

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%)		4.96 x 50%= 2.48	
b. Students (50%)		4.69 x 50%= 2.34	
Total for Instruction	70%	4.82	3.37
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.87 x100% = 4.87	
Total for Extension	15%	4.87	0.73
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.85


EQUIVALENT NUMERICAL RATING: **4.85**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.85**ADJECTIVAL RATING: **Outstanding**

Prepared by:

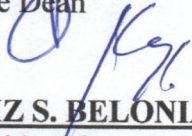
Reviewed by:


SHIELA R. RABE
Name of Faculty
SANTIAGO T. PEÑA, JR.
Department Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
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 January 2023 to June ~~December~~ **2023**.


SHIELA R. RABE
Ratee

Approved: 
SANTIAGO T. PEÑA, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Services	PI 5: Total FTE, coordinates, implemented and monitored	As course in-charge	14	27.45	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/ special problem	As adviser	8	6	5	5	5	5.00	
	Number of approved manuscripts submitted within prescribed period	As adviser	4	2	5	5	5	5.00	
	On consultation	As adviser	32	30	5	4	5	4.67	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	2	1	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	2	1	5	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	2	1	5	4	5	4.67	
Extension Services	PI 1: Number of person-days trained weighted by length of training	As component leader/ member	15	8	5	5	5	5.00	
	PI 4: Number of beneficiaries served	As component leader/ member	30	15	5	5	5	5.00	
	PI5: Number of technical/expert services	As resource person	2	1	5	5	5	5.00	

	PI 13: Number of trainees weighted by the length of training (Output indicator)	As component leader/ member	7.69	4	5	4	5	4.67	
	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	30	15	5	5	4	4.67	
General Admin. & Support Services (GASS)	PI 5: Number of meetings (college, department, special, consultation meeting, etc.,)								
	Number of college meetings	As CVM faculty member	20	10	5	5	5	5.00	
	Number of regular and committee meetings attended.	As member/chairman of the duly approved CVM standing committees.	10	5	5	5	5	5.00	
	Number of activities attended and organized by committee.	As member/chairman of the duly approved CVM standing committees.	8	4	5	5	5	5.00	
Total Over-all Rating								14.87	

Average Rating (Total Over-all rating divided by 3)	14.87/3	4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Conduct more research and extension activities

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.

Dept/Unit Head

Date: July 13, 2023

Recommending Approval:

SANTIAGO T. PEÑA

College Dean

Date: July 13, 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 14, 2023

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

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 VPhy102, VPhy103	Virtual classroom	January 2023	February 2023	February 2023	Impressive	Outstanding	Be more creative on virtual platform
2	Computed grades for VPhy102 and VPhy 103	Grade sheets	June 2023	June 2023	June 2023	Impressive	Outstanding	Efficient
3	Made exams for VPhy102 and VPhy 103	Examinations	February 2023	April and June 2023	April and June 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).	April 2023	April 2023	April 2023	Impressive	Outstanding	Enhance creativity and technical capacity.
6	As member of extension projects	Participated in anti-Rabies vaccination drives	April 2023	April 2023	April 2023	Impressive	Outstanding	Enhance interpersonal communication skills.
		Participated in planning sessions for the VSU Anniversary Rabies Vaccination	April 2023	April 2023	April 2023			

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

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

Prepared by:


SANTIAGO T. PEÑA, JR.
 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: January, 2023 Target Date: June, 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: March, 2023 Target Date: June, 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.

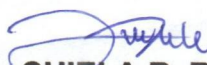
Recommendation:

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

Prepared by:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


SHIELA R. RABE
Ratee