

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: JOYCEE S. MANDIA

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	2.39	1.20
	b. Student (50%) <i>TPES for Year 2nd Sem., 2021-2022</i>	0.50	2.06	1.03
Total for Instruction		70%	4.45	3.11
2.	Research			
	a. Client/Dir. For Research (50%)	0.50	0.00	0.00
	b. Dept Head/Center Director (50%)	0.50	0.00	0.00
Total for Research		5%	5.00	0.25
3.	Extension			
	a. Client/Dir. For Research (50%)	0.50	0.00	0.00
	b. Dept Head/Center Director (50%)	0.50	0.00	0.00
Total for Extension		5%	0.00	0.00
4.	Administration	10%	4.93	0.49
5	Production	10%	4.00	0.40
TOTAL		100%		4.26

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.26

-

4.26

ADJECTIVAL RATING:

**Very Satisfactory**

Prepared by:

**JOYCEE S. MANDIA**

Instructor

Reviewed by:

**MANUEL D. GACUTAN, JR.**

Head, DAS-CAFS

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

Approved:

**BEATRIZ S. BELONIAS**


Vice-President for Academic Affairs

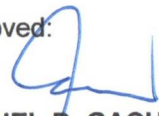
**RATING SCALE:** 4.6-5.0 Outstanding  
 3.8-4.5 Very Satisfactory  
 3.0-3.7 Satisfactory  
 2.2-2.9 Unsatisfactory  
 2.1- & below Poor


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOYCEE S. MANDIA**, 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 **July to December, 2022**.

  
**JOYCEE S. MANDIA**  
 Instructor I  
 Date: \_\_\_\_\_

Approved:   
**MANUEL D. GACUTAN, JR.**  
 Department Head  
 Date: \_\_\_\_\_

  
**VICTOR B. ASIO**  
 College Dean  
 Date: \_\_\_\_\_

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							



		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A6 :</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>A7:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 10.</b> Additional outputs:	<b>A8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	25.05	5	5	5	5.00	see workload
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	4	4.67	
		<b>A 11.</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	10	15	5	5	4	4.67	

		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	6	5	5	5	5.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	4	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	25	5	5	4	4.67	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	60	75	5	5	4	4.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	20	30	5	5	5	5.00	see workload
		<b>A17.</b> Number of students advised on thesis/field practice/special problem:								
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript	5	9	5	5	4	4.67	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	4	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	8	14	5	5	4	4.67	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	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 USOO	1	1	5	5	5	5.00	SASS
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	SASS
	<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	3	5	5	4	4.67	AnSc 21, AnSc 22, AnSc 121
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	22	5	5	4	4.67	AnSc 21, AnSc 22, AnSc 121
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	16	5	5	4	4.67	AnSc 21, AnSc 22, AnSc 121
		<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	1	3	5	4	4	4.33	AnSc 21, AnSc 22, AnSc 121
	<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	2	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	5	5	5	5.00	See MOU
		<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							
<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 or project within the year							
	<b>PI 3.</b> Percentage of research 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 refereed int'l journals								
		In refereed nat'l/regional journals								
	<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 scientific for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<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							



		<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							
		Number of training/seminars attended related to research	Attends seminar/trainings related to research	2	5	5	5	5	5.00	see annual report
<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								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> 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>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	100 % compliant	100 % compliant	5	5	5	5.00	
		<b>A 45.</b> 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	AACUP(MAgDev and MS Animal Science)	1	1	5	5	5	5.00	
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		Number of activities/initiatives as Manager of DAS Rabbits Project	Planning on the maintenance and productivity of the farm	5	10	4	4	4	4.00	see workload
		Number of costumers entertained for queries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	5	10	4	4	4	4.00	
		Number of University-Based Committees	Acts as DDRC	0	1	5	5	5	5.00	see appointment
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	3	3	5	5	4	4.67	see workload
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Overall Rating</b>								133.3	
	<b>Average Rating</b>								4.762	
	<b>Adjectival Rating</b>		Comments & Recommendations for Development Purpose: Ms. Mandia should submit research and extension proposals. Also, she has to expedite development of learning materials assigned to her. She should further improve the management of the rabbit project.						<b>Outstanding</b>	

Evaluated & Rated by:

  
**MANUEL D. GACUTAN, JR.**

Department Head

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

Recommending Approval:

  
**VICTOR B. ASIO**

Dean, CAFS

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

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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

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: JOYCEE S. MANDIA  
Performance Rating: VERY SATISFACTORY

Aim: To improve teaching effectiveness and enrich research capabilities; develop research proposals; and involve in extension works.

Proposed Interventions to Improve Performance:

Date: June 2022

Target Date: December 2022

**First Step:**

Apply different teaching strategies and observe student-centered learning activities.

Assign student thesis advisees to develop research skills

Attend to relevant trainings for research.

Revive the rabbitry project

**Result:**

Teaching methods applied were student-centered and no negative complaint were received within the prescribed period

Well-advised several undergraduate thesis students

Attended several trainings related to research.

Started small scale rabbitry operation and repaired housing structures for the rabbits

Date: January, 2023

Target Date: June 2023

**Next Step:**

Coaching and monitoring to improve further teaching strategies.

Engage in research and extension proposal development and submit for funding.

Continue professional development related to instruction, research, and extension.

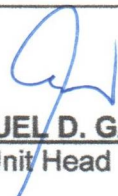
Improve further the management of rabbitry project

Present scientific papers in conferences and publish articles in peer-reviewed journals

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**MANUEL D. GACUTAN JR**  
Unit Head

Conforme:

  
**JOYCEE S. MANDIA**  
Name of Ratee Faculty/Staff