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

Name of Faculty Member:   **GINAS AUREA A. VILLAGONZALO**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1.  Instruction | | | |
|    a.  Head/Dean (50%) | | 4.82x50%= 2.41 | |
|    b.  Students (50%) | | 4.5x50% = 2.25 | |
|    Total for Instruction | 95% 100% ~~ | 4.66 | 4.4 4.66 ~~ |
| 2.  Research | | | |
|    a.  Client/Dir. for Research (50%) | | 0 | |
|    b.  Dept.  Head/Center  Director (50%) | | 0 | |
|    Total for Research | 5% 0 | 0 4 | 0 .2 |
| 3.  Extension | | | |
|    a.  Client/Dir. for Extension (50%) | | 0 | |
|    b.  Dept  Head/Center  Director (50%) | | 0 | |
|    Total for Extension | 0 | 0 | 0 |
| 4.  Administration | 0 | 0 | 0 |
| 5.  Production | 0 | 0 | 0 |
|    TOTAL | 100% | | 4.66 ~~ |

EQUIVALENT NUMERICAL RATING:          <u>4.6</u>
Add:  Additional Points, if any:          ———
TOTAL NUMERICAL RATING:          <u>4.6</u>

ADJECTIVAL RATING:          **Outstanding**

Prepared by:

**GINAS AUREA A. VILLAGONZALO**
Assistant Professor IV

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, **GINAS AUREA A. VILLAGONZALO,** a faculty member of the **DEPARTMENT OF ANIMAL SCIENCE** 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, 2023.**

Approved:

**GINAS AUREA A. VILLAGONZALO**
Assistant Professor IV
Date: 12 Jan 2024

**MANUEL D. GACUTAN, JR.**
Department Head
Date: 18 Jan 2024

**VICTOR B. ASIO**
College Dean
Date: 90 Jan 2024

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Quality | Eficiency | Timeliness | Average | |
| **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 | | 0.33 | 4 | 4 | 4 | 4 | |
| | **PI 8:** Number of graduate students advised * | **A2.** Number of students advised | Acts as academic adviser to graduate students | 1 | 2 | 4 | 4 | 4 | 4.00 | |
| | | **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 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 6 | 4 | 4 | 4 | 4.00 | |
| | 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 | 15 | 37.6 | 5 | 5 | 5 | 5.00 | see workload |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 16 | 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 | 4 | 10 | 5 | 5 | 5 | 5.00 | |

| | PI | Activity | Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 3 | 4 | 4 | 4.5 | 4.17 | |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 6 | 10 | 5 | 5 | 5 | 5.00 | |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 10 | 32 | 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 | 12 | 4 | 4 | 4 | 4.00 | |
| | PI 8:  Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 15 | 48 | 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 | 3 | 5 | 5 | 5 | 4 | 4.67 | see workload |
| | | As SRC Chairman | Advises,  and corrects research outline and thesis/SP manuscript | 10 | 1 | 4 | 4 | 4 | 4.00 | see workload |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 8 | 5 | 5 | 5 | 5 | 5.00 | see workload |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 15 | 30 | 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 | | | | | | | |
| | | A20. Number of  Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | | | | | | |
| | 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 | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 2 | 2 | 4 | 4 | 4 | 4.00 | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 38 | 5 | 5 | 5 | 5.00 | |
| | | 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 | | | | | | | |
| | 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 | | | | | | | |
| | | 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 | | 1 | 4 | 4 | 4 | 4.00 | | Enhancement of Quality, Saftey and Stability of Selected Dairy Products Processed by the Baybay Dairy |
| | **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 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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* | | | | | | | | |
| | *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 | | | | | | | | | |
| | 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 | AACUP Area (MAgDev and MS Animal Science) | | | | | | | | | |
| | 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 | | | | | | | | | |
| 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 | | | | | | | | | |

| | | A 48.Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Number of Department/College Based Committee as Chairman/Member | Plans and implements activities expected of the committee assignment | | | | | | | | |
| | Total Overall Rating | | | | | | | | | 86.83 | |
| | Average Rating | | | | | | | | | 4.82 | |
| | Adjectival Rating | | | | | | | | | **Outstanding** | |

Comments & Recommendations for Development Purpose:
Dr. Villagonzalo should submit proposals for research and extension.

Evaluated & Rated by:

**MANUEL D. GACUTAN, JR.**
Department Head
Date: 18 Jan 2024

Recommending Approval:

**VICTOR B. ASIO**
Dean, CAFS
Date: _____

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 01/31/24

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 L**

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GINAS AUREA A. VILLAGONZALO**
Performance Rating: **OUTSTANDING**

**AIM:** To further improve teaching strategies in order to capture the students' attentiveness and interest on the subject matter presented during classes.

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

**Date:** July, 2023          **Target Date:** December, 2023

**First Step** 1) Utilization of various technology options.
2) Consider new learning methods and collaborations with other faculty.
3) Participation in agricultural webinars and trainings online.

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**Result:** Students will be able to develop flexibility, vital time management and be an active and responsible learner through participating in class discussions.
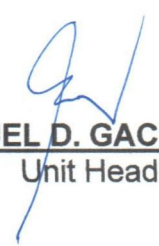
**Date:** January, 2024          **Target Date:** June, 2024

**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 the teaching guide, references of subjects and teaching strategies to be used in classes.

**Recommendation:**
Enhance the learning materials used in the classes, and collaborate other departments/ agencies for possible research and extension capabilities.

**Prepared by:**

**MANUEL D. GACUTAN, JR.**
Unit Head

**Conforme:**

**GINAS AUREA A. VILLAGONZALO**
Assistant Professor IV