

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 (100%)		4.95 x100%= 4.95	
b. Students (0%)			
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%)		5.00 x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.86	0.73
5. Production	0%	0	0.00
TOTAL			4.96

EQUIVALENT NUMERICAL RATING: 4.96

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

SANTIAGO T. PEÑA, JR.

Name of Faculty

Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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 **July to December 2020.**

SANTIAGO T. PEÑA, JR.
Ratee

Approved:

BEATRIZ S. BELONIAS
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	Full Time Equivalent (FTE)	Provision of instruction in VZoo 105 (Swine Production and Herb Health Management) lec/lab, VMed 164 (Veterinary Obstetrics) lec. and VMed 200 (Undergraduate Thesis)	5	26.50	5	5	5	5.00	
	Number of Student Research and Field Practice Advising: Approved Manuscript submitted within the prescribed period	College Dean: reviews, checks, and signs all approved undergraduate student thesis manuscripts	10	16	5	5	5	5.00	
		Thesis Adviser: advises student on planning, preparation, conduct, and writing of thesis	4	4	5	5	4	4.67	
	Number of teaching materials produced, updated or revised	Revision and updating of syllabi in VMed courses handled	2	2	5	5	5	5.00	
RESEARCH SERVICES	Number of research projects being conducted	Project leader on the <i>Semen Quality Evaluation of the Philippine Native Boar</i>	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	5	5	5	5.00	
	Expert consultation rendered	As veterinarian or consultant for small and livestock animals in CVM clinics and neighboring barangays	5	5	5	5	5	5.00	
	Technical services	Vaccination and seminar activities to farmers against ND disease	5	0	5	5	5	5.00	No vaccination conducted due to Covid-19

ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	Meetings called by the President, Vice-Presidents, Directors, UADCO, UAC, University Committees, Dean's Meetings, Ad Hoc Committees, Meetings with extension partners, etc	20	10	5	5	5	5.00	
	Meetings presided	Mostly faculty and staff meetings; extension team meetings	20	20	5	5	5	5.00	
	No. of documents acted upon on time	Routine office documents for review and action	50	50	5	5	5	5.00	
	No. of staff evaluated/monitored	Monitoring of staff under all the Departments of CVM	10	10	5	4	5	4.67	
	No. of assigned tasks completed before the deadline	Routine and special tasks	5	5	5	5	5	5.00	
	No. of curricular proposals reviewed/evaluated	As UAC member	0	0	4	5	5	4.67	
	No. of progress reports by center/ unit(retrieved, consolidated and submitted)	Progress report of the College of Veterinary Medicine submitted to the OVPI	1	1	5	5	4	4.67	
Total Over-all Rating								19.87	

Average Rating (Total Over-all rating divided by 4)	19.78	4.95
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

BEATRIZ S. BELONIAS

Dept/Unit Head

Date: 3/30/21

Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 3/30/21

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 3/30/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Exhibit I

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	July 2020	December 2020	December 2020	very impressive	Outstanding	None
2	Thesis proposals/manuscripts reviewed and completed	Approved thesis manuscript	July 2020	December 2020	December 2020	very impressive	Outstanding	None
3	Research projects conducted	Research project	July 2020	December 2020	December 2020	very impressive	Outstanding	None
4	Research papers published	Research papers	July 2020	December 2020	December 2020	very impressive	Outstanding	None
5	Extension project	Number of chickens Vaccinated	July 2020	December 2020	December 2020	very impressive	Outstanding	No vaccination conducted due to COVID restriction
6	Expert consultation	Animal health check-up, consultation	July 2020	December 2020	December 2020	very impressive	Outstanding	None
7	Technical services	Vaccination and seminar activities	July 2020	December 2020	December 2020	very impressive	Outstanding	No vaccination conducted due to COVID restriction
8	Administrative support services	Meetings attended	July 2020	December 2020	December 2020	very impressive	Outstanding	None
		No. of document acted upon on time	July 2020	December 2020	December 2020	very impressive	Outstanding	None
		No. of documents released on time	July 2020	December 2020	December 2020	very impressive	Outstanding	None

		No. of assigned tasks completed before the deadline	July 2020	December 2020	December 2020	very impressive	Outstanding	None
		No. of student-related activities assisted	July 2020	December 2020	December 2020	very impressive	Outstanding	None

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

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

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 nd	
	3 rd	
	4th	

Name of Office: COLLEGE OF VETERINARY MEDICINE

Head of Office: Dr. SANTIAGO T. PEÑA, JR.

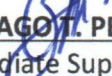
Number of Personnel: 21


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of Job-related accomplishments, problems and plans	X	X	-	-	Done during the staff meeting of the CVM
Teaching monitoring	X	-	-	-	Done occasionally
Coaching Discuss ways to improve the execution of assigned task	-	-	-	-	
Planning of research studies by specific leader	X	X	-	-	With CVM staff
Analysis of data from research epidemiologist	X	X	-	-	With CVM staff

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


SANTIAGO T. PEÑA, JR.
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

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: July 2020 Target Date: December 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: October 2020 Target Date: December 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:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Conforme:


SANTIAGO T. PEÑA, JR.

Ratee