

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **DELFIN E. CARBARDO, JR.**

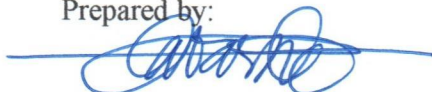
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87 x50%= 2.44	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	70%	4.94	3.46
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.84	0.73
5. Production	0%	0	0.00
TOTAL			4.94

EQUIVALENT NUMERICAL RATING: **4.94**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.94**ADJECTIVAL RATING: **Outstanding**

Prepared by:

**DELFIN E. CABARDO, JR.**

Name of Faculty

Reviewed by:

**AGNES M. TAVEROS**

Department Head

Recommending Approval:

**EUGENE B. LAÑADA**

College Dean

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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 JANUARY to JUNE 2020.

DELFIN E. CABARDO, JR.

Ratee

Approved:

AGNES M. TAVEROS

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 Grades of students, Practical exam, laboratory exercise guide	10	11.48	5	5	4	4.67	
	No. of approved manuscript submitted within prescribed period	As SRC member	0	1	5	5	5	5.00	
	On consultation	As SRC membe	0	1	5	5	5	5.00	
		As Academic Adviser	5	36	5	5	5	5.00	
	Assessment tools	As course in charge	1	2	4	5	5	4.67	
	Number of virtual classrooms created and operationalized	As course in charge	1	8	5	5	5	5.00	
EXTENSION SERVICES	Number of technical/expert services/consultancy	As veterinarian/consultant for small animals, wildlife animals, in the CVM clinic and neighboring barangays	1	5	5	5	5	5.00	
ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	As faculty, CVM committee and CRCC member	5	10	4	5	5	4.67	
	No. of documents acted upon on time	As faculty member, academic adviser and SRC member	10	15	5	5	5	5.00	
	No. of documents released on time	As academic adviser	2	15	5	4	5	4.67	
	No. of assigned tasks completed before the deadline	As faculty member	5	5	5	5	5	5.00	

Total Over-all Rating								14.62	
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Average Rating (Total Over-all rating divided by 3)	14.62 / 3	4.87
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.87
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


*Obtain a master's degree
in Vet Medicine*

Evaluated & Rated by:


AGNES M. TAVEROS
Dept/Unit Head

Date: 10/5/20

Recommending Approval:


EUGENE B. LAÑADA,
College Dean

Date: 10/5/20

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: DELFIN E. CABARDO, JR.

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 2020	July 2020	July 2020	impressive	very satisfactory	Find ways to increase student engagement
2	Manuscript advising as SRC	Thesis manuscript	January 2020	July 2020	May 2020	Very impressive	Outstanding	Increase number of advisees
3	Consultation with students	Resolved student issues and problem	January 2020	July 2020	July 2020	Very impressive	Outstanding	Increase student engagement
4	Creation of assessment tools	Assessment tool	January 2020	May 2020	May 2020	impressive	very satisfactory	Find ways to increase assessment tools
5	Creation of virtual classroom	Virtual classroom	January 2020	January 2020	January 2020	very impressive	Outstanding	Find ways to improve virtual classroom and increase students use of it.
6	Extension service, technical/expert services/ consultancy	Animal health check up	January to June 2020	January to June 2020	January to June 2020	very impressive	Outstanding	Improve technical service rendered
7	Admission and registration services	Number of students enrolled and validated within	January 2020	January 2020	January 2020	very impressive	Outstanding	Find ways to increase student engagement

		scheduled regular registration period.						
8	Administrative support services	Meetings attended	January 2020	July 2020	July 2020	very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	January 2020	July 2020	July 2020	impressive	Outstanding	
		No. of documents released on time	January 2020	July 2020	July 2020	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January 2020	July 2020	July 2020	impressive	very satisfactory	

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

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

Prepared by:


AGNES M. TAVEROS
Unit Head

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: 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 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: April 2020 **Target Date:** June 2020

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:

Conforme:


DELFIN E. CABARDO, JR.
Ratee


EUGENE B. LAÑADA
College Dean