

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DINAH M. ESPINA

| 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 | 4.83 | 4.83 |
| b. Student (0%) <i>No TPES for Year 2020</i> | 0 | 0 | 0 |
| Total for Instruction | 70% | 4.83 | 3.38 |
| 2. Research | 10% | 5.00 | 0.50 |
| 3. Extension | 20% | 5.17 | 1.03 |
| TOTAL | 100% | TOTAL EQUIVALENT NUMERICAL RATING | 4.91 |

EQUIVALENT NUMERICAL RATING:

4.91

Add: Additional Points, if any:

-


TOTAL NUMERICAL RATING:

4.91


ADJECTIVAL RATING:

OUTSTANDING


Prepared by:


DINAH M. ESPINA
Assoc. Prof. 5


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, **DINAH M. ESPINA**, 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 **January, 2020** to **June, 2020**.

Approved:

DINAH M. ESPINA

Assoc. Prof. 5

Date: 18/16/2020

JULIUS V. ABELA

Department Head

Date: 18/16/2020

VICTOR B. ASIO

College Dean

Date: 18/19/2020

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | 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 & monitored* | A1. Actual Faculty's FTE | Handles subjects/courses assigned | 2 | 2.5 | 5 | 5 | 5 | 5.00 | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | 3 | 5 | 5 | 5 | 5 | 5.00 | |
| | | A3. Number of students advised on thesis/special problem/dissertation: | | | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | 3 | 5 | 5 | 5 | 5 | 5.00 | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 4 | 7 | 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 | - | - | - | - | - | - | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 15 | 19 | 5 | 5 | 5 | 5.00 | |
| | | 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 | - | - | - | - | - | - | |
| | PI 10. Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19. Qualifying exam and Compre Exam thru SKYPE | Designs experiential learning activities and other outputs to implement new normal | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| 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 | 4 | 17.45 | 5 | 5 | 5 | 5.00 | |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 2 | 5 | 5 | 4 | 4.67 | |
| | | 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 | - | - | - | - | - | - | |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 6 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|--|--|---|---|----|----|---|---|---|------|--|
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 16 | 20 | 5 | 5 | 5 | 5.00 | |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic advisor to students | 5 | 10 | 5 | 5 | 5 | 5.00 | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | - | - | - | - | - | - | |
| | | 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 | 86 | 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 | - | - | - | - | - | - | |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | - | - | - | - | - | - | |
| | 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 | - | - | - | - | - | - | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 20 | 26 | 5 | 5 | 5 | 5.00 | |
| | | 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 Moodle or Google Classroom | - | - | - | - | - | - | |

| | | | | | | | | | | |
|-----------------------------------|---|---|--|---|---|---|---|---|---|--|
| | 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 | - | - | - | - | - | - | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | - | - | - | - | - | - | |
| | | 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 or 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 fora/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 | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | 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 | - | - | - | - | - | - | |
| 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 | 2 | 2 | 5 | 4 | 4 | 4.33 | |
| | 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 | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| | 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 | 2 | 2 | 5 | 4 | 4 | 4.33 | |
| | 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 | 70% | 100% | 5 | 4 | 4 | 4.33 | |
| | 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 | 1 | 2 | 5 | 4 | 4 | 4.33 | |
| | <i>Research Mentoring</i> | <i>Research Mentor</i> | | 2 | 2 | 5 | 4 | 4 | 4.33 | |

| | | | | | | | | | | |
|---|---|--|---|---|---------------------|---|---|---|------|--|
| | Peer reviewers/ Panelists | Peer reviewers/Panelists | | - | - | - | - | - | - | |
| | Resource Persons | Resource Persons | | 1 | 2 | 5 | 4 | 4 | 4.33 | |
| | 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 (extrn. conducted by faculty or student & | | - | - | - | - | - | - | |
| | | 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 | - | Zero % complaint | - | - | - | - | |

| | | | | | | | | | | |
|-----------------------|---------------------------------|--|--|---|---|---|---|---|---|---------------|
| | 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 | | | | | | | | | | 120.67 |

| | | |
|--|----------|--------------------|
| Average Rating | | 4.83 |
| Additional Points: | | |
| Approved Additional Points (with copy of approved) | 0 | |
| FINAL RATING | | 4.83 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments & Recommendations for Development Purpose:
Needs to produce IMs (modules, online coursewares, etc).

Evaluated & Rated by:



JULIUS V. ABELA

Head, DAS-CAFS

Date: 10/16/2020

Recommending Approval:



VICTOR B. ASIO

Dean, CAFS

Date: 10/19/2020

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/19/2020

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

PERFORMANCE MONITORING FORM

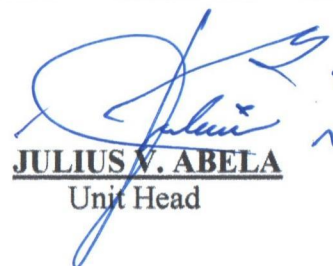
Name of Employees: **Dr. Julius V. Abela, Dr. Lolito C. Bestil, and Dr. Dinah M. Espina (Senior Faculty)**

| 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 | Conduct classes (lec/lab), give examinations, submit grades and provide assistance to students during consultation | Learning and development of student is achieved | As scheduled in the Academic Calendar | Within the duration of the semester | Within the duration of the semester | Impressive | Outstanding | None |
| 2 | Manage/supervise/over-see department and animal laboratory/project facilities | Smooth operation of the department and various animal projects | January-June, 2020 | June, 2020 | June, 2020 | Impressive | Outstanding | None |
| 3 | Attend to department/university meetings and activities | Successful meetings/activities | As scheduled, as the need arise | As scheduled, as the need arise | As scheduled, as the need arise | Impressive | Outstanding | None |
| 4 | Prepare instructional materials e.g. online ready courseware ready, flexible instructional materials, assessment tools and other supplemental learning resources'. | Online IMs and Modules | As scheduled | As scheduled | As scheduled | Impressive | Outstanding | None |

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

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

Prepared by:


JULIUS V. ABELA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DINAH M. ESPINA
Performance Rating: OUTSTANDING

AIM: To efficiently deliver Instruction, Research, Extension and Production services to achieve department targets.

Proposed Interventions to Improve Performance:

Date: January, 2020

Target Date: June, 2020

First Step: A normal teaching load (Instruction function) in order to have time for research, extension activities and revision/crafting of IMs.

Result: A better schedule that will allow time for research, extension, publication, and revision/crafting of new IMS.

Date:


Target Date:

Next Step: RDE activities, publication, and revision/preparation of IMs/Syllabi, Sabbatical Leave

Outcome: Research output for publication, engaged in Extension/ and Production activities, revised IMs, Faculty revitalization.

Recommendation: The department should encourage faculty on study-leave to finish on time in order for senior faculty to go on sabbatical leave without compromising the graduate program.

Prepared by:


JULIUS V. ABELA
DAS Head

Conforme:


DINAH M. ESPINA
Name of Ratee Faculty/Staff