



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MA. DELIA A. PAGENTE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

MA. DELIA A. PAGENTE

Name of Staff

Reviewed by:

HARVIE P. PORTUGALIZA

Department/Office Head

Recommending Approval:

HARVIE P. PORTUGALIZA

Dean

Approved:

ROTACIO S. GRAVOSO

Vice President



“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. DELIA A. PAGENTE, 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 - June 2024.

MA. DELIA A. PAGENTE

Ratee

Approved:

HARVIE P. PORTUGALIZA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of Equipment receipt (ARE)	Physical inventory and Safe keeping of laboratory equipment, instruments and glass wares	1800	958	5	5	5	5.00	Remaining target to be accomplished on July to December 2024
		Conduct physical inventory of laboratory supplies, chemicals and reagents	800	545	5	5	5	5.00	Remaining target to be accomplished on July to December 2024
	Number of Equipment, Instruments and glass wares be included in the maintenance plan acted upon on time	Conduct maintenance plan of Equipment, Instruments and glass wares	800	410	5	5	4	4.67	Remaining target to be accomplished on July to December 2024
	Number of assigned task completed before deadline	Assist faculty/staff/students in signing VSU clearance	20	60	5	5	5	5.00	
	Number of laboratory and lecture Rooms, toilets, Faculty and staff offices, animal house and CVM premises to be cleaned and disinfected	Supervise and Assist laborers in maintaining the cleanliness of CVM building	25	13	5	5	4	4.67	Remaining target to be accomplished on July to December 2024
	Number of Job order Evaluation documents released on time	Supervise and evaluate contractual personnel	6	4	4	5	5	4.67	Remaining target to be accomplished on July to December 2024
	Number of documents released on time	Released the results of laboratory analysis	5	3	5	5	4	4.67	Remaining target to be accomplished on July to December 2024

Laboratory Services	Number of lab. materials /instruments/equipment acted on time	Autoclaving, Disinfecting and Cleaning of Lab. materials, instruments and equipment	800	909	5	5	5	5.00	
	Number of chemicals & samples acted on time	Prepared Culture Media (Nutrient Agar, Blood Agar Nutrient broth, TSBroth ,Differential and selective medium, Starch agar,), SABORAUD agar slant and plates, PDA, Lactose broth, , Biochemical reagents set, Biochemical Media, Staining-grams stain & others	800	455	5	5	4	4.67	Remaining target to be accomplished on July to December 2024
	Number of Microorganisms to be acted on time	conduct Microbial analysis in maintaining the viability of the stock culture	25	16	5	5	5	5.00	Remaining target to be accomplished on July to December 2024
	Number of laboratory analysis	Conduct microbial analysis for research.	8	4	5	5	4	4.67	Remaining target to be accomplished on July to December 2024
Total Over-all Rating								53.02	

Average Rating (Total Over-all rating divided by 11)	53.02/11	4.82
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attend trainings, Seminars, and other ways to update skills & knowledge -

Evaluated & Rated by:


HARVIE P. PORTUGALIZA
 Dept/Unit Head

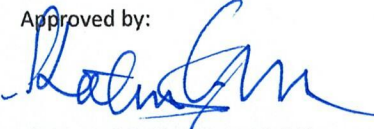
Date: 7/30/2024

Recommending Approval:


HARVIE P. PORTUGALIZA
 College Dean

Date: 7/30/2024

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Date: 7/31/2024

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			
Monitoring					
Consultative meeting, setting expectations, finding solutions for enrollment problems, and briefing on schedule of classes for 1 st 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 st Week	2 nd Week	3 rd Week	4 th 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
RESEARCH INNOVATION SERVICES								
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.
EXTENSION SERVICES								
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
SUPPORT TO OPERATIONS								
Faculty Development Services								

Accreditation Services								
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
GENERAL ADMIN & SUPPORT SERVICES (GASS)								
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: RENATO A. DAGANTA JR.

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 Grades	Jan 2024 (2nd sem SY 23-24)	June 2024	June 2024 (university schedule for grade submission)	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
2	Consultation with students As academic adviser/ SRC membership	Resolved student queries especially the subject related matters.	Jan 2024	June 2024	June 2024	Very impressive	Outstanding	The teacher may record the consultation video for other students to watch especially those that haven't attended the Google meet.
4	Creation of assessment tools	Assessment tool	Jan 2024 (2nd sem SY 23-24)	June 2024	June 2024	Impressive	Very satisfactory	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	Jan 2024 (2nd sem SY 23-24)	June 2024	June 2024	Very impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.
6	Extension service, consultancy	Animal health check-up	April 2024	April 2024	April 2024	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	Jan 2024	June 2024	June 2024	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
		No. of documents released on time	Jan 2024	June 2024	June 2024	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	Jan 2024	June 2024	June 2024	Impressive	very satisfactory	

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

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

Prepared by:


DR. AGNES M. TAVEROS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. DELIA A. PAGENTE

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the target

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: Disinfecting and cleaning of the diagnostic laboratory, veterinary teaching Hospital and clinics room and laboratory equipment.

Entertain the clientele in the clinic and assist the faculty

Result: Disinfected and cleaned diagnostic laboratory, veterinary teaching hospital Clinics room and laboratory equipment.

Date: March 2024 Target Date: June 2024

Next Step: Continuous follow-up of all request documents for approval to the higher VSU officer and attend training on records keeping and achieving.

Outcome: Smooth operation of office work

Final Step/Recommendation:

The weekly program of activities should be made ahead of time.

Prepared by:


HARVIE P. PORTUGALIZA
Unit Head

Conforme:


MA. DELIA A. PAGENTE
Name of Ratee Faculty/Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: Ma. Delia A. Pagente

Position: Administrative Officer III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1

9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58/12 = 4.83				
B. Leadership & Management (For supervisors only to be rated by higSher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score						
Overall recommendation:						


HARVIE P. PORTUGALIZA
 Immediate Supervisor