

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Members: **JANE P. DAUTIL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.71 x 50% = 2.35	
b. Students (50%)		4.83 x 50% = 2.41	
TOTAL for Instruction	40%	4.67	1.87
2. Research	30%	4.50	1.35
3. Extension	15%	4.67	0.70
4. Administration	15%	4.84	0.73
5. Production	0%	0	0
TOTAL			4.64

EQUIVALENT NUMERICAL RATING: 4.64


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.64

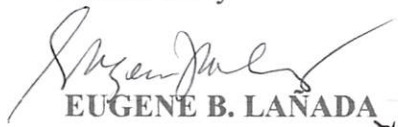
ADJECTIVAL NUMERICAL RATING

**OUTSTANDING**


Prepared by:

  
**JANE P. DAUTIL**  
Name of Faculty

Reviewed by:

  
**EUGENE B. LANADA**  
Dean, Head DVPCS


Approved:

  
**BEATRIZ S. FELONIAS**  
Vice President for Instruction

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JANE P. DAUTIL** 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 1, 2018 to JUNE 30, 2018.**

  
**JANE P. DAUTIL**  
Ratee

Approved:

  
**AGNES M. TAVEROS**  
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>	
HIGHER EDUCATION SERVICES	FTE	Instruction	15	33.00	5	5	5	5.00	
	Number of student-related activities assisted	Guide, oversee and facilitate students' activities	2	3	5	4	5	4.67	
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	2	5	5	4	4.67	
		As co- component leader on Vaccinating Chicken flocks in Leyte	1	2	4	5	4	4.33	
Extension Services	Number of beneficiaries served	As veterinarian and member of City Rabies Control Committee	10	20	5	5	4	4.67	
	Number of extension projects being conducted	As co- component leader on Vaccinating Chicken flocks in Leyte	1	2	5	4	5	4.67	
	Technical/ Expert services	As veterinarian/consultant for small animals, wildlife animals, in the CVM clinic and neighboring barangays	7	8	4	5	5	4.67	
		Co-component leader of <i>Survey on the Prevalence of Selected Animal-Borne Zoonotic Bacterial, Fungal and Parasitic Agents and Associated Risk Factors</i>	1	1	5	4	5	4.67	

Administrative Support Services	Meetings attended	As faculty, CVM committee and CRCC member	10	20	5	5	5	5.00	
	No. of documents acted upon on time	As faculty member, academic adviser and SRC member	10	30	5	5	5	5.00	
	No. of documents released on time	As academic adviser	2	3	5	4	5	4.67	
	No. of assigned tasks completed before the deadline	As faculty member	5	6	4	5	5	4.67	
Total Over-all Rating								18.85	

Average Rating (Total Over-all rating divided by 4)	18.85	4.71
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.71
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**


*Take a Master's degree*

Evaluated and Rated by:

  
**AGNES M. TAVEROS**  
 Dept./Unit Head

Date: \_\_\_\_\_

Recommending Approval:

  
**EUGENE B. LAÑADA**  
 College Dean

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Date: \_\_\_\_\_

**LEGEND:**

Q <sup>1</sup> – quality	4.6 - 5.0	Outstanding
E <sup>2</sup> – Efficiency	3.8 - 4.5	Very Satisfactory
T <sup>3</sup> – Timeliness	3.0 - 3.7	Satisfactory
A <sup>4</sup> – Average	2.2 - 2.9	Unsatisfactory
	2.1 & below	Poor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANE P. DAUTIL  
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 2018 **Target Date:** June 2018

**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 2018 **Target Date:** June 2018


**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:

  
**EUGENE B. LAÑADA**  
College Dean

Conforme:

  
**JANE P. DAUTIL**  
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAMES F. BAILEY  
Performance Rating: OUTSTANDING

Area: To efficiently deliver instruction, Research and Extension services to achieve the College's goals.

Proposed Interventions to improve performance on the Goal/Performance Area: Qualification to assume higher responsibility within the College.

Date: January 1988  
First Step: A formal teaching load in order to ensure that research, extension and teaching responsibilities are met. To develop time as a field administrator in the Research Extension Service.

Second Step: A better schedule that will allow time for research, extension and teaching activities and a reduction of administrative responsibilities.

Date: April 1988  
Third Step: To develop research, extension and teaching responsibilities in the field.

Outcome: To develop research, extension and teaching responsibilities in the field and to develop administrative responsibilities in the field.

Recommendation:

The department and the college should support the development of the employee.

Prepared by:

JAMES F. BAILEY  
College Dean