

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **HARVIE P. PORTUGALIZA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.99x50%= 2.50	
b. Students (50%)		4.00x50%= 2.00	
Total for Instruction	40%	4.50	1.80
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x100%= 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00 x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: **4.80**

Add: Additional Points, if any:

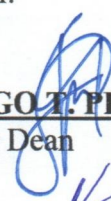
TOTAL NUMERICAL RATING: **4.80**ADJECTIVAL RATING: **Outstanding**

Prepared by:

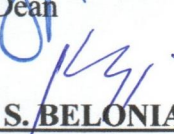
Reviewed by:


HARVIE P. PORTUGALIZA
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, **HARVIE P. PORTUGALIZA**, 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 2022 to December 2022.

HARVIE P. PORTUGALIZA

Ratee

Approved:

SANTIAGO T. PEÑA, JR.

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Services	PI 5. FTE	As course in-charge/ Instructor.	4	13.25	5	5	5	5.00	
	PI 8. Number of students advised:								
	Thesis/field practice/special problem	As an adviser/ assistant thesis adviser/ thesis committee member of thesis/field practice/special problem.	1	6	5	5	5	5.00	
	No. of approved manuscript submitted within prescribed period	As a thesis adviser/assistant thesis adviser/ thesis committee member.	1	3	5	5	5	5.00	
	On consultation	As an academic adviser/faculty member.	2	50	5	5	5	5.00	
	PI 10. Number of instructional materials developed:								
	Number of virtual classrooms created and operationalized	As course in-charge/ Instructor.	1	2	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/ Instructor.	1	2	5	5	5	5.00	
	Assessment tools	As course in-charge/ Instructor.	2	4	5	4	5	4.67	
	PI 11. Additional outputs								
Research Services	Number of instructional materials reviewed	AS a member of IMs committee.	4	12	5	5	5	5.00	
	PI 3. Number of research outputs published/accepted in internationally-referred journal	As a faculty member with research function.	1	2	5	5	5	5.00	
	PI 16: Number of research proposals submitted/reviewed for internal funding	As a faculty member with research function.	1	-	5	5	5	5.00	January-June accomplishment
Extension Services	PI _: Number of research proposals approved for funding	As a faculty member with research function.	1	1	5	5	5	5.00	
	PI 4. Number of beneficiaries served	As a field veterinarian and extension project component/study leader.	36	251	5	5	5	5.00	

General Admin. & Support Services (GASS)	PI 5. Number of technical/ expert services								
	Peer reviewers/ panelists	As a reviewer in the field of veterinary medicine and allied field.	1	5	5	5	5	5.00	
	PI 11. Additional outputs								
	Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target)	As an expert in the field of veterinary medicine.	1	5	5	5	5	5.00	
	PI 6. Additional Outputs								
General Admin. & Support Services (GASS)	Number of planning sessions, tracking and monitoring of targets attended or assisted to ensure attainment of college/department targets	As faculty member	5	12	5	5	5	5.00	
	Number of regular and committee meetings attended	As faculty member	6	8	5	5	5	5.00	
	Number of committee activities completed	As faculty member and member of duly-approved CVM standing committee	1	1	5	5	5	5.00	
	Number of Best practices/new initiatives in college administration replicated/benchmarked by other colleges/other agencies	As content contributor	1	1	5	5	5	5.00	
Total Over-all Rating								19.99	

Average Rating (Total Over-all rating divided by 4)	19.99/4	4.99
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Dr. Portugalva has the potential for the college leadership.

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.

Dept/Unit Head

Date: 2/12/2008

Recommending Approval:

SANTIAGO T. PEÑA, JR.

College Dean

Date: 2/12/2008

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/10/2008

PERFORMANCE MONITORING FORM

Name of Employee: Harvie P. Portugaliza

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	Instruction	Developed and updated VSUEE for VPAT 103 (Veterinary Clinical Pathology) and Clinics II (Internship); Prepared pre-recorded presentations and modules; administered and checked output and exams; submitted grades.	July 1, 2022	September 12, 2022 (Start of Classes) November 14-18, 2022 (Midterm Exam Week)	August 20, 2022 November 14, 2022	Very impressive	Outstanding	
2	Advising/reviewing student's thesis outline and manuscript	Approved thesis outline and manuscript	July 1, 2022	Aug 10-11, 2022	August 1, 2022	Very Impressive	Outstanding	
3	Academic advising and student consultations	Assisted student in solving specific academic concerns	July 1, 2022	December 31, 2022	December 16, 2022	Very impressive	Outstanding	
4	Creating virtual classroom and instructional materials	VSUEE VPat 103 and Clinics II; OBE; TOS; Instructional workbook; laboratory exercises	July 1, 2022	September 12, 2022	August 20, 2022	Very impressive	Outstanding	

5	Reviewing instructional materials as a member of the IMS committee	Review and approved IMS for selected veterinary courses	August 19, 2022	September 12, 2022	September 3, 2022	Very impressive	Outstanding	
6	Research Publication	Peer-reviewed publication and poster presentation of research outputs.	July 1, 2022	Dec 31, 2022	November 30, 2022	Very impressive	Outstanding	
7	Extension services	Consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects	July 1, 2022	December 30, 2022	December 16, 2022	Very impressive	Outstanding	
8	Peer-reviewer in a scientific journal	Reviewed scientific articles	July 1, 2022	December 30, 2022	December 20, 2022	Very impressive	Outstanding	
9	Assisting college administrative works as a the head of DVCS and college committees	Notice of the meetings, minutes of the meetings, committee reports, drafted letters and proposals.	July 1, 2022	December 30, 2022	December 22, 2022	Very impressive	Outstanding	

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

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

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DEPARTMENT OF VETERINARY CLINICAL SCIENCES, COLLEGE OF VETERINARY MEDICINE

Head of Office: Dr. HARVIE P. PORTUGALIZA

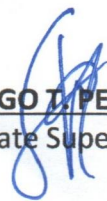
Number of Personnel: 4 Academic Staff, 7 administrative staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments and planning	X	X	-	-	Done during meetings.
Teaching monitoring.	X	-	-	-	
Monitoring of VSUEE courses (online teaching platform).	X	-	-	VSUEE Evaluation	Done twice the academic semester.
Coaching Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done during Dean, heads, and Secretary Meetings
Research and extension projects planning	X	X	-	-	With CVM staff
Plan in operationalizing CVM facilities and equipment.	X	X	-	-	Done during meetings.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


SANTIAGO T. PEÑA, JR.
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As a member of the Instruction Committee	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 15: Number of virtual classrooms created and operationalized	As course in-charge	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
Flexible instructional materials	As author/co-author and faculty member handing the course	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
Assessment tool	As faculty member handing the course	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 1: Number of published papers in internationally indexed journals	As author/co-author	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	As project leader	Quilicot, AMM	July to December 2022	x	x	x	x	None

PI 11: Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	As author/co-author	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 14: Number of research output publication produced/ related technical publication/ Manual produced and distributed	As author/co-author	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 28: Number of IP related trainings and seminars attended (local/national/ international trainings/ conference)	As faculty member	Carbardo, DE Cueva, SA Nuñez, HJC	July to December 2022	x	x	x	x	None
MFO 4 Extension Services								
PI 1. Number of trainees weighted by the length of training	As a veterinarian	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 4. Number of beneficiaries served	As extension component leader/member	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 5. Number of technical services	As resource person	Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 13. Number of trainees weighted by the length of training	As expert in the field of veterinary medicine	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None
PI 21: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings and related activities	As expert in the field of veterinary medicine	Daganta, R Jr. Cueva, SA Nuñez, HJC Quilicot, AMM	July to December 2022	x	x	x	x	None

Prepared by:


HARVIE P. PORTUGALIZA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HARVIE P. PORTUGALIZA
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, 2022 **Target Date:** December, 2022

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, 2022 **Target Date:** December, 2022


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 the K to 12 subjects to de-load existing faculty.

Prepared by:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


HARVIE P. PORTUGALIZA
Ratee