

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: AGNES M. TAVEROS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.95 x100%= 4.95	
b. Students (0%)			
Total for Instruction	70%	4.95	3.47
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0 x100% = 0.00	
Total for Research	0%	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.84x100% = 4.84	
Total for Extension	15%	4.84	0.73
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.95

EQUIVALENT NUMERICAL RATING: 4.95

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

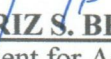

AGNES M. TAVEROS
Name of Faculty


SANTIAGO T. PEÑA, JR.
Department Head

Recommending Approval:


SANTIAGO T. PEÑA, J.R.
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **AGNES M. TAVEROS**, of the **College of Veterinary Medicine** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to December 30, 2020**.


AGNES M. TAVEROS
Ratee

Approved:  **SANTIAGO T. PEÑA**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Service	FTE	Teaching	10	64.75	5	5	5	5.00	
	Number of students advised on thesis/ field practice/special problem	Thesis advising	1	1	5	5	5	5.00	
		Field practice advising	10	12	5	5	5	5.00	
	Number of approved manuscripts submitted within prescribed period	Thesis manuscript checking	1	1	4	5	5	4.67	
		Field practice report checking	10	12	5	5	5	5.00	
	Number of students advised on consultation	As academic adviser	10	15	5	5	5	5.00	
	Number of student organizations advised	As adviser	1	1	5	5	5	5.00	
	Number of student organizations assisted	As adviser	1	1	5	5	5	5.00	
	Number of instructional materials developed - On-line ready courseware	As author	1	5	5	5	5	5.00	
	Number of instructional materials developed - Flexible instructional materials	As author and co-author	1	5	5	5	5	5.00	
Research	Number of research projects being conducted	Number of instructional materials developed - Assessment tools	3	10	5	5	5	5.00	
		Number of virtual classrooms created and operationalized	3	3	5	5	4	4.67	
		As co- researcher on the <i>Survey on the Prevalence of Selected Animal-Borne Zoonotic Bacterial, Fungal and Parasitic Agents and Associated Risk Factors</i>	1	N/A	-	-	-	-	No budget allocated for the period

Extension Services	Additional outputs – No. of extension projects being conducted	As component leader of the extension projects funded by VSU (ND and So. Leyte)	1	2	5	4	5	4.67	
	Additional outputs – Technical services conducted	Veterinarian	8	10	5	5	5	5.00	
Administrative Support Services	Number of meetings attended	As faculty, CVM committee and other committee with appointment	8	12	5	5	5	5.00	
	Number of documents acted upon on time	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
	Number of documents released on time	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
	Number of assigned tasks completed before the deadline	As faculty member, academic adviser, field practice coordinator and thesis adviser	12	15	5	5	5	5.00	
Total Over-all Rating								14.79	

Average Rating (Total Over-all rating divided by 3)	14.79/3	4.93
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Thank you for your effort in the IT's Committee.

Evaluated & Rated by:

SANTIAGO L. PEÑA, JR.

Dept/Unit Head

Date: 3/12/2021

Recommending Approval:

SANTIAGO L. PEÑA, JR.

College Dean

Date: 3/12/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: 4/30/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

– Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: AGNES M. TAVEROS

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	Grades	October, 2020	Non-grad students: April 20, 2021 Grad. Students: March 05, 2021	Non-grad students: April 8-20, 2021 Grad. Students: June 15, 2020	Very impressive	Outstanding	Find ways to increase student engagement
3	Thesis manuscript preparation advising	Approved thesis manuscript	October, 2020	March 05, 2021	March 05, 2021	Very impressive	Outstanding	Find ways to encourage student independence
4	Field practice report preparation advising	Approved field practice reports	October, 2020	March 05, 2021	March 05, 2021	Very impressive	Outstanding	Find ways to encourage student independence
5	Student advisee advising during consultation	Suggestions to resolve advisee issues and problems	October, 2020	Feb. 22, 2021	Feb. 22, 2021	Very impressive	Outstanding	Find ways to encourage other advisees to consult me
6.	Advising student organization advising	Advice to CSSC issues and problems	October, 2020	Feb. 22, 2021	Feb. 22, 2021	Very impressive	Outstanding	Find ways to encourage organization to improve record-keeping
7.	Assisting student organization activities	Suggestions on issues and problems of organization	October, 2020	Feb. 22, 2021	Feb. 22, 2021	Very impressive	Outstanding	Find ways to encourage student organization to increase attendance during activities

8.	Developing online-ready courseware	Online-ready courseware	October, 2020	December, 2020	December, 2020	Very impressive	Outstanding	Find ways to improve courseware
9.	Developing flexible instructional materials	Flexible instructional materials	October, 2020	December, 2020	December, 2020	Very impressive	Outstanding	Find ways to increase flexibility of IM
10.	Developing assessment tools	Assessment tools in the courses handled	October, 2020	December, 2020	December, 2020	Very impressive	Outstanding	Find ways to increase assessment tools
11.	Creating and operationalizing virtual classrooms	Operational virtual classrooms	October, 2020	December, 2020	December, 2020	Very impressive	Outstanding	Find ways to increase students use of virtual classroom
14	Do consultancy work	Advice to resolve health and other problems of livestock and poultry raisers	January 2020	June 15, 2020	June 15, 2020	Very impressive	Outstanding	-

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

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

Prepared by:

SANTIAGO I. PEÑA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AGNES M. TAVEROS
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, 2020 **Target Date:** December, 2020

First Step: A normal teaching load (Instruction function) in order to have time for research, 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 2020 **Target Date:** December 2020

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 should recruit additional faculty to cover the load of those who are on study leave and the K to 12 subjects to de-load existing faculty.

Prepared by:

Conforme:


AGNES M. TAVEROS
Ratee


SANTIAGO F. PEÑA, JR.
College Dean