SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GINAS AUREA A. VILLAGONZALO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head from IPCR	1.00	4.71	4.71
b. Student, *TPES for Year 2nd Sem., 2021-2022*	NA	NA	NA
Total for Instruction	70%	4.71	3.30
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	10%	5.00	0.50
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	10%	0.00	0.00
4. Administration	10%	4.92	0.49
5 Production	0%	0.00	0.00
TOTAL	100%		4.29

EQUIVALENT NUMERICAL RATING: 4.29

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.29**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

GINAS AUREA A. VILLAGONZALO
Assistant Professor IV

Reviewed by:

MANUEL D. GACUTAN, JR.
Head, DAS-CAFS

Recommending Approval:
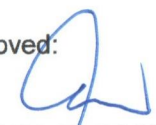
VICTOR B. ASIO
Dean, CAFS

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINAS AUREA A. VILLAGONZALO**, 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**.

Approved:

GINAS AUREA A. VILLAGONZALO
Assistant Professor 4
Date: _____

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 Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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							

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty								
	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								
		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.								
		A6 : 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								
		A7: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	PI 10. Additional outputs:	A8. 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	A9. Actual Faculty's FTE	Handles and teaches courses assigned	10	24.10	5	5	5	5.00	see workload	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	4	4.67		
		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	0	1	5	5	5	5.00		

	PI	Activity	Description							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	5	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	22	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	10	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	27	5	5	5	5.00	see workload
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	5	5	5	4	4.67	see workload
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	4	4.67	see workload
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	see workload
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	75	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							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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	2	4	4	4	4.00	AnSc 21and AnSc 22
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	4	4	4	4.00	AnSc 21and AnSc 22
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	25	5	5	4	4.67	AnSc 21and AnSc 22
		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 Moddle or Google Classroom	1	2	5	5	4	4.67	AnSc 21and AnSc 22
	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	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							
		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 oroject 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							
	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							
	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						
	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						

		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	Attends seminar/trainings related to research	2	5	5	5	5	5.00	see annual report

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								
	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								
	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								
	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								
	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								

	Research Mentoring	*Research Mentor*							
	Peer reviewers/ Panelists	*Peer reviewers/Panelists*							
	Resource Persons	*Resource Persons*							
	Convenor/Organizer	*Convenor/Organizer*							
	Consultancy	*Consultant*							
	Evaluator	*Evaluator*							
	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						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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 theQMS 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
		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	AACUP Area (MAgDev and MS Animal Science)	1	1	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	zero % complaint	zero % complaint	5	5	5	5.00	
PI 3: Additional Outputs		**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	5	12	5	5	4	4.67	see workload
Total Overall Rating									104.67	
Average Rating									4.7576	
Adjectival Rating									**Outstanding**	

Comments & Recommendations for Development Purpose:
Dr. Villagonzalo should submit research and extension proposals. Also, she has to expedite development of learning materials assigned to her. She should start developing the dairy tech laboratory.

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**   **3.0-3.7   Satisfactory**   **2.1 - & below Poor**
                 3.8 - 4.5 Very Satisfactory   **2.2-2.9   Unsatisfactory**

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GINAS AUREA A. VILLAGONZALO
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.

Allocate time for development of research proposal.

Attend to relevant trainings for research.

Assign student thesis advisees both graduate and undergraduate students to exercise expertise in dairy technology.

Result:

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

Advised students working with thesis related to field of interest.

Attended several trainings related to research.

Date: January, 2023   Target Date: June 2023

Next Step:

Coaching and monitoring to improve further teaching strategies.

Draft research proposals for funding.

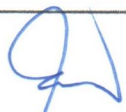Develop extension proposals for funding.

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

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

Outcome:_____

FinalStep/Recommendation:_____

Prepared by:

MANUEL D. GACUTAN JR
Unit Head

Conforme:

GINAS AUREA A. VILLAGONZALO
Name of Ratee Faculty/Staff