

Evaluated & Rated by:


EUGENE B. LAÑADA
 (for) **AGNES M. TAVEROS**
 Dept/Unit Head

Date:

10/5/20


Recommending Approval:


EUGENE B. LAÑADA
 College Dean

Date:

10/5/20

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: 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	January 2020	Non-grad students: June 22, 2020 Grad. Students: June 15, 2020	Non-grad students: June 22, 2020 Grad. Students: June 15, 2020	Very impressive	Outstanding	Find ways to increase student engagement
2	Thesis conduct advising	Questionnaires Data sheets	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage student independence
3	Thesis manuscript preparation advising	Approved thesis manuscript	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage student independence
4	Field practice report preparation advising	Approved field practice reports	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage student independence
5	Student advisee advising during consultation	Suggestions to resolve advisee issues and problems	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage other advisees to consult me
6.	Advising student organization advising	Advice to CSSC issues and problems	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage organization to improve record-keeping
7.	Assisting student organization activities	Suggestions on issues and problems of organization	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	Find ways to encourage student organization to

								increase attendance during activities
8.	Developing online-ready courseware	Online-ready courseware	January 2020	June 2020 15,	June 2020 15,	Very impressive	Outstanding	Find ways to improve courseware
9.	Developing flexible instructional materials	Flexible instructional materials	January 2020	June 2020 15,	June 2020 15,	Very impressive	Outstanding	Find ways to increase flexibility of IM
10.	Developing assessment tools	Assessment tools in the courses handled	January 2020	June 2020 15,	June 2020 15,	Very impressive	Outstanding	Find ways to increase assessment tools
11.	Creating and operationalizing virtual classrooms	Operational virtual classrooms	January 2020	June 2020 15,	June 2020 15,	Very impressive	Outstanding	Find ways to increase students use of virtual classroom
12.	Conduct of VSU-funded research project	Continuation of conduct of specific components of VSU-funded research project	January 2020	June 2020 15,	June 2020 15,	Needs improvement	Satisfactory	Due to pandemic in March
13.	Conduct of VSU-funded extension projects	Continuation of conduct of specific components of VSU-funded extension project	January 2020	June 2020 15,	June 2020 15,	Needs improvement	Satisfactory	Due to pandemic in March
14.	Do consultancy work	Advice to resolve health and other problems of livestock and poultry raisers	January 2020	June 2020 15,	June 2020 15,	Very impressive	Outstanding	-

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

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

Prepared by:


EUGENE B. LAÑADA
(for) AGNES M. TAVEROS
Unit 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: January, 2020

Target Date: June, 2020

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

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

Date: April 2020

Target Date: June 2020

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 should recruit additional faculty to cover the load of those who are on study leave and the K to 12 subjects to de-load existing faculty.

Prepared by:

Conforme:


AGNES M. TAVEROS
Ratee


EUGENE B. LAÑADA
College Dean