

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JANE P. DAUTIL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.95 x100%= 4.95	
b. Students (0%)			
Total for Instruction	70%	4.95	3.47
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.89	0.73
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.95</b>

EQUIVALENT NUMERICAL RATING: **4.95**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.95**ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**JANE P. DAUTIL**  
Name of Faculty


Reviewed by:

  
**ANA MARQUIZA M. QUILICOT**  
Department Head

Recommending Approval:

  
**SANTIAGO I. PEÑA, JR.**  
College Dean

Approved:

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

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Jane P. Dautil, 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 July 2020 to December 31, 2020.

  
**JANE P. DAUTIL**  
 Ratee

**Approved:**   
**ANA MARQUIZA M. QUILICOT**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>HIGHER EDUCATION SERVICES</b>	FTE	Teaching	5	7.50	5	5	5	5.00	
	Number of students advised:								
	On thesis	As thesis adviser/SRC member	1	6	5	5	5	5.00	
	<i>No. of approved manuscript submitted within the prescribed period</i>	As thesis adviser and SRC member	1	6	5	5	5	5.00	
	<i>On consultation</i>	As academic adviser	1	32	5	5	5	5.00	
	Number of student organizations advised/assisted	As organization adviser	1	1	5	5	4	4.67	
		Student organizations assisted on student related activities	1	2	5	5	5	5.00	
<b>EXTENSION SERVICES</b>	Number of technical/expert services/Consultancy	As veterinarian/consultant for dogs and cats in the CVM clinic and neighboring barangays	1	8	5	5	5	5.00	

ADMINISTRATIVE SUPPORT SERVICES	Number of meeting attended	As faculty, CVM committee and CRCC member	4	8	5	5	5	5.00	
	Number of documents acted upon on time	As faculty member, academic adviser and SRC member	2	38	5	5	4	4.67	
	Number of documents released on time	As Academic Adviser	2	38	5	5	5	5.00	
Total Over-all Rating								14.84	

Average Rating (Total Over-all rating divided by 3)	14.84/3	4.95
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

*Be involved in research and extension activities as component leader.*

Evaluated & Rated by:

ANA MARQUIZA M. QUILICOT  
Dept/Unit Head

Date:

3/5/2021

Recommending Approval:

SANTIAGO PEÑA, JR.  
College Dean

Date:

3/12/2021

Approved by:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date:

4/30/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Exhibit I

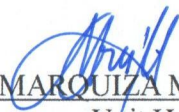
**PERFORMANCE MONITORING FORM**Name of Employee: Jane P. Dautil

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	Exams and Grades submitted	October 5, 2020	December 18, 2020	December 18, 2020	Very impressive	Outstanding	None
2	Advising student's thesis outline and manuscript	Approved Thesis outline Thesis manuscript	October 5, 2020	December 18, 2020	December 18, 2020	Impressive	Very satisfactory	Should have thesis advisee(s) in the coming semester
3	Advising organization	Assisted student organization activities	October 5, 2020	December 18, 2020	December 18, 2020	Very impressive	Outstanding	None
4	Creating instructional material	Learning guide/Workbook	September -October, 2020	October, 2020	October, 2020	Impressive	Outstanding	None
5	Extension services as a member of extension project	Monitor vaccination program of the project	October 5, 2020	December 18, 2020	December 18, 2020	Very impressive	Outstanding	None
6	Attending meeting	Attendance and participation	October 5, 2020	December 18, 2020	December 18, 2020	Very impressive	Outstanding	None

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

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

Prepared by:

  
ANA MARQUIZA M. QUILICOT  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANE P. DAUTIL  
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 2020 Target Date: December 2020

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 2020 Target Date: December 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:

  
JANE P. DAUTIL  
Rector

  
SANTIAGO TAPIA, JR.  
College Dean