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 (50%) from IPCR	0.50	2.42	1.21
b. Student (50%) *TPES for Year 2nd Sem., 2021-2022*	0.50	2.50	1.25
Total for Instruction	40%	4.92	1.97
2. Research			
a. Client/Dir. For Research (50%)	0.00	0.00	0.00
b. Dept Head/Center Director (50%)	0.00	0.00	0.00
Total for Research	15%	4.93	0.74
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	15%	4.92	0.74
4. Administration	30%	4.96	1.49
5 Production	0%	0.00	0.00
TOTAL	100%		4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: **4.93**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MANUEL D. GACUTAN JR
Associate Prof. IV/Head, DAS-CAFS

Reviewed by:

VICTOR B. ASIO
Dean, 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, **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 **July to December, 2022**.

Approved:

MANUEL D. GACUTAN JR
Associate Professor IV/Head
Date: _____

VICTOR B. ASIO
College Dean
Date: _____

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

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	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	3	5.16	5	5	5	5.00	see workload
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	20	5	4	5	4.67	see workload
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation	10	20	5	4	5	4.67	see workload
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation	1	2	5	5	5	5.00	see workload

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	45	5	5	5	5.00	
	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	1	2	5	5	5	5.00	ANSC241, ANSC291
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	18	5	5	5	5.00	ANSC241, ANSC291
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	20	5	5	5	5.00	ANSC241, ANSC291
		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	1	1	4	4	4	4.00	ANSC241
	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							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	5	5	5	5	5.00	AACUP (MS Animal Science, MAgDev Animal Production and CHED COPC (PhD Animal Science, MS Animal Science, MAgDev Animal Production)
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

	PI	Indicator	Description							
	PI 5: Total FTE, coordinated, implemented	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	3.55	5	5	5	5.00	see workload
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	10	5	5	5	5.00	
		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	2	4	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	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							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	12	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	10	15	5	5	4	4.67	see workload
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	12	5	5	4	4.67	see workload
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	4	4	4.33	see workload
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	130	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	0	1	5	5	5	5.00	VSUGSS

	PI	Activity	Description							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	3	5	5	5	5.00	SASS, AREV, VSUGSS
	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	1	5	5	4	4.67	AnSc 197
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	12	5	5	4	4.67	AnSc 197
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	AnSc 197
		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	1	4	5	5	4.67	AnSc 197
	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	1	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	1	3	5	5	5	5.00	See MOA

		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 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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		0	1	5	5	5	5.00	PSAS - Dublado et al 2022
	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	50	1	5	5	4	4.67	see appointment
	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	1	2	5	5	5	5.00	Food Chemistry
		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	8	5	5	5	5.00	see annual report
		Number of services/technical expertise rendered as panelist for research	Evaualuate research paper for competition	1	3	5	5	5	5.00	BISU/PSAS/TWG for Advanced and Higher Education

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	20	60	5	5	5	5.00	ATI NTC VIII
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	50%	100%	5	5	4	4.67	ATI NTC VIII
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*		0	1	5		5	5.00	Ugmad Search for Outstanding Farmers
Resource Persons	*Resource Persons*		1	2	5	5	5	5.00	ATI NTC VIII
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							
	Number of activities/initiatives as Department Head	Planning, implementing, and approving adacemic/admin related task at the department level	15	35	5	5	4	4.67	see appointment
	Number of activities/initiatives as In Charge of the DAS Animal Nutrition Laboratory	Planning, implementing, and approving request of lab use	10	15	5	5	5	5.00	see workload
	Number of costumers entertained for querries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	15	50	5	5	5	5.00	

		Number of University-Based Committees	Review, suggest, and approve research proposals, report projects as member of TWG	0	2	5	5	5	5.00	see appointment
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	5	14	5	5	5	5.00	see workload
		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 Overall Rating								219.33	
	Average Rating								4.874	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purpose:

Dr. Gacutan should develop more research and extension proposals. Also, he has to expedite development of learning materials assigned to him.

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: <u>MANUEL D. GACUTAN JR</u>
Performance Rating: <u>Very Satisfactory</u>

Aim: <u>To improve teaching effectiveness and enrich research capabilities; develop research proposals; and involve in extension works.</u>

Proposed Interventions to Improve Performance:

Date: <u>June 2022</u>   Target Date: <u>December 2022</u>

First Step:

Develop or revise OBE course syllabi for both graduate and undergraduate assigned courses, and improve teaching strategy to make activities student-centered

Allocate time for development of research and extension proposal.

Attend to relevant trainings for research.

Initiate new activities/programs for the improvement of the unit

Result:

Submitted a revised OBE course syllabus for assigned graduate courses and awarded with Outstanding Teaching Performance during the prescribed period.

Approved research project with involvement of graduate students.

Drafted research proposal for funding.

Drafted extension proposal for funding.

Became active in engagement as resource person, panelist, peer reviewer of scientific papers, etc.

Implemented activities for the welfare of faculty, staff, and students

Supervised colleagues in their functions as faculty and managers of the animal projects.

Date: <u>January, 2023</u>   Target Date: <u>June 2023</u>

Next Step:

Coaching and monitoring to improve further teaching strategies.

Submit more research and 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.

Continue strong supervision among colleagues in their different functions.

Outcome:_____

FinalStep/Recommendation:_____

Prepared by:

VICTOR B. ASIO
Dean, CAFS

Conforme:

MANUEL D. GACUTAN JR
Name of Ratee Faculty/Staff