

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%)		4.98 x 50% = 2.49	
b. Students (50%)		4.40 x 50% = 2.20	
Total for Instruction	40%	4.69	1.88
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.92	0.74
5. Production			
TOTAL			4.87

EQUIVALENT NUMERICAL RATING: **4.87**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.87**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


AGNES M. TAVEROS
Name of Faculty

Reviewed by:


HARVIE P. PORTUGALIZA
Department Head

Recommending Approval:


HARVIE P. PORTUGALIZA
College Dean

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **AGNES M. TAVEROS**, of the College of Veterinary Medicine commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2024** to **December 2024**.

AGNES M. TAVEROS

Ratee

Approved: **HARVIE P. PORTUGALIZA**

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 1: Total FTE	As course in-charge	35	28.80	5	5	5	5.00	Remainder was already complied in Jan -June 2024
	PI 10: Supervisor's rating	As faculty member	VS	0	5	5	5	5.00	
	PI 11: Percentage of courses handled with approved course syllabi	As faculty in-charge of subject	100%	100%	5	5	5	5.00	
	PI 13: Percentage of courses offered with final grades within the allowable period	As faculty member	75%	100%	5	5	5	5.00	
	PI 16: Percentage of Instructional Materials (IM's) submitted on time, reviewed	As Chairman of Instruction committee	90%	100%	5	5	5	5.00	
	PI 17: Percentage of course syllabi and TOS submitted on time, reviewed and approved	As Chairman of Instruction committee	90%	100%	5	5	5	5.00	
	PI 20 Number of thesis students advised	As thesis adviser	2	4	5	5	5	5.00	
	PI 26: Percentage of students enrolled on schedule	As academic adviser	50%	100%	5	5	5	5.00	
	PI 28: Number of students advised:								
	On thesis and field practice	As thesis adviser/field practice coordinator	4	10	5	5	5	5.00	
	No. of approved manuscript/field practice report submitted within prescribed period	As thesis adviser/field practice coordinator	4	2	5	5	5	5.00	The rest of the target were complied in Jan-June 2024
	On consultation	As faculty member/academic adviser	25	25	5	5	5	5.00	
	PI 29: Number of student organization advised/assisted								

[illegible]

Average Rating (Total Over-all rating divided by 4)	19.91/4	4.98
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for
Development Purpose:

Publish research / extension outputs.

Evaluated & Rated by:


HARVIE P. PORTUGALIZA
College Dean


Date: _____

Recommending Approval:


HARVIE P. PORTUGALIZA
College Dean

Date: _____

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: DEPARTMENT OF VETERINARY BASIC SCIENCES, COLLEGE OF VETERINARY MEDICINE

Head of Office: Dr. AGNES M. TAVEROS

Number of Personnel: 3 Academic Staff, 7 administrative staff

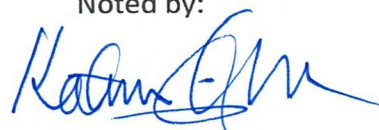
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments and planning	X	X	-	-	Done during meetings.
Teaching monitoring	X	-	-	-	
Monitoring of VSUEE courses (online teaching platform).	X	-	-	VSUEE Evaluation	Task for monitoring VSUEE courses was transferred to ODIE
Coaching Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done during Dean, Heads, and Secretary meetings
Research and extension projects planning	X	X	-	-	With CVM faculty and staff
Plan in operationalizing CVM facilities and equipment.	X	X	-	-	Done during meetings.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


HARVIE P. PORTUGALIZA
Immediate Supervisor

Noted by:


ROTACIO S. GRAVOSO
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As head/member of the Instruction Committee	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None
PI 15: Number of virtual classrooms created and operationalized	As course in-charge	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
Flexible instructional materials	As author/co-author and faculty member handing the course	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
Assessment tool	As faculty member handing the course	Taveros, AM Rabe, SR Pena, ST, JR Enriquez, CR	July to Dec., 2024	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 1: Number of published papers in internationally indexed journals	As author/co-author	STP, Jr.	July to Dec., 2024	x	x	x	x	None
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	STP, Jr.	July to Dec., 2024	x	x	x	x	None
PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	As project leader	STP, Jr.	July to Dec., 2024	x	x	x	x	None
PI 11: Percentage of research outputs published in	As author/co-author	STP, Jr.	July to Dec., 2024	x	x	x	x	None

internationally-refereed or CHED recognized journal within the year								
PI 14: Number of research output publication produced/ related technical publication/ Manual produced and distributed	As author/co-author	STP, Jr.	July to Dec., 2024	x	x	x	x	None
PI 28: Number of IP related trainings and seminars attended (local/national/ international trainings/ conference)	As faculty member	Taveros, AM Rabe, SR STP, Jr.	July to Dec., 2024	x	x	x	x	None
MFO 4 Extension Services								
PI 1. Number of trainees weighted by the length of training	As a veterinarian	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None
PI 4. Number of beneficiaries served	As extension component leader/member	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None
PI 5. Number of technical services	As resource person	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None
PI 13. Number of trainees weighted by the length of training	As expert in the field of veterinary medicine	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None
PI 21: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings and related activities	As expert in the field of veterinary medicine	Taveros, AM Rabe, SR Pena, ST, JR	July to Dec., 2024	x	x	x	x	None

Prepared by:


HARVIE P. PORTUGALIZA
 Dean

Exhibit I

PERFORMANCE MONITORING FORMName 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	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to increase student engagement
2	Thesis manuscript preparation advising	Improved thesis manuscript	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to encourage student independence
3	Student academic advisee advising during consultation	Suggestions to resolve advisee issues and problems	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to encourage other advisees to consult me
4	Advising student organizations (VKV-VLV and CVM-SSC)	Advice to org. issues and problems	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to encourage organization to improve record-keeping
5.	Assisting student organization activities	Suggestions on issues and problems of organization	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to encourage student organization to increase attendance during activities
6.	Creating and operationalizing virtual classrooms	Online-ready courseware	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to improve courseware
7.	Developing flexible instructional materials	Flexible instructional materials	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to increase flexibility of IM
8.	Developing assessment tools	Assessment tools in the courses handled	July 2024	December 2024	December 2024	Very impressive	Outstanding	Find ways to increase assessment tools
9.	With the CVM Instruction Committee, reviewing OBECS for the 1 st sem courses	Approved OBE syllabi	July 2024	December 2024	Jan. 2025	Very impressive	Outstanding	Find better ways to improve the performance of the CVM Instruction Cmte.
10.	With CVM, complete the revision of the 2018 DVM curriculum (UCRC)	Revised curriculum proposal	July 2024	November 2024	Jan 2025	Very impressive	Outstanding	Find better ways to improve the performance of the CVM Instruction Cmte.
11.	With CVM, complete the admission and retention policy proposal	Admission and retention policy proposal	July 2024	December 2024	October 2024	Very impressive	Outstanding	Find better ways to improve the performance of the CVM Instruction Cmte.

12.	Training of clientele in CVM's extension project	Trainees weighted by the length of training	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find more aggressive ways of implementing the extension projects even in time of the pandemic
13.	Extending expert/technical services to livestock raisers	Advice to resolve health and other problems of livestock and poultry raisers	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find ways to reach out to more livestock raisers in need of vet services
14.	Complete assignment in relation to the IP project of CVM	Profile of the pig raisers participants	July 2024	December 2024	Dec. 2024	Very impressive	Outstanding	Find more time for better engagement in the project
15.	Assisted in the submission of the Animal Welfare research proposal	Animal Welfare proposal	July 2024	December 2024	Dec. 2024	Very impressive	Outstanding	Find more time for engagement in the project
16.	Attending or assisting coaching sessions among department heads, faculty & staff	Improved efficiency in the resolution and completing of the coaching sessions	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find better ways of attending or assisting coaching sessions
17.	Attending or assisting planning sessions, tracking and monitoring of targets, etc. to ensure attainment of College/department targets	Improved efficiency in the tracking and monitoring of targets, etc. to ensure attainment of College/department targets	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find better ways of attending or assisting planning sessions, tracking and monitoring of targets
18.	Attending regular meetings	Improved efficiency of CVMs regular meetings	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find better ways of contributing to the conduct of CVM's regular meetings
17.	Organizing/attending Committee activities	Improved efficiency in attainment of Committee meetings in the CVM	July 2024	December 2024	July-Dec. 2024	Very impressive	Outstanding	Find better ways of improving committee meetings

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

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

Prepared by:


HARVIE P. PORTUGALIZA
 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: July, 2024 Target Date: December, 2024

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, work towards the completion of the lacking laboratory manuals of courses handled, review submitted instructional materials by other CVM faculty, and perform other functions that may be assigned by the College and the University.

Date: October, 2024 Target Date: December, 2024

Next Step: To do instruction, research, extension and work towards the completion of the lacking laboratory manuals of courses handled, review submitted instructional materials by other CVM faculty, and effectively perform other functions that may be assigned by the College and the University.

Outcome: Engage in research and extension activities, complete the lacking laboratory manuals of courses handled, review submitted instructional materials by other CVM faculty, and effectively perform other functions that may be assigned by the College and the University.

Recommendation:

The college should recruit additional faculty to deload existing faculty.

Prepared by:


HARVIE P. PORTUGALIZA
OIC College Dean

Conforme:


AGNES M. TAVEROS
Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING
BY DEPARTMENT**

Second Semester AY 2023-2024

Department: Dept. of Veterinary Medicine

College: College of Veterinary Medicine

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AGNES MORANTE TAVEROS	5	4.40	88.00 %	Very Satisfactory
ANA MARQUIZA MARTIZANO QUILICOT	7	4.14	82.86 %	Very Satisfactory
HARVIE POTOT PORTUGALIZA	9	4.78	95.56 %	Outstanding
HEXELSA JOY CUESTA NUÑEZ	2	5.00	100.00 %	Outstanding
JANE PAGALAN DAUTIL	6	5.00	100.00 %	Outstanding
JOHN PHILIP LOU MACHICA LUMAIN	7	4.86	97.14 %	Outstanding
LOTIS MONSALES BALALA	5	4.80	96.00 %	Outstanding
MARJORIE AMOTO CORTES	6	4.83	96.67 %	Outstanding
RENATO ACABO DAGANTA	8	4.63	92.50 %	Outstanding
SANTIAGO JR. TORDA PEÑA	7	4.43	88.57 %	Very Satisfactory
SHIELA ROMERO RABE	8	4.81	96.25 %	Outstanding
Department Mean		4.70	93.96%	Outstanding

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

HARVIE POTOT PORTUGALIZA

Name and Signature of Department head

Date: Nov 22, 2024

HARVIE POTOT PORTUGALIZA

Name and Signature of College Dean

Date: Nov. 22, 2024

Distribution of copies: IEO, College, Department

