SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MICHAEL DOMINIC M. GARRIDO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.8x50%= 2.4	
b. Students (50%)		4.6x50% = 2.3	
Total for Instruction	60%	4.7	2.82
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4	.4
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	5	0.5
4. Administration	20%	4.6	0.92
5. Production			
TOTAL	100%		4.64

EQUIVALENT NUMERICAL RATING: 4.64
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MICHAEL DOMINIC M. GARRIDO
Instructor III

Reviewed by:

MANUEL D. GACUTAN, Jr
Department Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHAEL DOMINIC M. GARRIDO**, a faculty member 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 **January to June, 2024**.

Approved:

MICHAEL DOMINIC M. GARRIDO
Instructor III
Date: 07-22-2024

MANUEL D. GACUTAN, JR.
Department Head
Date: July 24, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
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	1.67	4	4	4	4	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation:								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	see workload

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A6 : 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							
		A7: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10. Additional outputs:	A8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	25	27.05	5	5	5	5.00	see workload
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	5	5	5	5.00	
		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 period	15	5	4	4	4	4.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	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	10	6	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	35	42	5	5	5	5.00	see workload
	A17. Number of students advised on thesis/ field practice/special problem:								
	As Adviser	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	see workload
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	3	4	4	4	4.00	see workload
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	10	5	5	5	5.00	see workload
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	26	5	5	5	5.00	
PI 9: Number of student organizations advised/assisted*	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	AREV
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	AREV
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 133

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	13	5	5	5	5.00	AnSc 133
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	5	5.00	AnSc 133
		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	1	1	5	5	5	5.00	AnSc 133
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	6	5	5	5	5.00	see MOA
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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 refereed int'l journals								
		In refereed 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								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
		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							
		Number of training/seminars attended related to research	Attends seminar/trainings related to research	2	1	4	4	4	4.00	
UMFO 4. EXTENSION SERVICES										

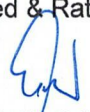|										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links 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 terms of quality and relevance	**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*								
	Resource Persons	*Resource Persons*		1	1	5	5	5	5.00	ATI-RTC8
	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 normal								

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	100 % 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								
	On institutional accreditations								

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	zero 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							
	Number of activities/initiatives as Manager of DAS Cattle Project	Planning on the maintenance and productivity of the farm	5	3	4	4	4	4.00	see workload
	Number of costumers entertained for querries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	4	3	4	4	4	4.00	

		Number of University-Based Committees	Acts as Alumni Coordinator for DAS and member of the BAC technical working group for agricultural supplies	1	1	5	5	5	5.00	see appointment
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	3	3	5	5	5	5.00	see workload
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Overall Rating									138	
Average Rating									4.759	
Adjectival Rating									Outstanding	

Comments & Recommendations for Development Purpose:

Start your PhD studies as soon as possible.

Evaluated & Rated by:

MANUEL D. GACUTAN, JR.
Department Head
Date: July 24, 2024

Recommending Approval:

SUZETTE B. LINA
Dean, CAFS
Date: 7-25-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 7-26-24

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employees: **Julius V. Abela, Warren D. Come, Jade Dhapnee Z. Compendio, Manuel D. Gacutan, Jr., Michael Dominic M. Garrido, Ronel B. Geromo, Roy C. Limpangog, Joycee S. Mandia and Ginas Aurea A. Villagonzalo (Faculty).**

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	Conduct on-line classes (lec/ lab), give examinations, submit grades and provide assistance to students during consultation	Learning and development of student is achieved	As scheduled in the Academic Calendar	Within the duration of the semester	Within the duration of the semester	Very Impressive	Very Satisfactory	None
2	Manage/supervise animal caretakers and oversee the smooth operation/implementation of various animal project activities	Smooth operation of the animal projects	January-June, 2024	January-June, 2024	January-June, 2024	Very Impressive	Very Satisfactory	None
3	Attend to department/ university meetings (on-line: google / webinar)	Successful meetings/ activities	As scheduled, as the need arise	As scheduled, as the need arise	As scheduled, as the need arise	Impressive	Outstanding	None
4	Prepare instructional materials e.g. online ready courseware, flexible instructional materials, assessment tools and etc..	Online IMs and Modules	As scheduled	As scheduled	As scheduled	Impressive	Outstanding	None

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MANUEL D. GACUTAN, Jr.
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MICHAEL DOMINIC M. GARRIDO**
Performance Rating: **OUTSTANDING**

Aim: To improve teaching effectiveness and enrich research knowledge related to instruction. Develop research ideas and be involved with more extension works.

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step: Update Teaching Materials and handle thesis advisees for research capability enhancement

Result: Updated Teaching Materials and facilitated thesis completion of students, and; Enhanced research capabilities

Date: July 2024   Target Date: December 2024

Next Step: Increase involvement to research and extension works for further capability improvement.

Outcome: Involved in research and extension works, better research and extension skills.

Final Step/Recommendation:

Constant update of teaching materials and attend seminars, trainings, conferences for self-knowledge improvement.
Develop research plans and involve in extension works.

Prepared by:

MANUEL D. GACUTAN, Jr.
Head, DAS CAFS

Conforme:

MICHAEL DOMINIC M. GARRIDO
Name of Ratee Faculty/Staff

VISAYAS
STATE UNIVERSITY

INSTRUCTION AND EVALL
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Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **GARRIDO, MICHAEL DOMINIC M.**

Department: **Dept. of Animal Science**

College: **College of Agriculture & Food Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING Num.	RATING Adjec.	% Evaluation Rating
AnSc 131	RUMINANT PRODUCTION	LEC	5.00	Outstanding	100.0%
AnSc 131	RUMINANT PRODUCTION	LAB	4.00	Very Satisfactory	80.0%
AnSc 131	RUMINANT PRODUCTION	LAB	5.00	Outstanding	100.0%
AnSc 131	RUMINANT PRODUCTION	LEC	4.00	Very Satisfactory	80.0%
AnSc 131	RUMINANT PRODUCTION	LAB	5.00	Outstanding	100.0%
ANSC231	ADVANCED RUMINANT PRODUCTION	LEC	5.00	Outstanding	100.0%
ANSC231	ADVANCED RUMINANT PRODUCTION	LAB	5.00	Outstanding	100.0%
ANSC231E	ADVANCED RUMINANT PRODUCTION	LEC	4.00	Very Satisfactory	80.0%
	Average Rating		4.62	Outstanding	92.50%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: **May 02, 2024**

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: **May 02, 2024**

Received by:

GARRIDO, MICHAEL DOMINIC M.
Name and Signature of Faculty
Date: **May 21, 2024**
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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