

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		$50\% = 2.44$	
a. Head/Dean (100%)		$4.87 \times 100\% = 4.87$	
b. Students (0%)		$3.95 \times 50\% = 1.98$	
Total for Instruction	70%	4.87 4.42	3.41 3.09
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%)		$4.84 \times 100\% = 4.84$	
Total for Extension	15%	4.84	0.73
4. Administration	15%	4.87	0.73
5. Production	0%	0	0.00
TOTAL			4.87

EQUIVALENT NUMERICAL RATING:

~~4.87~~ 4.55

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.87~~ 4.55 y

ADJECTIVAL RATING:

~~Outstanding~~ VS

Prepared by:



DELFIN E. CABARDO, JR.

Name of Faculty

Reviewed by:


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, **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 2021 to June 2021.


DELFIN E. CABARDO, JR.

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, coordinates, implemented and monitored	As course in-charge	4	14.55	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/ special problem	As adviser/SRC	1	1	5	4	5	4.67	
	On consultation	As adviser/Academic adviser	1	10	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	3	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	1	1	5	5	4	4.67	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	1	1	5	5	5	5.00	
Extension Services	PI 2: Number of trainees weighted by the length of training	As 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	5	5	4	5	4.67	
	No. of clientele served	As technical staff during rabies vaccination and spay and neuter actives	0	127	5	5	5	5.00	

General Admin. & Support Services (GASS)	PI 6. Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty, and 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 College/department targets.	As content contributor	5	5	5	4	5	4.67	
	Number of regular and committee meetings attended.	As member of the CVM faculty	6	6	5	5	5	5.00	
	Number of activities attended and organized by committee.	As member/chairman of the duly approved CVM standing committees.	1	1	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	5	4	4.67	
Total Over-all Rating								14.60	

Average Rating (Total Over-all rating divided by 3)	14.60	4.87
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Start crafting a research proposal

Evaluated & Rated by:

Recommending Approval:

Approved by:

SANTIAGO T. PEÑA, JR.

Dept/Unit Head

Date: 11/4/2021

SANTIAGO T. PEÑA, JR.

College Dean

Date: 11/4/2021

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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 FORM

Name 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	March 2021	March 2021–July 2021	March 2021-July 2021	impressive	satisfactory	Find ways to increase student engagement
2	Manuscript advising as SRC	Thesis manuscript	March 2021	July 2021	July 2021	Very impressive	Outstanding	Increase number of advisees
3	Consultation with students	Enrollment and academic advising. Resolved student issues and problem	March 2021	March 2021	March 2021	Very impressive	Outstanding	Increase student engagement
4	Creation of assessment tools	Assessment tool	March 2021	July 2021	July 2021	impressive	very satisfactory	Find ways to increase assessment tools
5	Creation of virtual classroom	Virtual classroom	March 2021	March 2021	March 2021	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	March 2021	March to December 2021	July to December 2021	very impressive	Outstanding	Improve technical service rendered

7	Admission and registration services	Number of students enrolled and validated within scheduled regular registration period.	March 2021	April 2021	April 2021	very impressive	Outstanding	Find ways to increase student engagement
8	Administrative support services	Meetings attended	January – December 2021	January – December 2021	January – December 2021	very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	January – December 2021	January – December 2021	January – December 2021	impressive	Outstanding	
		No. of documents released on time	January – December 2021	January – December 2021	January – December 2021	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January – December 2021	January – December 2021	January – December 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: 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 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:

Conforme:


DELFIN E. CABARDO, JR.
Ratee


SANTIAGO T. PEÑA, JR.
College Dean