

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MARJORIE G. AMOTO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.65x100% = 4.65	
b. Students (0%)			
Total for Instruction	70%	4.65	3.26
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.67x100% = 4.67	
Total for Extension	15%	4.67	0.70
4. Administration	15%	4.53	0.68
5. Production	0%	0	0.00
TOTAL			4.64

EQUIVALENT NUMERICAL RATING: **4.64**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.64**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

**MARJORIE G. AMOTO**

Name of Faculty

**SANTIAGO T. PEÑA, JR.**

Department Head

Recommending Approval:

**SANTIAGO T. PEÑA, JR.**

College Dean

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)



I, **MARJORIE G. AMOTO** 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 **October to December 2021**.

MARJORIE G. AMOTO

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	PI 5: Total FTE, coordinated, implemented and monitored	As course in-charge	4	16.50	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis	As adviser or SRC member	0	6	5	5	5	5.00	
	On consultation	As course in-charge or academic adviser	2	2	4	5	5	4.67	
	PI. 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	3	3	4	5	4	4.33	
	Flexible instructional materials	As course in-charge/instructor	0	0					
	Assessment tools (No. of courses handled x 2)	As course in-charge/instructor	0	0					
EXTENSION SERVICES	PI. 2: Number of trainees weighed by the length of training	As supporting technical staff in all VETMENDS components	0	0					
	PI.5 Number of technical/expert services rendered	As supporting technical staff in all VETMENDS components	0	0					
	PI 11: Additional Outputs. Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities)	As expert in the field of veterinary medicine	1	1	5	4	5	4.67	
	PI.6 Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	1	1	4	4	5	4.33	

GENERAL ADMIN. & SUPPORT SERVICES (GASS)	Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets	As faculty member	2	2	5	5	4	4.67	
	Number of regular committee meetings attended	As faculty member	3	3	4	5	5	4.67	
	Number of activities attended and organized by committee	As member of the duly-approved CVM standing committees	1	1	5	4	5	4.67	
	Number of Best practices/new initiatives in College administration replicated/benchmarked by other Colleges/other agencies *	As content contributor in the CVM-VSU website	1	0	4	5	4	4.33	
Total Over-all Rating								13.95	

Average Rating (Total Over-all rating divided by 3)	13.95	4.65
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.65
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

*Start crafting resume proposals
Push your thesis work.*

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.
Dept/Unit Head

Date: 1/27/2022

Recommending Approval:

SANTIAGO T. PEÑA, JR.
College Dean

Date: 1/27/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: 1/31/2022

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: MARJORIE G. AMOTO

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 submitted at the end of the semester	October 2021	January 2022	January 2022	Impressive	Very Satisfactory	Introduce methods to increase student engagement
2	Consultation as SRC Member	Thesis Manuscript	October 2021	January 2022	January 2022	Very impressive	Outstanding	Have students as thesis adviser
3	Student Consultation	Consultation with students for handled classes, advising for concerns and problems met	October 2021	January 2022	January 2022	Very impressive	Outstanding	Increase student engagement
4	Consultation as academic adviser	Number of students enrolled and registered within the scheduled registration dates	October 2021	January 2022	January 2022	Very impressive	Outstanding	Introduce methods to increase student engagement
6	As author and faculty member handling VMed courses	Number of Virtual classrooms	October 2021	January 2022	January 2022	Very impressive	Outstanding	Input methods for a more interactive learning environment
7	As veterinarian attending seminars/trainings/work shops	Certificate of appearance Attendance to Faculty meetings	October to January 2021	October to January 2021	October to January 2021	Very impressive	Outstanding	
8	Administrative support services	No. of meetings attended	October to January 2021	October to January 2021	October to January 2021	Very impressive	Outstanding	Improve and maintain punctuality in submission of documents.
		No. of documents acted upon on time	October to January 2021	October to January 2021	October to January 2021	Impressive	Outstanding	

		Number of documents released on time	October to January 2021	October to January 2021	October to January 2021	Very Impressive	Outstanding	
		Number of assigned tasks completed before the deadline	October to January 2021	October to January 2021	October to January 2021	Impressive	Very satisfactory	

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

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

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARJORIE G. AMOTO
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: October, 2021 Target Date: December, 2021

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 veterinarian.

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

Date: October, 2021 Target Date: December, 2021

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:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


MARJORIE G. AMOTO

Ratee