

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **SANTIAGO T. PEÑA, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.90 x50%= 2.45	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	40%	4.95	1.98
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00x100% = 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.78 x100% = 4.78	
Total for Extension	15%	4.78	0.72
4. Administration	15%	4.80	0.72
5. Production	0%	0	0.00
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: **4.92**

Add: Additional Points, if any:

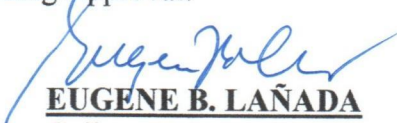
TOTAL NUMERICAL RATING: **4.92**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


SANTIAGO T. PEÑA, JR.
Name of Faculty
AGNES M. TAVEROS
Department Head

Recommending Approval:


EUGENE B. LAÑADA
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SANTIAGO T. PEÑA, 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.**


SANTIAGO T. PEÑA, 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	5	8.68	5	5	5	5.00	
	No. of teaching materials produced, updated and/or revised	Updating of outcomes-based syllabi, course outlines and laboratory exercises in subjects handled	2	2	5	5	5	5.00	
	No. of thesis proposals/manuscripts reviewed and completed	As adviser or SRC member	6	6	5	5	5	5.00	
RESEARCH SERVICES	Number of research projects being conducted	As co- researcher on the <i>Survey on the Prevalence of Selected Animal-Borne Zoonotic Bacterial, Fungal and Parasitic Agents and Associated Risk Factors</i>	1	1	5	5	5	5.00	
		As co-researcher on Vaccinating Chicken Flocks Against Newcastle Disease in Leyte.	1	1	5	5	5	5.00	
	Number of research papers published	As 1 st /corresponding author	1	1	5	5	5	5.00	
EXTENSION SERVICES	Number of extension projects being conducted	As component leader on Vaccinating Chicken Flocks Against ND Disease in Leyte	1	1	4	5	5	4.67	
	Expert consultation rendered	As veterinarian or consultant for small and livestock animals in CVM clinic and neighboring barangays.	5	5	5	5	5	5.00	
	Technical services	Vaccination and seminar activities to farmers against ND disease	5	5	5	4	5	4.67	


Administrative Support Services	Meetings attended	As faculty	6	11	5	4	5	4.67	
	No. of documents acted upon on time	As faculty member, academic adviser and SRC member	20	20	5	5	4	4.67	
	No. of documents released on time	As academic adviser	10	10	5	5	5	5.00	
	No. of assigned tasks completed before the deadline	As academic adviser, faculty member and student organization adviser	5	5	5	4	5	4.67	
	Number of student-related activities assisted	Guide, oversee and facilitate students' activities	1	1	5	5	5	5.00	
Total Over-all Rating								19.58	

Average Rating (Total Over-all rating divided by 4)	19.58 / 4	4.90
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


Good work!

Evaluated & Rated by:


AGNES M. TAVEROS
 Dept/Unit Head


Date: 10/5/20

Recommending Approval:


EUGENE B. LANADA
 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

PERFORMANCE MONITORING FORM

Name of Employee: SANTIAGO T. PEÑA, 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 materials produced, updated and/or revised	Instructional materials, laboratory manual/guide	January 2020	June 2020	June 2020	very impressive	Outstanding	None
2	Thesis proposals/manuscripts reviewed and completed	Approved thesis manuscript	January 2020	June 2020	June 2020	very impressive	Outstanding	None
3	Research projects conducted	Research project	January 2020	June 2020	June 2020	very impressive	Outstanding	None
4	Research papers published	Research papers	January 2020	June 2020	March 2020	very impressive	Outstanding	None
5	Extension project	Number of chickens Vaccinated	January 2020	-	-	very impressive	Outstanding	No vaccination conducted due to COVID restriction
6	Expert consultation	Animal health check-up, consultation	January 2020	June 2020	June 2020	very impressive	Outstanding	None
7	Technical services	Vaccination and seminar activities	January 2020	-	-	very impressive	Outstanding	No vaccination conducted due to COVID restriction
8	Administrative support services	Meetings attended	January 2020	June 2020	June 2020	very impressive	Outstanding	
		No. of document acted	January 2020	June 2020		very impressive	Outstanding	

		upon on time						
		No. of documents released on time	January 2020	June 2020	June 2020	very impressive	Outstanding	None
		No. of assigned tasks completed before the deadline	January 2020	June 2020	June 2020	very impressive	Outstanding	None
		No. of student-related activities assisted	January 2020	June 2020	June 2020	very impressive	Outstanding	None

* 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: SANTIAGO T. PEÑA, 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 field veterinarian of the Department of Animal Science.

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:


SANTIAGO T. PEÑA, JR.
Ratee


EUGENE B. LAÑADA
College Dean