

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **SHIELA R. RABE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.87x100% = 4.87	
b. Students (0%)			
Total for Instruction	70%	4.87	3.41
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%)			
Total for Extension	0%	0	0.00
4. Administration	30%	5.00 X 30%=1.50	1.50
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.91</b>


EQUIVALENT NUMERICAL RATING: **4.91**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.91**ADJECTIVAL RATING: **Outstanding**

Prepared by:

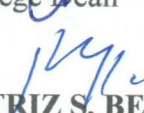
Reviewed by:

  
**SHIELA R. RABE**  
Name of Faculty  
**SANTIAGO T. PEÑA, JR.**  
Department Head

Recommending Approval:

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

Approved:

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

**“Exhibit B”**

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

I, SHIELA R. RABE, 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 **August 1, 2020** to **December 31, 2020**.

  
**SHIELA R. RABE**  
 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>	
Higher Education Services	PI 5: Total FTE, coordinated, implemented and monitored	Teaching	10	40.95	5	5	5	5.00	
	PI 8: Number of students advised:								
	On consultation	Academic adviser	2	2	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	On-line ready courseware	As author and faculty member handling the course	2	2	4	5	5	4.67	
	Flexible learning materials	As author and faculty member handling the course	2	2	4	5	5	4.67	
	Number of virtual classrooms created and operationalized	Creation of learning guide and instructional workbook for online learning	2	2	5	5	5	5.00	
General Administration and Support Services (GASS)	Meetings attended	As faculty member of CVM and member IM's committee.	5	6	5	5	5	5.00	
	No. of assigned tasks completed before the deadline	As a member of IM's committee.	2	6	5	5	5	5.00	
	Consultancy	As veterinarian, accept consultation of cases beyond office hours.	3	6	5	5	5	5.00	
Total Over-all Rating								9.87	

Average Rating (Total Over-all rating divided by 2)	9.87/2	4.94
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		Outstanding

**Comments and Recommendations for Development Purpose:**

*Let us know if you need any assistance in completing your MS drive.*

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.

Dept/Unit Head

Date: 4/14/21

Recommending Approval:

SANTIAGO T. PEÑA, JR.

Dean/Director

Date: 4/14/21

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: 4/30/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



**PERFORMANCE MONITORING FORM**Name of Employee: SHIELA R. RABE

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date Accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Teaching	Exams Grades	August 2020	March 2021	March 2021 (VPha 101) April 16, 2021 (VPhy 101)	Impressive	Very satisfactory	Use of other platforms that could increase student participation.
2	Consultation with students	Resolved student queries especially the subject related matters.	August 2020	March 2021	March 2021	Very impressive	Outstanding	The teacher advises the student academic advisees regarding course related inquiries.
3	Creation of assessment tools	Assessment tool	August 2020	January 2021	January 2021	Impressive	Outstanding	Use various assessment tools to check student performances.
4	Creation of flexible learning materials.	Printed Instructional Materials	August 2020	January 2021	January 2021	Impressive	Outstanding	Has created lecture and laboratory Instructional Materials.
5	Creation of virtual classroom	Virtual classroom	August 2020	October 2020	September 2020	Very impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.

8	Administrative support services	Meetings attended	August – December 2020	August - December 2020	August – December 2020	Very impressive	Outstanding	Find way to improve promptness
		No. of assigned tasks completed before the deadline	August – December 2020	August – December 2020	August – December 2020	Impressive	Very satisfactory	
		Consultancy	August – December 2020	August – December 2020	August – December 2020	Very impressive	Outstanding	

\* 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: SHIELA R. RABE  
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: August, 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:

SANTIAGO T. PEÑA, JR.  
College Dean

Conforme:

  
SHIELA R. RABE  
Ratte