

**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 (50%)		4.94 x 50% = 2.47	
b. Students (50%)		4.14 x 50% = 2.07	
Total for Instruction	70%	4.54	3.20
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%)		4.92 x100% = 4.92	
Total for Extension	15%	4.92	0.74
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.69</b>

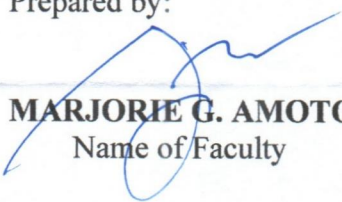

EQUIVALENT NUMERICAL RATING: **4.69**

Add: Additional Points, if any:

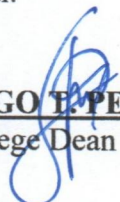
TOTAL NUMERICAL RATING: **4.69**ADJECTIVAL RATING: **Outstanding**

Prepared by:


Reviewed by:

  
**MARJORIE G. AMOTO**  
Name of Faculty  
**LOTIS M. BALALA**  
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 **July to December 2022**.

**MARJORIE G. AMOTO**  
Ratee

Approved: **LOTIS M. BALALA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>HIGHER EDUCATION SERVICES</b>	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored	As course in-charge	8	13.25	5	5	5	5.00	
	<b>PI. 8:</b> No. of students advised								
	On thesis	As adviser or SRC member	10	4	5	5	5	5.00	
	On consultation	As course in-charge or academic adviser	20	50	5	5	5	5.00	
	<b>PI. 10:</b> Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	4	2	5	4	5	4.67	
	Flexible instructional materials	As course in-charge/instructor	2	1	4	5	5	4.67	
	Assessment tools (No. of courses handled x 2)	As course in-charge/instructor	4	2	5	5	5	5.00	
<b>EXTENSION SERVICES</b>	<b>PI. 2:</b> Number of trainees weighed by the length of training	As supporting technical staff in all VETMENDS components	0	-					January to June Accomplishment
	<b>PI.5</b> Number of technical/expert services rendered	As supporting technical staff in all VETMENDS components	1	1	5	5	5	5.00	
	<b>PI 11:</b> 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	5	5.00	
	<b>PI.6</b> Additional Outputs								



<b>GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	2	1	5	4	5	4.67	
	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	5	5.00	
	Number of regular committee meetings attended	As faculty member	6	6	5	5	5	5.00	
	Number of activities attended and organized by committee	As member of the duly-approved CVM standing committees	3	2	5	5	5	5.00	
	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	1	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>14.81</b>	

Average Rating (Total Over-all rating divided by 3)	14.81	4.94
Additional Points:		
Approved Additional points (with copy of approval)	XX	4.94
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Dr. Amoto has promising skills. She should be given enough load that will enable her to explore research and publish papers.*

Evaluated & Rated by:

  
**LOTIS M. BALALA**  
Dept/Unit Head


Date: 2/10/2003

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
College Dean

Date: 2/10/2003

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President

Date: 2/10/2003

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: Marjorie G. Amoto

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date Accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Teaching	Exams Grades	February 2022	July 2022	July 2022	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
2	Consultation with students As academic adviser/ SRC membership	Resolved student queries especially the subject related matters.	February 2022	December 2022	December 2022	Very impressive	Outstanding	The teacher may put up FAQs for students to easily browse and find answers relevant to their queries.
4	Creation of assessment tools	Assessment tool	February 2022 (2 <sup>nd</sup> sem, SY 21-22)  September 2022 (1 <sup>st</sup> sem, SY 22-23)	July 2022  December 2022 (midterm assessment)	July 2022  December 2022	Impressive	Outstanding	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	August 2022	September 2022	September 2022	Very impressive	Outstanding	Make full use of the applications of the VSUEE and



								increase student engagement.
6	Extension service, consultancy	Animal health check-up	July 2022	December 2022	December 2022	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	July 2022	December 2022	December 2022	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	July 2022	December 2022	December 2022	Impressive	Outstanding	
		No. of documents released on time	July 2022	December 2022	December 2022	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	July 2022	December 2022	December 2022	Very impressive	Outstanding	

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

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

Prepared by:

  
**LOTIS M. BALALA**  
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: July, 2022 Target Date: December, 2022

**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, 2022 Target Date: December, 2022

**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 the K to 12 subjects to de-load existing faculty.

Prepared by:

SANTIAGO T. PEÑA, JR.  
College Dean

Conforme:

MARJORIE G. AMOTO  
Ratee