

# 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 (50%) from IPCR	0.50	4.92	2.46
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50	4.56	2.28
Total for Instruction		70%	4.74	3.32
2.	Research	5%	4.90	0.25
3.	Extension	5%	5.00	0.25
4.	Administration	20%	4.97	0.99
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.81

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.81

-


4.81


ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

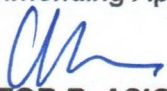
Reviewed by:


  
**MANUEL D. GACUTAN, JR.**  
Assoc. Prof. 1/Head, DAS-CAFS

  
**VICTOR B. ASIO**  
Dean, CAFS

Recommending Approval:

Approved:

  
**VICTOR B. ASIO**  
Dean, CAFS

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

**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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANUEL D. GACUTAN, JR.**, a faculty member of the **DEPARTMENT OF ANIMAL SCIENCE** commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January, 2021 to June, 2021**.

**MANUEL D. GACUTAN, JR.**

Associate Professor 1/ Head, DAS-CAFS

Date: July 13, 2021

Approved:

**VICTOR B. ASIO**

College Dean

Date: 23 July 2021

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 in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented	A1. Actual Faculty's FTE	Handles subjects/courses assigned	5	13.40	5	5	5	5.00	See Faculty Workload
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	4	5	4.5	5	4.83	Studs.: Estimada, Sotto, Manua, & Binas
		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	2	3	4.5	4.5	5	4.67	Studs.: Mandia, Arrevalo, Largo
		AS Department Chairman	Corrects and approves research outlines	5	10	5	5	5	5.00	All research outlines submitted



		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	10	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	2	3	5	5	5	5.00	ANSC 241, ANSC 242, ANSC 298
		* On-line ready courseware	Prepares Instructional module/ laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8	5	5	5	5.00	
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	4.5	4.83	ANSC 241, ANSC 242, ANSC 298
	<b>PI 10.</b> Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	-	-	-	-	-	
			Created Department Facebook Group	1	3	5	5	5	5.00	ANSC 241, ANSC 242, ANSC 298
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	5	9.3	5	5	5	5.00	See Faculty Workload
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	8	5	5	5	5.00	

		<b>A11.</b> 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	-	-	-	-	-	-	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	4	4	4	4	4.5	4.17	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	6	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	15	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	15	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	5	12	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	14	5	5	5	5.00	AnSc 200
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	-	-	-	-	-	
		As Field Practice Coordinator	Advises and corrects field practice manuscripts	10	12	5	5	5	5.00	AnSc 200a
		As Approving Dept. Head	Corrects and approves field practice manuscripts	10	15	5	5	5	5.00	AnSc 200a
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	120	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/assisted*	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USSO	-	-	-	-	-	-	
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	-	-	-	-	-	-	



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	1	5	5	5	5.00	AnSc 142
		* Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	20	5	5	5	5.00	
		<b>A 23 :</b> 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	-	-	-	-	-	-	
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	AnSc 142 AnSc 200
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	4.5	4.5	4.5	4.50	
			RQAT MSc Animal Science	1	1	5	5	5	5.00	Coordinator
			RQAT PhD Animal Science	1	1	5	5	5	5.00	Coordinator
			RQAT MAgDev Major Animal Production	1	1	5	5	5	5.00	Coordinator
			AACCUP Level IV, BSA	1	1	4.5	4.5	4.5	4.50	Area V - Member
			AACCUP Level II PhD Animal Science	1	1	4.5	4.5	4.5	4.50	Area II & X - Coordinator
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	-	-	-	-	-	-	
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	Facebook group for AnSc 142, AnSc 200, AnSc 200a.

		<b>A 27. Number of Faculty Recruited:</b>								
		Regular and Part-time Faculty	Recruited based on needed competencies and aligned with ISO Standard	1 regular, 3 part-time instructors	1 regular, 5 part-time instructors	5	5	5	5.00	RB Geromo, EA Espinosa, EB Cagol III, IQ Gaviola, DR Lasconia, MA Licatan
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	-	-	-	-	-	-	
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year	-	-	-	-	-	-	
	<b>PI 3.</b> Percentage of re-search outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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 referred int'l journals		-	-	-	-	-	-	
		In referred nat'l/regional journals		1	1	5	5	5	5.00	1 article from Phil. Journal of Veterinary & Animal Science
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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		1	2	4.5	4.5	4.5	4.50	Cavite State University, Basilan State College
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	DA Biotech Proposal



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		-	-	-	-	-	-	
		<b>A 33.</b> 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	5	5	5	5.00	Food Chemistry Journal
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	-	-	-	-	-	-	
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Planning Workshop for DAS R & D activities
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	-	-	-	-	-	-	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	-	-	-	-	-	-	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	-	-	-	-	-	-	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	-	-	-	-	-	-	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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		1	1	5	5	5	5.00	Farmer's Fisher Folk's Day - VSU Anniversary
	Resource Persons	Resource Persons		2	4	5	5	5	5.00	
	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 (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	-	-	-	-	-	-	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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	90% 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	RQAT: MSc, PhD, MAgDev BSA Level IV AACUP Accreditation, PhD Animal Science Level II Accre'n.	50% compliant	90% compliant	5	4.5	4.5	4.67	



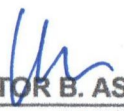
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients (As Department Head attending to on-line requests and buyers of animals in the animal projects).	1% complaint	Zero % complaint	5	5	5	5.00
			As Incharge of Animal Nutrition Laboratory	1% 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	-	-	-	-	-	-
		As Department Head	Created Department Facebook Page	1	1	5	5	5	5.00
		As Department Head	Increased Salary of Animal Caretakers	1	1	5	5	5	5.00
		As Department Head	Conducted Monthly Meetings for faculty and staff	1	5	5	5	5	5.00
		As Department Head	Conducted Emergency Meetings among job order employees	1	3	5	5	5	5.00
		As Department Head	Hired six (6) more teaching staff to deload faculty	4	6	5	5	5	5.00
		As Department Head	Circulated Dept. Memoranda for implementation	10	15	5	5	5	5.00
		A 48. Other outputs implementing the new normal due to Covid 19							
		As Department Head & DAS Animal Nutrition Lab. Incharge	Assists all concerns of graduate students' thesis in conduct of lab. analysis	3	5	5	5	5	5.00
Total Over-all Rating									251.17

Average Rating		4.92
Additional Points:		
Approved Additional Points (with copy of approved)	0	
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

**Comments & Recommendations for Development Purpose:**

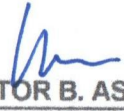
*Strengthen further Research and Extension activities.*

Evaluated & Rated by:

  
VICTOR B. ASIO  
Dean, CAFS


Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
Dean, CAFS

Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: 7/26/21

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 efficiently deliver Instruction, Research, Extension and Production services to achieve department targets.

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

Date: January, 2021

Target Date: June, 2021


First Step: Adopt a regular workload for teaching by recruiting more faculty and find more time for making research/extension proposal. For Administration – circulate DAS Memorandum Order and conduct regular monthly meetings to expedite requirement or work demands from top administration.

Result: Recruited 1 regular and 5 part-time instructors to ease teaching workloads. Senior faculty were assigned lecture courses while junior faculty handled laboratory courses. Attendance to Technical Writing Workshop resulted to submission of research proposal for funding and publish article in peer-reviewed journal. Also, circulation of DAS Memo Orders and regular conduct of monthly meetings have improved the deliverable outputs of DAS.

Recommendation:

Strengthen further Research and Extension activities.

Prepared by:

  
VICTOR B. ASIO  
Dean, CAFS

Conforme:

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