

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Members: **DELFIN E. CABARDO, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.54 x 50% = 2.27	
b. Students (50%)		5.00 x 50% = 2.50	On leave
TOTAL for Instruction	40%	4.77	1.91
2. Research	30%	4.67	1.40
3. Extension	15%	4.33	0.65
4. Administration	15%	4.50	0.68
5. Production	0%	0	0
TOTAL			4.63

EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL NUMERICAL RATING

Outstanding

Prepared by:

DELFIN E. CABARDO, JR.

Name of Faculty

Reviewed by:

SANTIAGO T. PEÑA, JR.

Dean, Head DVBS

Approved:

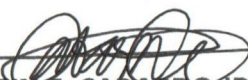
BEATRIZ S. BELONIAS

Vice President for Instruction

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DELFIN E. CABARDO, 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 1, 2019 to DECEMBER 31, 2019.**


DELFIN E. CABARDO, JR.
Ratee

Approved:


SANTIAGO T. PEÑA, JR.
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	FTE	Instruction	12	14.58	5	5	5	5.00	
	Number of student-related activities assisted	Guide, oversee and facilitate students' activities	2	3	5	4	4	4.33	
Research Services	Number of beneficiaries served	As veterinarian on Vaccinating Chicken flocks in Leyte	1	5	5	4	5	4.67	
Extension Services	Number of beneficiaries served	As veterinarian and member of City Rabies Control Committee	3	5	5	4	4	4.33	
		As veterinarian on Vaccinating Chicken flocks in Leyte	1	5	4	4	5	4.33	
	Technical/ Expert services	As veterinarian/consultant for small animals, wildlife animals, in the CVM clinic and neighboring barangays	15	19	5	4	4	4.33	


Administrative Support Services	Meetings attended	As faculty, CVM committee and CRCC member	10	12	5	5	4	4.67	
	No. of documents acted upon on time	As faculty member, academic adviser and SRC member	10	10	5	4	4	4.33	
	No. of documents released on time	As academic adviser	2	3	5	5	4	4.67	
	No. of assigned tasks completed before the deadline	As faculty member	5	5	4	4	5	4.33	
Total Over-all Rating								18.17	

Average Rating (Total Over-all rating divided by 4)	18.17/4	4.54
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.54
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:


Get involved with research activities of the college

Evaluated and Rated by:


SANTIAGO T. PEÑA, JR.
 Dept./Unit Head

Date: _____

Recommending Approval:


EUGENE B. LAÑADA
 College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

LEGEND: Q¹ – quality
 E² – Efficiency
 T³ – Timeliness
 A⁴ – Average

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: DELFIN E. CABARDO, 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 2019 **Target Date:** December 2019

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 College Secretary.

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

Date: October 2019 **Target Date:** December 2019

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:

Conformed:


DELFIN E. CABARDO, JR.
Ratee


EUGENE B. LAÑADA
College Dean