

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANA MARQUIZA M. QUILICOT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93 x 50% = 2.46	
b. Students (50%)		4.60 x 50% = 2.30	
Total for Instruction	40%	4.76	1.90
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		4.91 x 100% = 4.91	
Total for Extension	15%	4.91	0.74
4. Administration	15%	4.89	0.73
5. Production			
<b>TOTAL</b>			<b>4.87</b>


EQUIVALENT NUMERICAL RATING: **4.87**

Add: Additional Points, if any: -


TOTAL NUMERICAL RATING: **4.87**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**ANA MARQUIZA M. QUILICOT**  
Name of Faculty

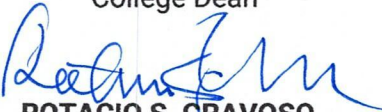
Reviewed by:

  
**HARVIE P. PORTUGALIZA**  
Department Head

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
College Dean

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

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

I, **ANA MARQUIZA M. QUILICOT**, 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 **January 2024** to **June 2024**.

  
**ANA MARQUIZA M. QUILICOT**  
Ratee

Approved:   
**HARVIE P. PORTUGALIZA**  
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 1: Total FTE, coordinates, implemented and monitored	As course in-charge	35	21.55	4	5	5	4.67	The remaining FTE will be accomplished in July-December 2024
	PI 9: Percentage of subject rated at least VS in the teaching performance evaluation by students	As faculty member	90%	100%	5	5	5	5.00	
	PI 10: Rated at least VS by supervisor	As faculty member	50%	100%	5	5	5	5.00	
	PI 11: Percentage of courses offered with approved course syllabi	As faculty in-charge of subject	95%	100%	5	5	5	5.00	
	PI 13: Percentage of courses offered with final grades within the allowable period	As faculty member	100%	60%	5	5	4	4.67	The remaining percentage will be accomplished in July-December 2024
	PI 20 Number of thesis students advised	As thesis adviser	2	23	5	5	5	5.00	
	PI 26: Percentage of students enrolled on schedule	As academic adviser	50%	100%	5	5	5	5.00	
	PI 28: Number of students advised:								
	On thesis/field practice/special problem	As thesis adviser	2	22	5	5	5	5.00	
	No. of approved manuscript submitted within prescribed period	As thesis adviser	3	11	5	5	5	5.00	
	On consultation	As faculty member/academic adviser	25	40	5	5	5	5.00	



<b>Research Innovation Services</b>	PI 15: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	As project leader	1	1	5	5	5	5.00	
<b>Extension Services</b>	PI 6: Number of trainings, seminars, and fora conducted	As component leader/ member	2	-					To be accomplished in July-December period
	PI 7: Number of expert services rendered:								
	Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conference, convenor, organizer, facilitator, reviewer of research and extension proposals	As component leader/member	1	1	5	5	4	4.67	
	PI 8: Number of IEC materials developed	As component leader/member	1	1	5	5	4	4.67	
	PI 9: Number of IEC materials distributed	As component leader/ member	1	2	5	5	5	5.00	
	PI 14: Number of trainees	As component leader/ member/ technical personnel	20	54	5	5	5	5.00	
	PI 15: Number of beneficiaries served								
	a. group	As component leader/ member	3	14	5	5	5	5.00	
	b. individual	As component leader/ member	40	69	5	5	5	5.00	
	PI 17: Number of clients assisted in agri-fair. Walk in clients, training requests, in-house review, training, and related activities.	As component leader/ member	40	112	5	5	5	5.00	
<b>Support to Operations</b>	PI 7: Number of trainings, seminars, and conferences attended	As faculty member	1	4	5	5	4	4.67	
<b>General Admin. &amp; Support Services (GASS)</b>	PI 1: Number of offices supervised	As Head of International Affairs Office	1	1	5	5	4	4.67	
	PI 2: Number of committee meetings attended	As committee member	5	10	5	5	5	5.00	
	PI 4: Number of routinary documents acted	As faculty member/committee member/ Head of International Affairs Office	5	50	5	5	5	5.00	
	PI 5: Number of requests acted	As Head of International Affairs Office	1	2	5	5	5	5.00	
	PI 9: Percentage of faculty and staff submitted a DTR every month	As CVM faculty member	100%	100%	5	5	5	5.00	

	PI 12: Monthly accomplishment report submitted on time	As Head of International Office	100%	100%	5	5	4	4.67	
	PI 13: Submission of PPMP for the following year within deadline as prescribed by BAC	As Head of International Office	100%	100%	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>19.73</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.73/4</b>	<b>4.93</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.93</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**


*Improve research activities: proposal submission and research publications.*

Evaluated & Rated by:

  
**HARVIE P. PORTUGALIZA**  
 Dept/Unit Head


Date: 7/20/2024

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
 College Dean

Date: 7/21/2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs

Date: 7/21/2024

1 – Quality      2 – Efficiency      3 – Timeliness      4 – Average



## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

**Name of Office:** COLLEGE OF VETERINARY MEDICINE

**Head of Office:** HARVIE P. PORTUGALIZA

**Number of Personnel:** 10 FACULTY MEMBERS, 3 ADMINISTRATIVE STAFF, 1 LABORATORY TECHNICIAN, 3 LABORERS, 2 SCIENCE RESEARCH ASSISTANTS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Consultative meeting, setting expectations, finding solutions for enrollment problems, and briefing on schedule of classes for 1 <sup>st</sup> Semester AY 2024-2025	-	✓	-	Meeting on June 25, 2024	Potential solution and Interventions were agreed upon
Preparations and Reviewing schedules of classes offered during midyear 2024.	-	-	OVPAAC MC #13, s. 2024		In coordination with the Office of the Registrar
Reminding colleges on the due dates of submission of academic requirements and clearance of graduating students, as well as on giving necessary assistance to graduating students.	-	-	OVPAAC MC #14, s. 2024		In coordination with the Office of the Registrar
Appointing graduation focal persons.			OVPAAC MC #14, s. 2024		In coordination with UIMC
Submission of purchase requests for equipment, fixture, and furniture for instruction purposes.			OVPAAC MC #15, s. 2024		Submitted on time the required documents to OVPAAC.

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
ADVANCE EDUCATION SERVICES								
Graduate Degree Program Management Services								
PI 1. MSVM proposal reviewed/update	Follow-up appropriate offices for proposal for updates	College Secretary; Instruction Committee Chair	Continuing	X	X	X	X	None
HIGHER EDUCATION SERVICES								
Curriculum Program Management Services								
PI 1. Total FTE monitored	Monitor and Calculate FTE	Admin Staff	February-May, 2024	X	X	X	X	None
PI 2. Number of new or revised curricular proposals submitted	Craft revised DVM curriculum	Instruction Committee	January-April, 2024	X	X	X	X	Revised DVM curriculum submitted for UAC approval
PI 3. Number of new or revised proposals approved by UCC								
PI 4. Number of new degree programs implemented	Maintain compliant to CMO #1, series 2018.	Faculty And Staff; Dean and Department Head	Continuing	X	X	X	X	As of 2023, DVM program remains compliant to CHED (i.e., renewed COPC)
PI 5. Number of programs with COPC								
PI 7. Percentage passing in licensure examinations (1st time takers)	Conduct of VLE review and activities to support board takers.	Instruction Committee; Student Services Committee; Continuing Education and Professional Development Committee	May-June, 2024	X	X	X	X	Delivered a review on subjects with low passing rate based on VSU data from PRC; Conducted test-taking seminar.
PI 8. Percentage passing in licensure examinations (overall including repeaters)								
PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	Mentoring and coaching of faculty members.	Dean And Department Heads	Continuing	X	X	X	X	All faculty members have at least VS rating.
PI 10. Percentage of faculty rated at least VS by supervisor								
PI 11. Percentage of courses offered with approved course syllabi	Mentor on writing OBE course syllabi and TOS	Instruction Committee; Dean and Department Heads	January-February 2024	X	X	X	X	All courses have OBE course syllabi and TOS
PI 12. Percentage of courses with approved IMs	Write and review IMs	Faculty Members; Instruction Committee;	Continuing	X	X	X	X	In-progress



		Department Heads						
PI 13. Percentage of courses offered with final grades submitted within the allowable period	Remind course in charge to submit grade on time.	Dean And Department Heads	June 2024	X	X	X	X	Most grades are submitted on time.
PI 14. Percentage of undergraduate students who graduated within the prescribed period	Monitor and assist graduating students	Academic Advisers	May-June 2024	X	X	X	X	None
PI 15. Number of curricular reviews conducted	Review DVM curriculum	Instruction Committee	January-March, 2024	X	X	X	X	Revised DVM curriculum submitted for UAC approval
PI 16. Number of IMs reviewed	Review IMs, OBE course syllabi, and TOS.	Instruction Committee	Continuing	X	X	X	X	None.
PI 17. Number of course syllabi and TOS reviewed and approved								
PI 18. Number of OJT MOAs prepared	Prepare internship MOAs and assist DVM interns in getting the requirements.	Internship Coordinator	January-February 2024	X	X	X	X	Success-fully deployed interns in HTE.
PI 19. Number student interns deployed and monitored								
PI 20. Number of thesis students advised	Assign students to research projects and faculty members within their research of interests.	Project Leaders And Study Leaders; Faculty Members	Continuing	X	X	X	X	None
PI 23. Number of external institutions/agencies conducting benchmarking activities served	Accommodate external institutions and prepare documents on the area they are benchmarking on.	Various Committees	Continuing	X	X	X	X	None
PI 24. Number of students from other academic departments conducting research activities served	Prepare a space in the laboratory for students.	Laboratory Technician	March-May, 2024	X	X	X	X	None
PI 25. Percentage of graduates (2 years prior) that are employed	Conduct graduate tracer's interview.	Alumni Coordinator	January – June 2024	X	X	X	X	None
PI 26. Percentage of students enrolled on schedule	Assist students during enrollment.	Academic Advisers	January 1-12, 2024	X	X	X	X	None
PI 28. Number of students advised: - On thesis/ field practice/special problem - No. of approved manuscript submitted within	Assign students to research projects and faculty members within their research of interests.	Project Leaders And Study Leaders; Faculty Members	January – June 2024	X	X	X	X	None

prescribed period - On consultation								
Number of student organizations advised/assisted - Student organizations advised - Student organizations assisted on student related activities	Monitor student organizations.	Organization Advisers.	January – June 2024	X	X	X	X	None
<b>RESEARCH INNOVATION SERVICES</b>								
P1. Number of research proposals submitted  P2. Number of research proposal approved	Prepare research proposal.	Faculty Members	January – June 2024	X	X	X	X	Depends on the call for proposal.
P3. Number of approved research projects/studies implemented	Implement research projects.	Project And Study Leaders	January – June 2024	X	X	X	X	None
P4. Amount of research money obtained from external sources	Submit research proposal.	Faculty Members	January – June 2024	X	X	X	X	None
P5. Amount of research money obtained from internal sources	Submit research proposal.	Faculty Members	January – June 2024	X	X	X	X	None
P6. Number of research outputs presented in conferences: a. international b. national c. regional or institutional	Apply for oral presentation in conferences.	Faculty Members	January – June 2024	X	X	X	X	None
P7. Number of patent applications P8. Number of patents approved	Submit research outputs that can be patented.	Project Leaders.	January – June 2024	X	X	X	X	None
P10. Number of research articles derived from approved research in the university, submitted  P11. Number of research articles derived from approved research in the university, published	Write scientific paper for publications.	Faculty Members with Approved Research in The University	January – June 2024	X	X	X	X	None
P12. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	Translate research outputs into policy or technology for beneficiaries.	Faculty Members with Approved Research in the University	January – June 2024	X	X	X	X	None



P13. Number of research outputs completed within the year	Perform research activities based on targeted work plan.	Faculty Members with Approved Research in the University	January – June 2024	X	X	X	X	None
P14. Number of Scopus, WoS and ACI publications and other reputable journals	Publish research paper in journals indexed in Scopus, WoS, and ACI.	Faculty Members	January – June 2024	X	X	X	X	None
P15. Number of research collaboration/ partnership	Forge research collaborations with other institutions and stakeholders.	Faculty Members with Approved Research in the University	January – June 2024	X	X	X	X	None
P16. Number of publication qualified for VSU publication incentive award	Apply for VSU publication incentive award.	Faculty Members	January – June 2024	X	X	X	X	Subject to Call for Application.
<b>EXTENSION SERVICES</b>								
PI 1. Number of extension proposals submitted	Apply for funding of extension project.	Faculty Members	January – June 2024	X	X	X	X	For VSU funding
PI 2. Number of extension proposal approved								
PI 3. Number of approved extension projects implemented	Implement existing extension project.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	VET Mends Project
PI 4. Number of extension outputs presented in: a. international b. national c. regional or institutional	Present extension outputs.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 5. Number of extension activities conducted	Plan and conduct extension activities.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 6. Number of trainings, seminars and fora conducted	Plan and conduct trainings, seminars, and for a.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 7. Number of expert services rendered: a. peer reviewer of journal/book b. reviewer of research and extension proposals c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor,	Provide services as an expert in the field.	Faculty Members	January – June 2024	X	X	X	X	None

organizer, facilitator) d. accreditor e. consultancy								
PI 8. Number of IEC materials developed PI 9. Number of IEC materials distributed	Develop and distribute IEC materials.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 10. Number of extension articles derived from approved extension in the university, submitted  PI 11. Number of extension articles derived from approved extension in the university, published	Submit scientific paper derived from extension projects.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 12. Amount of extension money obtained from external sources  PI 13. Amount of extension money obtained from internal sources	Apply for funding of extension projects.	Faculty Members	January – June 2024	X	X	X	X	None
PI 14. Number of trainees	Conduct training for stakeholders.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 15. Number of beneficiaries served a. group b. individual	Provide services to beneficiaries.	Project Leader, Component Leaders, and Members	January – June 2024	X	X	X	X	None
PI 16. Number of active partnership with LGU's Industries, NGO's, NGA's, SME's and other stakeholders as a result of extension of activities	Forge partnership with stakeholders.	Faculty Members	January – June 2024	X	X	X	X	None
PI 17. Number of client assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities  PI 18. Percentage of beneficiaries who rated the training course/ and advisory services	Provide excellent services to clients.	Faculty Members and Staff	January – June 2024	X	X	X	X	None
<b>SUPPORT TO OPERATIONS</b>								
Faculty Development Services								





<b>Accreditation Services</b>								
PI 1. 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	Comply with ISO 9001:2015	Faculty Members and Staff	January – June 2024	X	X	X	X	None
<b>GENERAL ADMIN &amp; SUPPORT SERVICES (GASS)</b>								
PI 1. Number of departments/institutes/offices supervised	Supervise departments.	Dean	January – June 2024	X	X	X	X	None
PI 2. Number of management meetings conducted	Conduct management and committee meetings.	Dean and Department Heads.	January – June 2024	X	X	X	X	None
PI 3. Number of committee meetings conducted								
PI 4. Number of routinary documents acted	Act on routinary documents and requests.	Dean and Department Heads; Faculty Members and Staff.	January – June 2024	X	X	X	X	None
PI 5. Number of requests acted								
PI 6. Number of memoranda prepared	Prepare office memoranda.	Dean	June 1-30, 2024	X	X	X	X	None
PI 7. Percentage of IFWs submitted to OVPAA	Submit IFW on time	Clerk	February 1-29, 2024	X	X	X	X	None
PI 8. Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes	Submit teaching load to OVPAA on time.	Clerk	May-June 2029	X	X	X	X	None
PI 9. Percentage of faculty and staff submitted a DTR every month	Remind faculty members and staff to submit the DTR within 1 week after every month.	Faculty Members and Staff	January – June 2024	X	X	X	X	None
PI 10. Percentage of complaints, if any, addressed on time	Review possible complaint and respond to them immediately.	Administrative Staff	January – June 2024	X	X	X	X	None
PI 11. Percentage of action plans implemented and monitored as scheduled	Implement action plans based on CVM Strategic Plan.	Dean and Department Heads.	January – June 2024	X	X	X	X	None
PI 12. Monthly accomplishment report submitted on time.	Submit monthly accomplish-meng reports on time.	Dean and Department Heads.	January – June 2024	X	X	X	X	None
PI 13. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Prepare and submit college and department PPM within the deadline.	Dean and Department Heads.	January – June 2024	X	X	X	X	Call for PPMP submission will be from July-December 2024.
PI 14. Number of coaching sessions among department heads, faculty & staff	Conduct coaching sessions regularly.	Dean and Department Heads.	January – June 2024	X	X	X	X	None
PI 15. Number of	Conduct planning	Dean and	January –	X	X	X	X	None



planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/ department targets	sessions, tracking, and monitoring of targets.	Department Heads.	June 2024					
PI 16. Number of regular executive committee meetings conducted	Conduct executive committee meetings.	Dean	January – June 2024	X	X	X	X	None

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
 Unit Head

### PERFORMANCE MONITORING FORM

Name of Employee: Ana Marquiza M. Quilicot

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	Grade submitted at the end of the semester	January 2024	May 2024	June 2024	Impressive	Very satisfactory	Encourage on-time submission of grades
2	As thesis adviser	Thesis outlines/ approved thesis manuscripts	January 2024	June 2024	June 2024	Very impressive	Outstanding	Students graduate based on their targeted timeline
3	As author/co-author and faculty member handling courses	Online ready courseware, flexible learning materials	January 2024	March 2024	February 2024	Very impressive	Outstanding	None
4	As author/co-author and faculty member handling courses	Assessment tools	January 2024	May 2024	May 2024	Very impressive	Outstanding	None
5	As adviser of research content	Approved thesis outline	January 2024	June 2024	June 2024	Very impressive	Outstanding	None
6	As veterinarian	Communication on animal consultations	January 2024	June 2024	June 2024	Impressive	Outstanding	Improve services offered to clientele
7	As head of the International Affairs Office	Attended meetings for prospective collaborative linkages with international institutions	January 2024	May 2024	May 2024	Very impressive	Outstanding	None

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

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

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANA MARQUIZA M. QUILICOT

Performance Rating: Outstanding

Aim: To efficiently deliver Instruction, Research and Extension services to achieve the College targets.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: A regular 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: April 2024 Target Date: June 2024

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.


Final Step/Recommendation:

The department/college should recruit additional faculty to cover the teaching load of those who left the university and/or on study leave.

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
Unit Head

Conforme:

  
**ANA MARQUIZA M. QUILICOT**  
Name of Ratee



## TEACHING PERFORMANCE EVALUATION Summary by Department

Department: College of Veterinary Medicine

College: College of Veterinary Medicine

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AGNES MORANTE TAVEROS	10	4.70	94.00 %	Outstanding
ANA MARQUIZA MARTIZANO QUILICOT	5	4.60	92.00 %	Outstanding
CARL LEONARD MONREAL PRADERA	8	4.88	97.50 %	Outstanding
HARVIE POTOT PORTUGALIZA	6	5.00	100.00%	Outstanding
HEXELSA JOY CUESTA NUÑEZ	11	4.91	98.18 %	Outstanding
JANE PAGALAN DAUTIL	7	5.00	100.00 %	Outstanding
JOHN PHILIP LOU MACHICA LUMAIN	10	4.80	96.00 %	Outstanding
LOTIS MONSALES BALALA	9	5.00	100.00 %	Outstanding
RENATO ACABO DAGANTA	9	4.72	94.44 %	Outstanding
SHEBELLE ALCARIA CUEVA	9	5.00	100.00 %	Outstanding
SHIELA ROMERO RABE	10	4.90	98.00 %	Outstanding
Department Mean		4.86	97.28%	Outstanding

Prepared by:

**VANESSA W. NAZAL**  
 TPES in-Charge  
 Date: June 04, 2024

Attested by:

**MA. RACHEL KIM I. AURE**  
 Director, Instruction and Evaluation  
 Date: June 04, 2024

Received by:

**HARVIE POTOT PORTUGALIZA**  
 Name and Signature of Department head  
 Date: July 21, 2024

**SANTIAGO JR. TORDA PEÑA**  
 Name and Signature of College Dean  
 Date: July 21, 2024

Distribution of copies: ODIE, College, Department