

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SANTIAGO T. PEÑA, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98x50%= 2.49	
b. Students (50%)		4.25x50%= 2.13	
Total for Instruction	40%	4.62	1.85
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x100%= 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.94 x100% = 4.94	
Total for Extension	15%	4.94	0.74
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.84

EQUIVALENT NUMERICAL RATING:
Add: Additional Points, if any:
TOTAL NUMERICAL RATING:

4.84
4.84
Outstanding

Prepared by:

Reviewed by:

SANTIAGO T. PEÑA, JR.
Name of Faculty

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Recommending Approval:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SANTIAGO T. PEÑA, JR.** 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 to December 2022.**

SANTIAGO T. PEÑA, JR.

Ratee

Approved:

BEATRIZ S. BELONIAS

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, coordinated, implemented and monitored	Instruction	4	14.50	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis	As adviser	1	3	5	5	5	5.00	
	No. of approved manuscripts submitted within the prescribed period	Ad adviser	1	3	5	5	5	5.00	
	On consultation	As adviser	10	10	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classroom created and operationalized/maintained	As course in-charge	2	2	5	5	5	5.00	
	Flexible instructional materials	As course in-charge	2	2	5	5	5	5.00	
	Assessment tools	As course in-charge	2	2	5	4	5	4.67	
	PI 11: Additional Outputs-No. of instructional materials	As course in-charge	2	2	5	5	5	5.00	
RESEARCH SERVICES	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	As research project/study leader	1	1	5	5	5	5.00	
	PI 2: Number of research output completed within the year*	As research project/study leader	0	3	5	5	5	5.00	

	PI 3: Percentage of research output published in internationally-referred or CHED recognized journal within the year*								
	In refereed international journals	As first author	1	1	5	5	5	5.00	
	PI 4: Number of research outputs presented in regional/national/int'l for a/conferences								
	In National/regional for a/conferences		0	1	5	5	5	5.00	
	PI 5: Percentage of research proposal approved*	As research project/study leader	40%	100%					
EXTENSION SERVICES	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	As extension project/study leader	3	2	5	5	5	5.00	MOA in progress
	PI 2: Number of trainees weighted by the length of training	As extension project/study leader	68	200	5	5	5	5.00	
	PI 3: Number of extension programs organized and supported consistent with the SUCs mandated and priority programs*	As extension project/study leader	1	1	5	5	5	5.00	
	PI 4: Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	As extension project/study leader	90%	100%	5	5	5	5.00	
	PI 5: Number of technical/expert services								
	Research Mentoring		2	-					
	Resource Persons		2	-					
	Convenor/Organizer		2	-					
	PI 8: Percentage of extension proposals approved	As extension project/study leader	100%	100%	5	5	5	5.00	
	PI 11: Additional outputs*								
	Number of clienteles served in extension related activities		350	251	4	5	5	4.67	
	Number of extension-related awards (extn. conducted by faculty or student and faculty)		0	-					

Administrative Support Services	PI 1: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC	As faculty	5	10	5	5	5	5.00	
	PI 3: Number of coaching sessions among department heads, faculty & staff	As faculty	4	2	5	5	5	5.00	
	PI 4: Number of planning sessions, tracking and monitoring of targets, etc conducted to ensure attainment of College/department targets	As content contributor	5	2	5	5	5	5.00	
	PI 5: Number of regular meetings conducted	As dean	3	12	5	5	5	5.00	
	PI 6: Additional Output								
	Number of best practices/new initiatives in college administration replication/ benchmarked by other colleges/other agencies		2	-					
Total Over-all Rating								19.91	

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:


fast track the offering a graduate program

Evaluated & Rated by:


BEATRIZ S. BELONIAS
 Dept/Unit Head


Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: 2/10/2022

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: SANTIAGO T. PEÑA, JR.


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 materials produced, updated and/or revised	Instructional materials, laboratory manual/guide	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
2	Thesis proposals/manuscripts reviewed and completed	Approved thesis manuscript	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
3	Research projects conducted	Research project	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
4	Research papers published	Research papers	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
5	Expert consultation	Animal health check-up, consultation	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
6	Technical services	Vaccination and seminar activities	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	Vaccination conducted last September and October 2022
7	Administrative support services	Meetings attended	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
		No. of document acted upon on time	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
		No. of documents released on time	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None

		No. of assigned tasks completed before the deadline	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None
		No. of student-related activities assisted	July 2022	Dec. 2022	Dec. 2022	very impressive	Outstanding	None

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

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

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: COLLEGE OF VETERINARY MEDICINE

Head of Office: Dr. SANTIAGO T. PEÑA, JR.

Number of Personnel: 21


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of Job-related accomplishments, problems and plans	✓	✓	-	-	Done during the faculty/staff college and/or special meeting
Teaching monitoring	✓	-	-	-	Done occasionally
Coaching Discuss ways to improve the execution of assigned task	-	-	-	-	
Planning of research studies by specific leader	✓	✓	-	-	With CVM faculty/staff
Analysis of data from research epidemiologist	✓	✓	-	-	With CVM faculty/staff

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

Conducted by:

Noted by:


SANTIAGO T. PEÑA, JR.
Immediate Supervisor


BEATRIZ S. BELONIAS
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 I. Compliance to CSC Rules & Regulations								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
PI8. Number of students advised:								
On thesis/field practice	As thesis adviser	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser, SRC member/ chairman, and/or department head/dean	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
PI 9. Number of student organization advised/assisted	As organization adviser	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
PI. 10. Number of instructional materials developed								
On-line ready courseware	As author/co-author and faculty member handling	Taveros, AM	July to December 2022	x	x	x	x	None
		Peña, SJrT		x	x	x	x	None
		Rabe, SR		x	x	x	x	None
Flexible learning materials	As author/co-author and faculty member handling the course	Taveros, AM	July to December 2022	x	x	x	x	None
		Peña, SJrT		x	x	x	x	None
		Rabe, SR		x	x	x	x	None
Assessment tool	As faculty member handing the course	Taveros, AM	July to December 2022	x	x	x	x	None
		Peña, SJrT		x	x	x	x	None
		Rabe, SR		x	x	x	x	None
Number of virtual classroom created and operationalized	As faculty member handing the course	Taveros, AM	July to December 2022	x	x	x	x	None
		Peña, SJrT		x	x	x	x	None
		Rabe, SR		x	x	x	x	None
MFO 3 Research Services								
PI 2: Number of research output competed within the year	As adviser of the research conducted	Taveros, AM	July to December 2022	x	x	x	x	None
		Peña, SJrT		x	x	x	x	None
		Rabe, SR		x	x	x	x	None

MFO 4 Extension Services								
PI 5: Number of technical services								
Expert advice/consultation	As Veterinarian	Peña, SJrT Taveros, AM Rabe, Sr	July to December 2022	x	x	x	x	None
MFO 5. Support to Operation								
PI 6. Number of in-house seminars/trainings/workshops/reviews conducted/attended	As veterinarians	Taveros, AM Peña, SJrT Rabe, SR	July to December 2022	x	x	x	x	None
MFO 6. General Administration and Support Service								
PI 3. Numbers of coaching sessions among department dean/department head	As dean, head	Peña, SJrT Taveros, AM Rabe, SR	July to December 2022	x	x	x	x	None

Prepared by:


BEATRIZ S. BELONIAS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SANTIAGO T. PEÑA, JR.

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 2022 **Target Date:** December 2022

First Step: A normal teaching load (Instruction function) in order to have time for research and extension activities and revision of instructional materials

Result: A better schedule that will allow time for research, extension and revision of new Instructional Materials.

Date: October 2022 **Target Date:** December 2022

Next Step: To do administration, research, extension and revision of instructional materials.

Outcome: Submitted research output for publication, engaged in Extension activities and revised Instructional Materials.


Recommendation:

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

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Conforme:


SANTIAGO T. PEÑA, JR.
Ratee