

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

Name of Faculty Member: **DELFIN E. CARBARDO, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.91x100%= 4.91	
b. Students (0%)			
Total for Instruction	70%	4.91	3.44
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.84	0.73
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.92</b>

EQUIVALENT NUMERICAL RATING: **4.92**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**DELFIN E. CABARDO, JR.**  
Name of Faculty

Reviewed by:

**SANTIAGO R. PEÑA, JR.**  
Department Head

Recommending Approval:

**SANTIAGO R. PEÑA, JR.**  
College Dean

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DELFIN E. CABARDO, 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**.

  
**DELFIN E. CABARDO, JR.**

Ratee

Approved:

  
**SANTIAGO T. PEÑA, JR.**

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>	
MFO 2 HIGHER EDUCATION SERVICES	FTE	INSTRUCTION	10	34.60	5	5	5	5.00	
	On consultation	As SRC member	1	1	5	4	5	4.67	
		As Academic Adviser	5	10	5	5	5	5.00	
	On-line ready courseware	As Course in charge/Author	1	5	5	4	5	4.67	
	Flexible instructional materials	As Course in charge/Author	1	5	5	5	5	5.00	
	Assessment tool	As Course in charge	2	2	5	5	5	5.00	
	Number of virtual classrooms created and operationalized	As course in charge	1	3	5	5	5	5.00	
MFO 4 EXTENSION SERVICES	Number of technical/expert services consultancy	As veterinarian/consultant for small animals, wildlife animals, in the CVM clinic and neighboring barangays	1	1	5	5	5	5.00	
MFO 5 Support to Operations	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b> 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	As dDRC	1	1	5	5	5	5.00	

MFO 6 General Admin & Support Services	Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	As faculty	1	0	4	5	5	4.67	
	Number of meetings attended	As faculty/dDRC/GAD focal Person/ Department Focal person	5	7	5	5	5	5.00	
	Numbers of documents acted upon on time	As faculty/	10	10	5	4	5	4.67	
	Number of documents released on time	As faculty	2	5	5	5	5	5.00	
	Number of assigned task completed before the deadline	As faculty	5	5	4	5	5	4.67	
Total Over-all Rating								14.75	

Average Rating (Total Over-all rating divided by 3)	14.75/3	4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for  
Development Purpose:

*aim for a master's degree*

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.  
Dept/Unit Head

Date:

*[Signature]*  
*4/30/21*

Recommending Approval:

SANTIAGO T. PEÑA, JR.  
Dean/Director

Date:

*[Signature]*  
*4/30/21*

Approved by:

BEATRIZ S. BELONIAS  
Vice President

Date:

*[Signature]*  
*4/30/21*

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: DELFIN E. CABARDO, 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	Exams Grades	July 2020	March 2021	March 2021	impressive	satisfactory	Find ways to increase student engagement
2	Manuscript advising as SRC	Thesis manuscript	August 2020	Feb 2021	Feb 2021	Very impressive	Outstanding	Increase number of advisees
3	Consultation with students	Enrollment and academic advising. Resolved student issues and problem	August 2020	January 2021	January 2021	Very impressive	Outstanding	Increase student engagement
4	Creation of assessment tools	Assessment tool	July 2020	January 2021	January 2021	impressive	very satisfactory	Find ways to increase assessment tools
5	Creation of virtual classroom	Virtual classroom	July 2020	October 2020	September 2020	very impressive	Outstanding	Find ways to improve virtual classroom and increase students use of it.
6	Extension service, technical/expert services/ consultancy	Animal health check up	July to December 2020	July to December 2020	July to December 2020	very impressive	Outstanding	Improve technical service rendered
7	Admission and registration services	Number of students	July 2020	August 2020	August 2020	very impressive	Outstanding	Find ways to increase student

		enrolled and validated within scheduled regular registration period.						engagement
8	Administrative support services	Meetings attended	July – December 2020	July – December 2020	July – December 2020	very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	July – December 2020	July – December 2020	July – December 2020	impressive	Outstanding	
		No. of documents released on time	July – December 2020	July – December 2020	July – December 2020	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	July – December 2020	July – December 2020	July – December 2020	impressive	very satisfactory	

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

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

Prepared by:

  
**SANTIAGO T. PEÑA, JR.**  
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DELFIN E. CABARDO, 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 veterinarian.

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:

Conforme:

  
DELFIN E. CABARDO, JR.  
Ratee

  
SANTIAGO F. PEÑA, JR.  
College Dean