

**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/Dean (50%)		5x50% = 2.5	
b. Students (50%)		4.8x50% = 2.4	
Total for Instruction	40%	4.9	1.96
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5	.75
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	5	.75
4. Administration	30%	5	1.5
5. Production			
TOTAL	100%		4.96

EQUIVALENT NUMERICAL RATING: **4.96**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.96**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MANUEL D. GACUTAN, Jr.
Associate Prof V/Head, DAS

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President

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, 2024** to June, 2024.

MANUEL D. GACUTAN, JR.

Associate Professor V/ Head, DAS-CAFS

Date: July 23, 2024

Approved:

SUZETTE B. LINA

College Dean

Date: 7-25-24

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 & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	3	11.3	5	5	5	5.00	ANSC242, ANSC242e, ANSC298, ANSC392, ANSC399
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	11	5	5	5	5.00	See workload
		A3. Number of students advised on thesis/special problem/ dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	10	11	5	5	5	5.00	See workload
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						See workload

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	12	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5. 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	1	2	5	5	5	5.00	ANSC242 and ANSC298
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	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	1	2	5	5	5	5.00	ANSC242 and ANSC298
	PI 10. 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	-	-	-	-	-	-	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	11.9	5	5	5	5.00	AnSc 142
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	5	5	5	5.00	See cumulus

		A 11. 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		5	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	2024 SEANAS and CAFS Syllabus Making Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	5.00	AnSc 142
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	AnSc 142
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							AnSc 142
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	30	5	5	5	5.00	See workload
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Adviser		10	14	5	5	5	5	See workload
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	30	5	5	5	5.00	See workload
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5	See workload
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	70	5	5	5	5.00	
	PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5	VSUGSS

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	3	5	5	5	5.00	VSUGSS, SASS, and AREV
	PI 10: Number of instructional materials developed *	A 21 : 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	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	6	5	5	5	5.00	
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	AnSc 142
	PI 11. Additional outputs	A 25. 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	5	5	5	5.00	MAGDev Animal Production
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	6	5	5	5	5.00	See DAS files
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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		1	2	5	5	5	5	Gaviola, Gacutan et al 2024, Cacerez, Gacutan, et al 2024
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. 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	1	5	5	5	5	VSU-IP-2023-13 In house Review

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	100%	200	5	5	5	5.00	Green House Gas Project between DAS and DTRI-UPLB and DA-BAR Research Proposal
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		-	-	-	-	-	-	
		A 33. 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	3	5	5	5	5.00	(1) Animal Production Science, (1) Food Chemistry, (1) PJVAS
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. 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		2	2	5	5	5	5.00	RRDECT and PSAS
		Number of services/technical expertise rendered as panelist for research		1	3	5	5	5	5.00	PSAS, 2 TWG in VSU
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	1	1	5	5	5	5.00	Charoen Phokphand Corp.

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	20	20	5	5	5	5.00	ATI
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects		2	5	5	5	5	2 newly approved Extension Projects with VSU Funding
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	100%	100%	5	5	5	5.00	ATI
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	17	5	5	5	5.00	PSAS
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		1	3	5	5	5	5.00	(1) Animal Production Science, (1) Food Chemistry, (1) PJVAS
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	2	5	5	5	5.00	ATI
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	1	5	5	5	5	PSAS
	<i>Consultancy</i>	<i>Consultant</i>		-	2	5	5	5	5	AP DOST Consultany - 2 Projects
	<i>Evaluator</i>	<i>Evaluator</i>		-	3	5	5	5	5	2 TWG (Livestock and Poultry and Advanced Higher Education)

	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		2	5	5	5	5.00	2 New Extension Proposals were approved
	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	-	-	-	-	-	-	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	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	100% compliant	100%	5	5	5	5.00	see our NCs
		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	MAGDev., MS Animal Science, PhD Animal Science	100%	100%	5	5	5	5.00	
		On institutional accreditations		-	-	-	-	-	-	
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)	0% complaint	0% complaint	5	5	5	5.00	

[illegible]

**Comments & Recommendations for
Development Purpose:**

*Increase further research and extension
outputs.*

Recommending Approval:



SUZETTE B. LINA

Dean, CAFS

Date: 7-25-24

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 7-26-24

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

PERFORMANCE MONITORING FORM

Name of Employees: **Julius V. Abela, Warren D. Come, Jade Dhapnee Z. Compendio, Manuel D. Gacutan, Jr., Michael Dominic M. Garrido, Ronel B. Geromo, Roy C. Limpangog, Joycee S. Mandia and Ginas Aurea A. Villagonzalo (Faculty).**

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	Conduct on-line classes (lec/ lab), give examinations, submit grades and provide assistance to students during consultation	Learning and development of student is achieved	As scheduled in the Academic Calendar	Within the duration of the semester	Within the duration of the semester	Very Impressive	Very Satisfactory	None
2	Manage/supervise animal caretakers and oversee the smooth operation/implementation of various animal project activities	Smooth operation of the animal projects	January-June, 2024	January-June, 2024	January-June, 2024	Very Impressive	Very Satisfactory	None
3	Attend to department/ university meetings (on-line: google / webinar)	Successful meetings/ activities	As scheduled, as the need arise	As scheduled, as the need arise	As scheduled, as the need arise	Impressive	Outstanding	None
4	Prepare instructional materials e.g. online ready courseware, flexible instructional materials, assessment tools and etc..	Online IMs and Modules	As scheduled	As scheduled	As scheduled	Impressive	Outstanding	None

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

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

Prepared by:

MANUEL D. GACUTAN, Jr.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MANUEL D. GACUTAN, JR.**

Performance Rating: **OUTSTANDING**

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

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: Coaching and monitoring to improve further teaching strategies.

Draft research proposals for funding. Submit extension proposals for funding.

Continue professional development related to instruction, research and extension.

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

Result: Better schedule that will allow time for research, extension, publication, and revision/crafting of new IMS.

Date: July 2024

Target Date: December 2024

Next Step: Implement approved research and extension projects.

Outcome: Involve faculty and students in research and extension, submit articles for publication, presentation of research outputs in scientific fora.


Final Step/Recommendation:

Manage time for RDE activities.

Prepared by:


SUZETTE B. LINA
Dean, CAFS

Conforme:


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



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GACUTAN Jr., MANUEL D.

Department: Dept. of Animal Science

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AnSc 142	ANIMAL NUTRITION AND FEEDING	LEC	4.00	Very Satisfactory	80.0%
AnSc 197	METHODS OF AGRICULTURAL RESEARCH	LEC	5.00	Outstanding	100.0%
AnSc 197	METHODS OF AGRICULTURAL RESEARCH	LEC	5.00	Outstanding	100.0%
AnSc 197	METHODS OF AGRICULTURAL RESEARCH	LEC	5.00	Outstanding	100.0%
ANSC241	FEED FORMULATION & QUALITY CONTROL	LEC	5.00	Outstanding	100.0%
ANSC243	RUMINANT NUTRITION	LEC	5.00	Outstanding	100.0%
ANSC241	FEED FORMULATION & QUALITY CONTROL	LAB	5.00	Outstanding	100.0%
ANSC243	RUMINANT NUTRITION	LAB	5.00	Outstanding	100.0%
ANSC243e	RUMINANT NUTRITION	LEC	4.00	Very Satisfactory	80.0%
ANSC241e	FEED FORMULATION & QUALITY CONTROL	LEC	5.00	Outstanding	100.0%
Average Rating			4.80	Outstanding	96.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

GACUTAN Jr., MANUEL D.

Name and Signature of Faculty

Date: May 22, 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.