

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JOYCEE S. MANDIA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.57x50%= 2.28	
b. Students (50%)		4.62x50% = 2.31	
Total for Instruction	70%	4.59	3.21
2. Research			
a. Client/Dir. for Research (50%)		0	
b. Dept. Head/Center Director (50%)		0	
Total for Research	0	0	0
3. Extension			
a. Client/Dir. for Extension (50%)		0	
b. Dept Head/Center Director (50%)		0	
Total for Extension	0	0	0
4. Administration	30%	4.83	1.44
5. Production	0%	0	0
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

**JOYCEE S. MANDIA**  
Instructor I

Reviewed by:

**MANUEL D. GACUTAN, Jr.**  
Department Head

Recommending Approval:

**VICTOR B. ASIO**  
Dean/Director

Approved:

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOYCEE S. MANDIA**, 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, 2023**.

**JOYCEE S. MANDIA**

Instructor I

Date: July 18, 2023

Approved:

**MANUEL D. GACUTAN, JR.**

Department Head

Date: July 18, 2023

**VICTOR B. ASIO**

College Dean

Date: July 20, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	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							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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.							
		<b>A6 :</b> 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							
		<b>A7:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 10.</b> Additional outputs:	<b>A8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	30.95	5	5	4	4.67	see workload
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	5	5	5	5	5.00	
		<b>A 11.</b> 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	10	5	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	

	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	6	5	5	4	4.67	
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	4	4.67	
	<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	10	5	5	5	5.00	
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	60	30	5	5	5	5.00	see workload
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
	As Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	4	4.67	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	5	5	5	5	5.00	
<b>PI 9:</b> Number of student organizations advised/assisted*	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	SASS
	<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	SASS
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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							

		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.							
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	4	4	4	4.00	AnSc 21, AnSc 22, AnSc 121
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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							

UMFO 4. EXTENSION SERVICES										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</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*	<b>A 44.</b> Compliance to all requirements of the QMS 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	
		<b>A 45.</b> 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	AACUP(MAgDev and MS Animal Science)							
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero % complaint	5	5	5	5.00	

	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		Number of activities/initiatives as Manager of DAS Rabbity Project	Planning on the maintenance and productivity of the farm	1	2	5	5	4	4.67	
		Number of costumers entertained for queries regarding technical and marketing purposes of animals	Initiate/planning marketing strategies of the animals	1	5	5	5	4	4.67	
		Number of University-Based Committees	Acts as DDRC							
		Number of Department/College Based Committee as Chairman/Member	Plans and implements activities expected of the committee assignment	6	6	5	5	5	5.00	
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Overall Rating</b>								97	
	<b>Average Rating</b>								4.85	
	<b>Adjectival Rating</b>								<b>Outstanding</b>	

Comments & Recommendations for Development Purpose:  
Ms. Mandia should start her PhD as soon as possible.

Evaluated & Rated by:

**MANUEL D. GACUTAN, JR.**

Department Head

Date: July 18, 2023

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

Date: July 20, 2023

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: July 20, 2023

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: JOYCEE S. MANDIAPerformance Rating: OUTSTANDING

Aim: To deliver and impart up-to-date practical knowledge and skills to students, likewise encourage them to develop good character towards different academic activities.

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**Date: January, 2023Target Date: June, 2023

- First Step
- 1) Strict implementation of class policies before and during the class.
  - 2) Ensure students fully participate actively and interact during class discussions.
  - 3) Provide more advanced and practical activities during the laboratory.
  - 4) Consider new and effective strategies in teaching for more effective student learning.
  - 5) Attend or share related training and seminars to strengthen knowledge on the subject handled.
- 

Result: Students will be disciplined, and able to experience on-hand activities, likewise, develop eagerness, and enthusiasm and become passionate in learning all subjects.

Date: July, 2023Target Date: December, 2023

- Next Step:
- 1) Utilization of various technology options, connect to students.
  - 2) Consider new learning methods and collaborations with other faculty.
  - 3) Participation in agricultural webinars and trainings online.

Outcome: Update functional teaching guide and resources of subjects as well as new teaching methods to become more effective in delivering topics.

**Recommendation:**

Improve teaching, introduce new engaging learning strategies, and further research to strengthen capability in handling students and subjects.

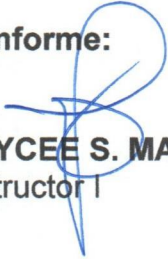
Prepared by:



**MANUEL D. GACUTAN, JR.**

Unit Head

Conforme:



**JOYCEE S. MANDIA**  
Instructor I