

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LOTIS M. BALALA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.85x50%= 2.43	
b. Students (50%)		4.33x50%= 2.17	
Total for Instruction	40%	4.60	1.84
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		4.89x100%=4.89	
Total for Research	30%	4.89	1.47
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%	4.83	0.72
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.78</b>

EQUIVALENT NUMERICAL RATING: **4.78**

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: **4.78**

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

  
**LOTIS M. BALALA**  
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, **LOTIS M. BALALA** 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 2021**.

  
**LOTIS M. BALALA**  
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	As course in-charge	4	25.95	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis	As SRC chairman or member	1	10	5	4	4	4.33	
	On consultation	As course in-charge or academic adviser	2	20	5	5	5	5.00	
	PI. 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge	1	2	5	5	4	4.67	
	Flexible instructional materials	As course in-charge	1	3	4	5	4	4.33	
	Assessment tools (No. of courses handled x 2)	As course in-charge	1	4	5	5	4	4.67	
	PI. 11. Additional Outputs – No. of instructional materials reviewed	As member of IMs committee	2	5	5	5	4	4.67	
	PI. 1: Number of published papers in internationally indexed journals								



<b>RESEARCH SERVICES</b>	In refereed international journals	As 1 <sup>st</sup> /corresponding author in 2 articles submitted in international journals	1	2	5	4	5	4.67	
	PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As poster presenter during the NRCP-Visayas Scientific Conference	0	1	5	5	5	5.00	
	In reg'l fora/conferences								
	PI 4: Number of research proposals submitted/endorsed for external funding	Capsule proposal in EVHRDC and research proposal in NSTEP	0	2	5	5	5	5.00	
<b>EXTENSION SERVICES</b>	PI. 2: Number of trainees weighed by the length of training	As component leader of VETMends extension project	63						No organized training due to pandemic
	PI.5: Number of technical/expert services rendered	As component leader of VETMends extension project	1	1	5	5	5	5.00	
	As peer reviewer/panelist	As program and project evaluator of two NRCP research proposals	1	4	5	5	5	5.00	
		As reviewer of two journal articles for SLSU's JSET							
	PI 11: Additional Outputs. Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities)	As veterinarian or technical staff	1	2	5	5	5	5.00	
	No. of clienteles served	As technical staff during the rabies vaccination and spay and neuter activities	0	484	5	5	5	5.00	
	PI.3: Number of coaching sessions among department heads, faculty and staff	As department head	2	3	5	5	4	4.67	
	PI.4: Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure	As department head As overseer of VTH	1	5	5	5	5	5.00	

<b>GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>	attainment of College/department targets								
	PI.6 Additional Outputs								
	Number of regular committee meetings attended	As faculty member	6	6	5	5	5	5.00	
	Number of special meetings attended	As Dept. Head and faculty member	0	12	5	5	5	5.00	
	Number of activities attended and organized by committee	As member of the duly-approved CVM standing committees	1	5	5	4	4	4.33	
	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	5	5.00	
<b>Total Over-all Rating</b>								19.39	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.39/4</b>	<b>4.85</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>	
<b>FINAL RATING</b>		<b>4.85</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Continue pursuing the establishment of a separate research niche in the college &amp; level of her expertise and/or department.</i>
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Evaluated & Rated by:

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

Date: \_\_\_\_\_

Recommending Approval:

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

Date: \_\_\_\_\_

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President

Date: \_\_\_\_\_



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: Lotis M. Balala

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 and Grades submitted	December 13, 2021	December 30, 2021	January 28, 2022	Very impressive	Outstanding	None
2	Review of student's thesis outline and manuscript	Approved Thesis outline Thesis manuscript	December 1, 2021	December 15, 2021	December 27, 2021	Impressive	Very satisfactory	Should have thesis advisee(s) in the coming semester
3	Developing course OBE syllabi	Approved OBE course syllabi	July 26, 2021	August 13, 2021	August 16, 2021	Very impressive	Outstanding	None
4	Creating instructional material	Learning guide/Workbook	August 13, 2021	August 15, 2021	February 16, 2022	Impressive	Outstanding	None
5	Extension services as a member of extension project	Number of extension activities conducted and number of clients served	September 20, 2021	September 24, 2021	September 28, 2021	Very impressive	Outstanding	None
6	Attending meeting	Attendance and participation in regular and special meetings	July 1, 2021	July 6, August 13, September 10, October 8, November 12, & December 10, 2021	July 6, August 13, September 10, October 8, November 12, & December 10, 2021	Very impressive	Outstanding	None

\* 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: LOTIS M. BALALA  
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, 2021 Target Date: December, 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: October, 2021 Target Date: December, 2021

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:

  
LOTIS M. BALALA  
Ratte