

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 (100%) from IPCR	1.00	4.75	4.75
	b. Student (0%) No TPES for Year 2020	0	0	0
Total for Instruction		100%	4.75	4.75
2.	Research			
	a. Client (50%)	-	-	-
	b. Dept. Head (50%)	-	-	-
Total for Research		-	-	-
3.	Extension			
	a. Client (50%)	-	-	-
	b. Dept. Head (50%)	-	-	-
Total for Extension		-	-	-
4.	Administrative Support Services	-	-	-
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MANUEL D. GACUTAN, JR.

Associate Professor 1

Reviewed by:

JULIUS V. ABELA

Department/Office Head

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, **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 September, 2020 to December, 2020.


MANUEL D. GACUTAN, JR.
 Associate Professor 1
 Date: December 21, 2020

Approved: 
JULIUS V. ABELA
 Department Head
 Date: 12/21/2020


VICTOR B. ASIO
 College Dean
 Date: 12/21/2020

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	5	6.89	5	5	5	5.00	See Faculty Workload
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5.00	Graduate Stud. (as Chairman)
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	-	-	-	-	-	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	-	-	-	-	-	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	12	5	5	5	5.00	ANSC 241 (12 students)

	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	1	1	4	5	4	4.33	ANSC 241 (lecture)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	ANSC 241 (lecture)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	ANSC 241 (10 lessons)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	5	5	5	5	5.00	ANSC 241 (4 quizzes & 1 long exam)
		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	1	5	5	5	5.00	ANSC 241
	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	10	18.45	5	5	5	5.00	See Faculty Workload
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-	-	-	-	-	
		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	-	-	-	-	-	-	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	16	5	5	5	5.00	See List
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	5	5.00	AnSc 142 (1 long exam)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00	AnSc 142 (10 lessons)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	10	5	5	5	5.00	AnSc 200a.4
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	10	5	5	5	5.00	AnSc 200a.4
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	-	-	-	-	-	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	67	5	5	5	5.00	AnSc 142 students
	PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	4	4	4	4.00	SASS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	1	4	4	4	4.00	SASS
	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	1	1	4	4	4	4.00	AnSc 142
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	AnSc 142

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	AnSc 142 (10 lessons)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	AnSc 142 (10 lessons & 1 long exam)
		<u>A 23</u> : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	-	-	-	-	-	-	
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	AnSc 142
	PI 11. Additional outputs	<u>A 25.</u> 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	-	-	-	-	-	-	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	-	-	-	-	-	-	
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	Facebook Page for AnSc 142, 241 & AnSc 200a.4
UMFO 3 . RESEARCH SERVICES										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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		-	-	-	-	-	-	
	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 scientific 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 ITSQ, 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	-	-	-	-	-	-	

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	Implements 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	-	-	-	-	-	-	
	<i>Research Mentoring</i>	<i>Research Mentor</i>		-	-	-	-	-	-	
	<i>Peer reviewers/ Panelists</i>	<i>Peer reviewers/Panelists</i>		-	-	-	-	-	-	
	<i>Resource Persons</i>	<i>Resource Persons</i>		-	-	-	-	-	-	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		-	-	-	-	-	-	
	<i>Consultancy</i>	<i>Consultant</i>		-	-	-	-	-	-	
	<i>Evaluator</i>	<i>Evaluator</i>		-	-	-	-	-	-	
	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 (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	-	zero non-conformity	-	-	-	-	
		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	-	100% compliant	-	-	-	-	
		On program accreditations		-	-	-	-	-	-	
		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 manager of Duck/ Poultry Species Projs. selling animal products).	-	-	-	-	-	-	
	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 performing 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	-	-	-	-	-	-	
Total Over-all Rating										109.33

Average Rating		4.75
Additional Points:		
Approved Additional Points (with copy of approved)	0	
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Take time to engage in more research and extension activities.

Evaluated & Rated by:



JULIUS V. ABELA
Department Head

Date: 12/23/22

Recommending Approval:



VICTOR B. ASIO
Dean, CAFS

Date: 12/23/22

Approved by:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 12/23/22

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: MNUEL D. GACUTAN, JR.

Performance Rating: OUTSTANDING

AIM: To efficiently deliver Instruction services to achieve department targets.

Proposed Interventions to Improve Performance:

Date: September, 2020

Target Date: December, 2020

First Step: A normal teaching load (Instruction function) to deliver efficiently the courses assigned.

Result: Made a online-ready instructional material and successfully deliver virtual and modular type of learning to students in AnSc 142 and AnSc 242.

Date: January, 2021


Target Date: February, 2021

Next Step: Send for review IMs and possible publication of developed/approved IMs.

Outcome: Sent IMs to review committee of IMs.

Recommendation: The university should provide all the assistance for the development of IMs (strong internet connectivity and office supplies for the reproduction of IMs).

Prepared by:


JULIUS V. ABELA
DAS Head

Conforme:


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