

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SHIELA R. RABE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		$50\% = 2.41$	
a. Head/Dean (100%) 50%		$4.82 \times 100\% = 4.82$	
b. Students (0%) 50%		$4.07 \times 50\% = 2.04$	
Total for Instruction	70%	$4.82 \times 70\% = 3.37$	3.37
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%)			
Total for Extension	15%	4.67	0.70
4. Administration	15%	4.87	4.73
5. Production	0%	0	0.00
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: 4.80

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.80


ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:



SHIELA R. RABE
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, **SHIELA R. RABE** of the **College of Veterinary Medicine** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2021**.


SHIELA R. RABE

Ratee

Approved:


SANTIAGO T. PEÑA, JR.

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	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	5	16.50	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser	1	4	5	5	4	4.67	
	On consultation	As adviser	1	5	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	1	2	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	1	2	5	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	2	2	5	5	5	5.00	
	PI 11: Additional Outputs - No of instructional materials reviewed	As IMs Committee Member	2	5	5	5	4	4.67	
EXTENSION SERVICES	PI 2. Number of trainees weighted by the length of training	As extension component leader	63	-					
	PI 11. Additional outputs Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target)	As expert in the field of veterinary medicine	1	1	5	4	5	4.67	
	PI 6. Additional Outputs								

General Admin. & Support Services (GASS)	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	1	1	5	5	5	5.00	
	Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of the unit.	As content contributor	5	5	5	4	5	4.67	
	Number of regular meetings attended (each faculty should include this PI with target of 12)	As member of the CVM faculty	6	6	5	5	5	5.00	
	Number of Committee activities completed	As member of the duly-approved CVM standing committees	3	3	5	5	5	5.00	
	Number of Best practices/new initiatives in College administration replicated/benchmarked by other Colleges/other agencies	As content contributor	1	1	5	4	5	4.67	
Total Over-all Rating								14.45	

Average Rating (Total Over-all rating divided by 3)	14.45	4.82
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Strive to produce research articles.

Evaluated & Rated by:

Recommending Approval:

Approved by:

SANTIAGO T. PEÑA

Dept/Unit Head

Date: 11/4/2021

SANTIAGO T. PEÑA

College Dean

Date: 11/4/2021

BEATRIZ S. BELONIAS

Vice President

Date: 11/5/2021

LEGEND:

Q¹ – Quality
E² – Efficiency
T³ – Timeline
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 - Bellow Poor

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: SHIELA R. RABE


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	Exams Grades	January 2021	June 2021	March 2021 (VPha 101) April 16, 2021 (VPhy 101)	Impressive	Very satisfactory	Use of other platforms that could increase student participation.
2	Consultation with students	Resolved student queries especially the subject related matters.	January 2021	June 2021	June 2021	Very impressive	Outstanding	The teacher advises the student academic advisees regarding course related inquiries.
3	Creation of assessment tools	Assessment tool	January 2021	June 2021	June 2021	Impressive	Outstanding	Use various assessment tools to check student performances.
4	Creation of flexible learning materials.	Printed Instructional Materials	January 2021	June 2021	June 2021	Impressive	Outstanding	Has created lecture and laboratory Instructional Materials.
5	Creation of virtual classroom	Virtual classroom	January 2021	June 2021	June 2021	Very impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.

8	Administrative support services	Meetings attended	January – June 2021	January – June 2021	January- June 2021	Very impressive	Outstanding	Find way to improve promptness
		No. of assigned tasks completed before the deadline	January – June 2021	January – June 2021	January to June 2021	Impressive	Very satisfactory	
		Consultancy	January – June 2021	January – June 2021	January to June 2021	Very impressive	Outstanding	

* 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: SHIELA R. RABE

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: January, 2021

Target Date: June, 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: March, 2021

Target Date: June, 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:


SHIELA R. RABE
Ratte