

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOAN MARIE Y. CORMANES

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|--|--|
| 1. Instruction | | $50\% = 2.44$ | |
| a. Head/Dean (100%) 50% | | $4.88 \times 100\% = 4.88$ | |
| b. Students (0%) 50% | | $4.43 \times 50\% = 2.22$ | |
| Total for Instruction | 70% | $4.88 - 4.60$ | -3.42 3.26 |
| 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%) | | $4.93 \times 100\% = 5.00$ | |
| Total for Extension | 15% | 4.93 | 0.74 |
| 4. Administration | 15% | 4.89 | 0.73 |
| 5. Production | 0% | 0 | 0.00 |
| TOTAL | | | 4.89 4.73 |

EQUIVALENT NUMERICAL RATING:

~~4.89~~ 4.73

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

~~4.89~~ 4.73

ADJECTIVAL RATING:

Outstanding

Prepared by:


JOAN MARIE Y. CORMANES
Name of Faculty

Reviewed by:


LOTIS M. BALALA
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, **JOAN MARIE Y. CORMANES** of the **College of Veterinary Medicine** commit to 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 2021**.


JOAN MARIE Y. CORMANES
Ratee

Approved: 
LOTIS M. BALALA
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Targets | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------|--|--------------------------------|---------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 5: Total FTE, coordinated, implemented and monitored | As course in-charge | 4 | 12.05 | 5 | 5 | 5 | 5.00 | |
| | PI 8: Number of students advised: | | | | | | | | |
| HIGHER EDUCATION SERVICES | On thesis/ field practice/special problem | As adviser/SRC Member | 1 | 8 | 5 | 5 | 5 | 5.00 | |
| | No. of approved manuscripts submitted within prescribed period | As adviser/SRC Member | 1 | 8 | 5 | 5 | 4 | 4.67 | |
| | On consultation | As adviser | 2 | 14 | 5 | 5 | 5 | 5.00 | |
| | PI 10: Number of instructional materials developed | | | | | | | | |
| | Number of virtual classrooms created and operationalized | As course in-charge/instructor | 2 | 3 | 4 | 5 | 4 | 4.33 | |
| | Flexible instructional materials | As course in-charge/instructor | 2 | 3 | 5 | 5 | 4 | 4.67 | |
| | Assessment tools (No. of courses handled X 2) | As course in-charge/instructor | 2 | 6 | 5 | 5 | 5 | 5.00 | |
| | PI 11: Additional Outputs | | | | | | | | |

| | | | | | | | | | |
|---|--|--|----|-----|---|---|---|------|--|
| EXTENSION SERVICES | PI 2. Number of trainees weighted by the length of training | As component leader of VETMends extension project | 63 | | | | | | |
| | PI 5. Number of technical/expert services rendered | As component leader of VETMends extension project | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | PI 11. Additional outputs - Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target) | As component leader of VETMends extension project | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | | As graphic designer for extension projects | 0 | 4 | 5 | 5 | 5 | 5.00 | |
| | No. of clientele served | As technical staff during the rabies vaccination and spay and neuter activities | 0 | 127 | 5 | 5 | 5 | 5.00 | |
| | No. of coaching/training participated | As participant in the coaching/training session for analyzing KAP scores delivered by Dr. EB. Lanada | 0 | 1 | 4 | 5 | 5 | 4.67 | |
| General Admin. & Support Services (GASS) | PI 6. Additional Outputs | | | | | | | | |
| | Number of coaching sessions attended or assisted among department heads, faculty & staff | As faculty | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets | As content contributor, oversees VTH, and clinics III (internship) coordinator | 5 | 5 | 5 | 5 | 5 | 5.00 | |
| | Number of regular and committee meetings attended | As member of the CVM faculty | 6 | 6 | 5 | 5 | 5 | 5.00 | |
| | Number of special meetings attended | As member of the CVM Faculty | 1 | 6 | 5 | 5 | 5 | 5.00 | |
| | Number of activities attended and organized by committee | As member of the duly-approved CVM standing committees | 1 | 3 | 5 | 4 | 5 | 4.67 | |

| | | | | | | | | | |
|------------------------------|--|---|---|---|---|---|---|--------------|--|
| | Number of Best practices/new initiatives in College administration replicated/benchmarked by other Colleges/other agencies | As content contributor in the CVM-VSU website | 1 | 1 | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | 14.63 | |

| | | |
|--|----------------|--------------------|
| Average Rating (Total Over-all rating divided by 3) | 14.63/3 | 4.88 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | XX | |
| FINAL RATING | | 4.88 |
| ADJECTIVAL RATING | | Outstanding |

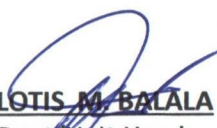
Comments & Recommendations for Development Purpose:

The performance of Dr. Comarines in the department is in Saluado & highly impressive. Her teaching workload, however, should be reduced so that she can devote some time doing research or writing research proposals.

Evaluated & Rated by:

Recommending Approval:

Approved by:


LOTIS M. BALALA
Dept/Unit Head

Date: 11/4/2011


SANTIAGO T. PEÑA
College Dean

Date: 11/4/2011


BEATRIZ S. BELONIAS
Vice President

Date: 11/5/2011

LEGEND:

Q¹ – Quality
E² – Efficiency
T³ – Timeline
A⁴ – Average
2.1 –

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
2.2 - 2.9 Unsatisfactory
Bellow Poor

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: JOAN MARIE Y. CORMANES

| 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 | Grades submitted at the end of the semester | January 2021 | August 2021 | August 2021 | Impressive | Very Satisfactory | Increase student engagement |
| 2 | As thesis adviser and/or SRC Member | Signed thesis manuscripts | April 2021 | June 2021 | June 2021 | Very Impressive | Outstanding | Have students as thesis adviser |
| 3 | Student Consultation | Consultation with students for handled classes, advising for concerns and problems met | January 2021 | August 2021 | August 2021 | Very Impressive | Outstanding | None |
| 4 | As author and faculty member handling VMed courses | - Creation of Flexible instructional Materials | January 2021 | June 2021 | June 2021 | Very impressive | Outstanding | Increase efficiency of assessment tools |
| | | - Assessment tools for student evaluation | January 2021 | March 2021 | March 2021 | Very Impressive | Very Satisfactory | |
| | | - Number of Virtual classrooms | January 2021 | January 2021 | January 2021 | Very Impressive | Outstanding | |
| 5 | As component leader of VETMends extension project | - Participated in the Anti-Rabies Mass Vaccinations and Spay & Neuter activity for VSU | January 2021 | April 2021 | - April 2021 | Very Impressive | Outstanding | |

| | | | | | | | | |
|---|--|---|--|--|--|--|--|--|
| | | Anniversary Celebration | | | | | | |
| 6 | As veterinarian attending seminars/trainings/workshops | Certificate of participation to training | January 2021 | April 2021 | April 2021 | Very Impressive | Outstanding | |
| 7 | As graphic designer/creator for the VETMends Extension project | <ul style="list-style-type: none"> - Created IEC for Mass Spay & Neuter - Created Website Banner/Poster for Rabies Awareness Month - Created Website banner/poster for the CVM Orientation Program - Created programme for CVM Orientation program - | April 2021 March 2021 August 2021 August 2021 | April 2021 March 2021 August 2021 August 2021 | April 2021 March 2021 August 2021 August 2021 | Very Impressive Very Impressive Very Impressive Very Impressive | Outstanding Outstanding Very Satisfactory Outstanding | |
| 8 | As content contributor, oversees VTH, and Clinics III (internship) coordinator | <ul style="list-style-type: none"> - Created 1st Draft of Enhanced Operational Manual for CVM Veterinary Teaching Hospital - Collated all files from CVM Clinic into Gdrive Folder for easy access for Veterinary Team members - Created drafts of clinical forms ready for use for CVM-VTH | January 2021 June 2021 January 2021 | June 2021 June 2021 June 2021 | June 2021 June 2021 June 2021 | Very Impressive Very Impressive Very Impressive Impressive | Outstanding Outstanding Outstanding | |

| | | | | | | | | |
|---|------------------------------|---|----------------------|----------------------|----------------------|-----------------|-------------------|--|
| | | - Prepared Documents for ISO accreditation for Internship | February 2021 | February 2021 | February 2021 | | Very Satisfactory | |
| 9 | As Member of the CVM Faculty | - Number of meetings attended | January to June 2021 | January to June 2021 | January to June 2021 | Very Impressive | Outstanding | Improve and |
| | | - Number of documents acted upon on time | January to June 2021 | January to June 2021 | January to June 2021 | Impressive | Outstanding | punctuality in submission of documents |
| | | - Number of documents released on time | January to June 2021 | January to June 2021 | January to June 2021 | Very Impressive | Outstanding | |
| | | - Number of assigned tasks completed before the deadline | January to June 2021 | January to June 2021 | January to June 2021 | Impressive | Very Satisfactory | |

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

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

Prepared by:


SSANTIAGO T. PEÑA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOAN MARIE Y. CORMANES

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, 2021

Target Date: June, 2021

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: March, 2021

Target Date: June, 2021


Next Step: Provide a normal teaching load (instruction function) to have ample time for research, extension activities, preparations for instruction and administrative functions as one people who oversees the CVM-Veterinary Teaching Hospital.

Outcome: A better schedule was given allowing time for the preparation for instruction, conduct of extension activities, and administrative functions for the CVM-VTH Teaching Hospital.

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:


JOAN MARIE Y. CORMANES
Ratte