

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MARJORIE A. CORTES**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.86 x 50%= 2.43	
b. Students (50%)		4.11 x 50%= 2.06	
Total for Instruction	40%	4.49	1.79
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		4.67 x 100% = 4.67	
Total for Research	30%	4.67	1.40
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.91x100% = 4.91	
Total for Extension	15%	4.91	0.74
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: **4.68**

Add: Additional Points, if any:

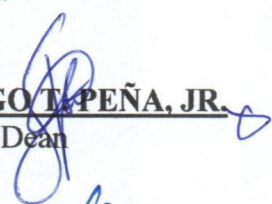
TOTAL NUMERICAL RATING: **4.68**ADJECTIVAL RATING: **Outstanding**

Prepared by:

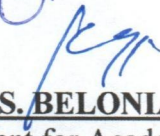
Reviewed by:


MARJORIE A. CORTES
Name of Faculty
CARL LEONARD M. PRADERA
Department Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARJORIE A. CORTES** 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 **January to June 2023**.

MARJORIE A. CORTES

Ratee

Approved:

CARL LEONARD M. PRADERA

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	As course in-charge	10	33.90	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis/ field practice/ special problem	As adviser or SRC member	5	6	5	5	5	5.00	
	No. of approved manuscript submitted within prescribed period	As adviser or SRC member	3	3	5	4	5	4.67	
	On consultation	As course in-charge or academic adviser	50	50	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in- charge/ instructor	4	2	4	5	5	4.67	
RESEARCH SERVICES	PI 5. Research proposals approved	As research study proponent	1	N/A	4	4	5	4.33	
	PI 13. Number of research collaboration/partnership with LGUs	As research study proponent	1	0	4	4	5	4.33	
	PI. 28. Number of VSU faculty researchers/staff attended IP related trainings and seminars (local/national/international trainings/conference)	A participant	1	4	5	5	5	5.00	
	PI 1: Number of trainees	As supporting technical staff in all VETMENDS components	15	24	5	5	5	5.00	

EXTENSION SERVICES	PI 4. Number of beneficiaries served: Individuals	As supporting technical staff in all VETMENDS components	30	27	5	4	5	4.67	
	PI 13. Number of trainees weighted by the length of training	As supporting technical staff in all VETMENDS components	7.69	13.25	5	5	5	5.00	
	PI 21. Number of client assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities	As expert in the field of veterinary medicine	30	111	5	5	5	5.00	
GENERAL ADMIN. & SUPPORT SERVICES (GASS)	PI.6 Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	2	6	5	5	5	5.00	
	Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets	As faculty member	3	3	5	5	5	5.00	
	Number of regular committee meetings attended	As faculty member	12	9	5	5	5	5.00	
Total Over-all Rating								19.45	


Average Rating (Total Over-all rating divided by 4)	19.45	4.86
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development

Purpose:

Dr. Cortes is dedicated to her work. I recommend that she take a lead role in research & extension to share her expertise & gain more experience

Evaluated & Rated by:


CARL LEONARD M. PRADERA
 Dept/Unit Head

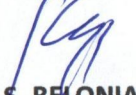
Date: July 7, 2023

Recommending Approval:


SANTIAGO T. PEÑA, JR.
 College Dean

Date: July 12, 2023

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: July 14, 2023

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Marjorie A. Cortes

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	Exams Grades	January 2023	July 2023	July 2023	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
2	Consultation with students As academic adviser/ SRC membership	Resolved student queries especially the subject related matters.	January 2023	June 2023	June 2023	Very Impressive	Outstanding	The teacher may put up FAQs for students to easily browse and find answers relevant to their queries.
4	Creation of assessment tools	Assessment tool	January 2023	June 2023	June 2023	Very Impressive	Outstanding	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	January 2023	June 2023	June 2023	Very Impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.
6	Extension service, consultancy	Animal health check-up	January 2023	June 2023	June 2023	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	January 2023	June 2023	June 2023	Very impressive	Outstanding	

		No. of documents acted upon on time	January 2023	June 2023	June 2023	Very impressive	Outstanding	Find ways to improve promptness
		No. of documents released on time	January 2023	June 2023	June 2023	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January 2023	June 2023	June 2023	Very impressive	Outstanding	

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

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

Prepared by:

CARL LEONARD M. PRADERA

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARJORIE A. CORTES
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: January, 2023 **Target Date:** June, 2023

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, field veterinarian and revision of new Instructional Materials.

Date: March, 2023 **Target Date:** June, 2023

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

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

Recommendation:

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

Prepared by:

SANTIAGO T. PEÑA, JR.
College Dean

Conforme:

MARJORIE A. CORTES
Ratee