SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MANUEL D. GACUTAN, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	0.50	4.96	2.48
b. Student (50%)	0.50	4.56	2.28
Total for Instruction	70%	4.76	3.33
2. Research	5%	5.00	0.25
3. Extension	5%	5.00	0.25
4. Administrative Support Services	20%	5.00	1.00
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.83

EQUIVALENT NUMERICAL RATING: 4.83
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: **4.83**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

MANUEL D. GACUTAN, JR.   **VICTOR B. ASIO**
Assoc. Prof. 1 and Dept. Head   Dean, CAFS

Recommending Approval: Approved:

VICTOR B. ASIO   **BEATRIZ S. BELONIAS**
Dean, CAFS   Vice-President for Academic Affairs

RATING SCALE: 4.6-5.0   Outstanding
                       3.8-4.5   Very Satisfactory
                       3.0-3.7   Satisfactory
                       2.2-2.9   Unsatisfactory
                       2.1- & below Poor

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANUEL D. GACUTAN, JR.**, a faculty member and department head of the **DEPARTMENT OF ANIMAL SCIENCE** commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July**, 20**21** to **December**, 20**21**.

Approved:

MANUEL D. GACUTAN, JR.
Associate Professor 1/ Head, DAS-CAFS
Date: Jan 24, 2022

VICTOR B. ASIO
College Dean
Date: 1/25/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	5	13.4	5	5	5	5.00	See Faculty Workload
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	12	5	5	5	5.00	Studs.: Aragon, Bayson, Binas, Ditchon, Esti-mada, Gucela, Largo, Licatan, Manua, Mendez, Makinao, & Sotto.
		A3. Number of students advised on thesis/special problem/ dissertation:								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	6	5	5	5	5.00	Gucela, Largo, Licatan, Bayson, Mendez,
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	4.5	4.83	Studs.: Tahanlangit &
		AS Department Chairman	Corrects and approves research outlines	1	4	5	5	5	5.00	All research outlines submitted
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	20	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/ laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	ANSC 241
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	10	25	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	-	-	-	-	-	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	4.5	4.83	ANSC 241
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	-	-	-	-	-	
			Created Facebook Group	1	1	5	5	4.5	4.83	ANSC 241

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	5	9.3	5	5	5	5.00	See Faculty Workload
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	AnSc 198, AnSc 200a, & AnSc 200
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed	1	2	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	4	4	4	4	4.5	4.17	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	-	-	-	-	-	-	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	19	5	5	5	5.00	Thesis (14) and Field Prac. (5)
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	14	5	5	5	5.00	AnSc 200
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	15	5	5	5	5.00	
	As Field Practice Coordinator	Advises and corrects field practice manuscripts	5	5	5	5	5	5.00	AnSc 200a
	As Approving Dept. Head	Corrects and approves field practice manuscripts	20	25	5	5	5	5.00	AnSc 200a
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	120	5	5	5	5.00	

PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	-	-	-	-	-	-	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	-	-	-	-	-	-	
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	-	-	-	-	-	-	
	On-line ready courseware	Prepares Instructional module/ laboratory guide/ workbook or a combination thereof	1	1	5	5	5	5.00	AnSc 198
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	5	15	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	-	-	-	-	-	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	AnSc 198 AnSc 200
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	-	-	-	-	-	-	
		RQAT MSc Animal Science	1	1	5	5	5	5.00	Coordinator
		RQAT PhD Animal Science	1	1	5	5	5	5.00	Coordinator
		RQAT MAgDev Major Animal Production	1	1	5	5	5	5.00	Coordinator
		AACCUP Level IV, MS-Animal Science	1	1	4.8	4.8	4.5	4.70	Area V - Member/ Over Coordinator

			AACCUP Level IV, MAgDev-Animal Production	1	1	4.8	4.8	4.5	4.70	Area V - Member/ Over Coordinator
			AACCUP Level II PhD Animal Science	1	1	4.8	4.8	4.5	4.70	Area II & X - Coordinator
		Agency/firm/Industry linkages	Coordinates with potential firms and	-	-	-	-	-	-	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	Facebook group for AnSc 142, AnSc 200, AnSc 200a.
		A 27. Number of Faculty Recruited:								
		Regular and Part-time Faculty	Recruited based on needed competencies and aligned with ISO Standard	1 regular, 2 part-time instructors	1 regular, 2 part-time instructors	5	5	5	5.00	RAB Arevalo, LG Coronel, JS Mandia
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	-	-	-	-	-	-	
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	-	-	-	-	-	-	
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year:	Writes publishable materials out of research outputs and submits for publication	-	-	-	-	-	-	
	In referred int'l journals			-	-	-	-	-	-	
	In referred nat'l/regional journals			-	-	-	-	-	-	
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
	In int'l fora/conferences		0	2	5	5	5	5.00	LCAR, NEUST
	In nat'l/regional fora/conferences		1	3	5	5	5	5.00	PSAS, ISSAAS, DA-PCC

PI 5. Percent of research pro		A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	5	5.00	DA Biotech Proposal & PhilRootcrops Proposal
PI 6. Additional outputs*		A 32. No. of research-related awards (research conducted by		0	1	5	5	5	5.00	PSAS - Best Paper 2021
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	1	5	5	5	5.00	Annals of Tropical Research (ATR)
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	-	-	-	-	-	-	
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	-	-	-	-	-	-	
UMFO 4. EXTENSION SERVICES										
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities		A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	-	-	-	-	-	-	
PI 2. Number of trainees weighted by the length of training		A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	-	-	-	-	-	-	
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs		A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	-	-	-	-	-	-	
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in		A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	-	-	-	-	-	-	
PI 5. Number of technical/expert services		A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	-	-	-	-	-	-	
Research Mentoring		Research Mentor		-	-	-	-	-	-	

Peer reviewers/ Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	ATR
Resource Persons	Resource Persons		1	1	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer		-	-	-	-	-	-	
Consultancy	Consultant		-	-	-	-	-	-	
Evaluator	Evaluator		-	-	-	-	-	-	
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	-	-	-	-	-	-	
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		-	-	-	-	-	-	
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new	-	-	-	-	-	-	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	90% compliant	100% compliant	5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	-	-	-	-	-	-	
	On program accreditations	RQAT: MSc, PhD, MAgDev AACCUP Level 4 - MS Animal Science AACCUP Level 4 - MAgDev-Animal Prod'n. AACCUP Level 2 - PhD Animal Science	50% compliant	90% compliant	5	5	5	5.00	

UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients (As Department Head attending to on-line requests and buyers of animals in the animal projects).	1% complaint	Zero % complaint	5	5	5	5.00	
		As Incharge of Animal Nutrition Laboratory	1% complaint	Zero % complaint	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	-	-	-	-	-	-	
		As Department Head	Conducted Monthly Meetings for faculty and staff	2	5	5	5	5	5.00	
		As Department Head	Conducted Emergency Meetings among job order employees	1	3	5	5	5	5.00	
		As Department Head	Circulated Dept. Memoranda for implementation	5	12	5	5	5	5.00	
	A 48. Other outputs implementing the new normal due to Covid 19								
	As Department Head & DAS Animal Nutrition Lab. Incharge	Assists all concerns of graduate students' thesis in conduct of lab. analysis	3	5	5	5	5	5.00	
						Total Over-all Rating		247.77	

Average Rating			4.96
Additional Points:			
Approved Additional Points (with copy of approved)		0	
FINAL RATING			4.96
ADJECTIVAL RATING			OUTSTANDING

Comments & Recommendations for Development Purpose:

Strengthen further Research and Extension activities.

Evaluated & Rated by:

VICTOR B. ASIO
Dean, CAFS
Date: ___1/25/22___

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS
Date: ___1/28/22___

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: ___1/28/22___

Rating Scale:

4.6 -5.0 Outstanding	3.0-3.7 Satisfactory
3.8 - 4.5 Very Satisfactory	2.2-2.9 Unsatisfactory

2.1 - & below Poor

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MANUEL D. GACUTAN, JR.**
Performance Rating: **OUTSTANDING**

AIM: To efficiently deliver Instruction, Research, Extension and Production services to achieve department targets.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2021   **Target Date:** December, 2021

First Step: Adopt a regular workload for teaching by recruiting more faculty and find more time for making research/extension proposal. For Administration – circulate DAS Memorandum Order and conduct regular monthly meetings to expedite requirement or work demands from top administration.

Result: Recruited 1 regular and 2 part-time instructors to ease teaching workloads. Senior faculty were assigned lecture courses while junior faculty handled laboratory courses. Attendance to Technical Writing Workshop resulted to submission of research proposal for funding and published article in peer-reviewed journal. Also, circulation of DAS Memo Orders and regular conduct of monthly meetings have improved the deliverable outputs of DAS.


Recommendation:

Strengthen further Research and Extension activities.

Prepared by:

VICTOR B. ASIO
Dean, CAFS

Conforme:

MANUEL D. GACUTAN, JR.
Name of Ratee Faculty/Staff