

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOHN PHILIP LOU M. LUMAIN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.94 x 50% = 2.47	
b. Students (50%)		4.86 x 50% = 2.43	
Total for Instruction	40%	4.90	1.96
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		5.0 x 100% = 5.0	
Total for Research	30%	5.0	1.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		4.95 x 100% = 4.95	
Total for Extension	15%	4.95	0.74
4. Administration	15%	4.89	0.73
5. Production			
<b>TOTAL</b>			<b>4.93</b>

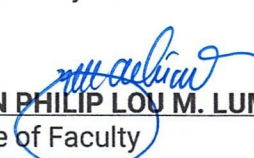
EQUIVALENT NUMERICAL RATING: **4.93**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.93**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**JOHN PHILIP LOU M. LUMAIN**  
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

**“Exhibit B”**

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

I, **JOHN PHILIP LOU M. LUMAIN**, 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 2024** to **December 2024**.

  
**JOHN PHILIP LOU M. LUMAIN**  
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>	
<b>Higher Education Services</b>	PI 1: Total FTE, coordinates, implemented and monitored	As a course in-charge	20	31.90	5	5	5	5.00	
	PI 9: Percentage of courses at least VS in the teaching performance by students	As a course-in-charge	90%	95%	5	5	5	5.00	
	PI 10: Percentage of faculty rated at least VS by supervisor	As a CVM faculty member	90%	100%	5	5	5	5.00	
	PI 11: Percentage of course offered with approved course syllabi	As a course in-charge	95%	100%	5	5	5	5.00	
	PI 13: Percentage of courses offered with final grades submitted within the allowable period	As a CVM faculty member	100 %	100%	5	5	5	5.00	
	PI 24: Number of students from other academic departments conducting research activities served	As a member of the student research committee	2	4	5	5	5	5.00	
	PI 26: Percentage of students enrolled on schedule	As an academic adviser	50%	100%	5	5	4	4.67	
	PI 28: Number of students advised:								
	a. On thesis/ field practice/ special problem	As the thesis adviser and student research committee member/ chairperson	2	3	5	5	5	5.00	
	b. No. of approved manuscript submitted within prescribed period	As the thesis adviser and student research committee member/ chairperson	2	3	5	5	5	5.00	
	c. On consultation	As an academic adviser	20	25	5	5	4	4.67	



<b>Research Innovation Services</b>	P3: Number of approved research projects/studies implemented	As component leader of CVM IP	1	1	5	5	5	5.00	
<b>Extension Services</b>	PI 5: Number of extension activities conducted	As a faculty member and lead component of Rabies Vaccination	1	2	5	5	5	5.00	
	PI 7: Number of expert services rendered:								
	c. Resource speaker/ person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	As a faculty member with field of specialization	1	3	5	5	5	5.00	
	d. Accreditor	As a member of the Internal Quality Auditor	-	1	5	5	4	4.67	
	PI 14: Number of trainees	As a faculty member with extension project	20	84	5	5	5	5.00	
	PI 15: Number of beneficiaries served								
	a. Group	As a faculty member with extension project	-	4	5	5	5	5.00	
	b. Individual	As a faculty member with extension project	40	171	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 a faculty member with extension project	40	171	5	5	5	5.00	
<b>Support to Operations (Faculty Evaluation Services)</b>	P4: Number of in-house seminars/ trainings/ workshops/ reviews conducted/ attended	As a CVM faculty member and Head of the Department of Veterinary Paraclinical Sciences	-	5	5	5	5	5.00	
<b>Faulty Dev. Services</b>	PI 7: Number of trainings, seminars, and conferences attended	As a CVM faculty member and Head of the Department of Veterinary Paraclinical Sciences	1	7	5	5	5	5.00	
<b>General Admin. &amp; Support Services (GASS)</b>	PI 1: Number of departments/ institutes/ offices supervised	As the Head of the Department of Veterinary Paraclinical Sciences	1	1	4	5	5	4.67	
	PI 2: Number of management meetings conducted	As the Head of the Department of Veterinary Paraclinical Sciences	1	2	5	5	5	5.00	
	PI 3: Number of committee meetings conducted	As a member and chairperson of the CVM standing committees	2	3	5	5	5	5.00	

	PI 4: Number of routinary documents acted	As the Head of the Department of Veterinary Paraclinical Sciences/ Member of various standing committee	25	30	5	5	5	5.00	
	PI 5: Number of requests acted	As the Head of the Department of Veterinary Paraclinical Sciences/ Member of various committee	5	10	5	5	5	5.00	
	PI 9: Percentage of DTR submission per month	As a CVM faculty member	100%	100%	5	5	5	5.00	
	PI 12: Percentage of monthly accomplishment report submitted on time	As the Head of the Department of Veterinary Paraclinical Sciences	100%	100%	5	5	4	4.67	
	PI 13: Submission of College/ Department PPMP for the following year within the deadline as prescribed by BAC	As the Head of the Department of Veterinary Paraclinical Sciences (Lab Share and DVPCS PPMP)	1	2	5	5	4	4.67	
	PI 14: Number of coaching sessions among department heads, faculty and staff	As the Head of the Department of Veterinary Paraclinical Sciences	1	3	5	5	5	5.00	
	PI 15: Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/ department targets	As the Head of the Department of Veterinary Paraclinical Sciences	1	3	5	5	4	4.67	
<b>Total Over-all Rating</b>								<b>19.77</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.77/4</b>	<b>4.94</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.94</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Must write research proposal & publish paper*

Evaluated & Rated by:

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

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

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
College Dean

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

Approved by:

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

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

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

Head of Office: JOHN PHILIP LOU M. LUMAIN

Number of Personnel: 3 Academic Staff, 2 administrative staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments and planning	X	X	-	-	Done during department meetings.
Teaching monitoring.	X	-	-	-	Conducted two weeks before the scheduled final examination schedule
Monitoring of VSUEE courses (online teaching platform).	X	-	-	VSUEE Evaluation	Done twice the academic semester.
<b>Coaching</b> Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done department meetings
Research and extension projects planning	X	X	-	-	With CVM staff
Plan in operationalizing CVM facilities and equipment.	X	X	-	-	Done during meeting and laboratory visits for inventory and calibration.

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

Conducted by:

**HARVIE P. PORTUGALIZA**  
Immediate Supervisor

Noted by:

  
**ROTACIO S. GRAVOSO**  
Next Higher Supervisor

or CHED recognized journal within the year								
PI 14: Number of research output publication produced/ related technical publication/ Manual produced and distributed	As author/co-author	Balala, LM	July to December 2024	x	x	x	x	None
<b>MFO 4 Extension Services</b>								
PI 1. Number of trainees weighted by the length of training	As a veterinarian	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
PI 4. Number of beneficiaries served	As extension component leader/member	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
PI 5. Number of technical services	As resource person	Balala, LM	July to December 2024	x	x	x	x	None
PI 13. Number of trainees weighted by the length of training	As expert in the field of veterinary medicine	Balala, LM Dautil, JP Cortes, MA	July to December 2024	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	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None

Note: Dr. Kenny Oriel A. Olana is a member of the DVPCS and is pursuing his PhD during the monitoring period.

Prepared by:

  
**JOHN PHILIP LOU M. LUMAN**  
 Department Head

### 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	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As a member of the Instruction Committee	Cortes, MA	July to December 2024	x	x	x	x	Submitted IMs to the College Instruction Committee for review
PI 15: Number of virtual classrooms created and operationalized	As course in-charge	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	Updated VSUEE
Flexible instructional materials	As author/co-author and faculty member handing the course	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
Assessment tool	As faculty member handing the course	Balala, LM Dautil, JP Cortes, MA	July to December 2024	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 1: Number of published papers in internationally indexed journals	As author/co-author	Balala, LM Cortes, MA Olana, KOA	July to December 2024	x	x	x	x	None
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	Balala, LM	July to December 2024	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	Balala, LM	July to December 2024	x	x	x	x	None
PI 11: Percentage of research outputs published in internationally-refereed	As author/co-author	Balala, LM Cortes, MA Olana, KOA	July to December 2024	x	x	x	x	None



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **JOHN PHILIP LOU M. LUMAIN**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date Accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Teaching	Exams/ Final Grades	August 2024	December 2024	December 27, 2024	Very Impressive	Outstanding	-Encourage student interaction and small group discussions. -Use of other platforms that could increase student participation.
2	Consultation with students/ Number of students advised	Student registration/ Thesis outline/ Academic related concerns	August 2024	December 2024	December 2024	Very impressive	Outstanding	-Encourage to make a consultation log.
3	Creation of assessment tools	Assessment tool	August 2024	December 2024	December 2024	Impressive	Very satisfactory	-Integrate new applications in making assessment tools.
4	Updating of virtual classroom	Virtual classroom	August 2024	December 2024	December 2024	Very impressive	Outstanding	-Encourage on time enrollment of students to the subject VSUEE. -Update learning materials.
5	Extension service, technical/expert services/ consultancy	Animal health check-up	August to December 2024	August to December 2024	August to December 2024	Very impressive	Outstanding	-Encourage to submit on time the accomplishment reports of the assigned component with the necessary attachments.
6	Admission and registration services	Number of students enrolled and validated within	August to December 2024	August to December 2024	August to December 2024	Very impressive	Outstanding	-Fast and efficient. -Entertains student concerns with enthusiasm.



		scheduled regular registration period.						
7	Administrative support services	Meetings attended	August to December 2024	August to December 2024	August to December 2024	Very impressive	Outstanding	-Efficient in completing assigned tasks. -Active in the meeting giving suggestions, comments, and feedback on the topics/ agenda.
		No. of documents acted upon on time	August to December 2024	August to December 2024	August to December 2024	Impressive	Outstanding	
		No. of documents released on time	August to December 2024	August to December 2024	August to December 2024	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	August to December 2024	August to December 2024	August to December 2024	Impressive	Outstanding	

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

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

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
 Dean, FVM

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN PHILIP LOU M. LUMAIN  
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, 2024 **Target Date:** December, 2024

**First Step:** A normal teaching load (Instruction function) to have time for student and faculty consultation, research, extension activities and revision of instructional materials and 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, 2024 **Target Date:** December, 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.

**Recommendation:**

The program has a high number of enrolled students. The department/college should recruit additional faculty to cover the additional load and de-load existing faculty so that they can still perform the other mandates of the university (i.e., research, extension, innovation, production).

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
College Dean

Conforme:

  
**JOHN PHILIP LOU M. LUMAIN**  
Ratee





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING  
BY DEPARTMENT**

**Second Semester AY 2023-2024**

**Department: Dept. of Veterinary Medicine**

**College: College of Veterinary Medicine**

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AGNES MORANTTE TAVEROS	5	4.40	88.00 %	Very Satisfactory
ANA MARQUIZA MARTIZANO QUILICOT	7	4.14	82.86 %	Very Satisfactory
HARVIE POTOT PORTUGALIZA	9	4.78	95.56 %	Outstanding
HEXELSA JOY CUESTA NUÑEZ	2	5.00	100.00 %	Outstanding
JANE PAGALAN DAUTIL	6	5.00	100.00 %	Outstanding
JOHN PHILIP LOU MACHICA LUMAIN	7	4.86	97.14 %	Outstanding
LOTIS MONSALES BALALA	5	4.80	96.00 %	Outstanding
MARJORIE AMOTO CORTES	6	4.83	96.67 %	Outstanding
RENATO ACABO DAGANTA	8	4.63	92.50 %	Outstanding
SANTIAGO JR. TORDA PEÑA	7	4.43	88.57 %	Very Satisfactory
SHIELA ROMERO RABE	8	4.81	96.25 %	Outstanding
Department Mean		4.70	93.96%	Outstanding

Prepared by:

**VANESSA W. NAZAL**

TPES in-Charge

Date: 11-08-2024

Attested by:

**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

**HARVIE POTOT PORTUGALIZA**

Name and Signature of Department head

Date: Nov 22, 2024

**HARVIE POTOT PORTUGALIZA**

Name and Signature of College Dean

Date: Nov. 22, 2024

*Distribution of copies: IEO, College, Department*

