

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%)		$4.75 \times 50\% = 2.38$	
b. Students (50%)		$4.00 \times 50\% = 2.00$	
Total for Instruction	40%	4.38	1.75
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		$4.67 \times 100\% = 4.67$	
Total for Research	30%	4.67	1.40
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		$4.67 \times 100\% = 4.67$	
Total for Extension	15%	4.67	0.70
4. Administration	15%	4.92	0.74
5. Production	0%	0	0.00
TOTAL			4.59

EQUIVALENT NUMERICAL RATING: **4.59**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.59**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

HARVIE P. PORTUGALIZA
 Name of Faculty

LOTIS M. BALALA
 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 1, 2021** to **December 31, 2021**.


HARVIE P. PORTUGALIZA
Ratee

Approved: 
LOTIS M. BALALA
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	16.5	5	5	5	5.00	
	PI 8. Number of students advised:								
	Thesis/field practice/special problem	As an adviser of thesis/field practice/special problem.	2	3	5	4	5	4.67	
	No. of approved manuscript submitted within prescribed period	As a thesis adviser/assistant thesis adviser/ thesis committee member.	2	3	4	5	5	4.67	
	On consultation	Guide the student on academic-related matters as an academic adviser/faculty member.	10	15	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	4	5	5	4.67	
	Flexible instructional materials	As course in-charge/ Instructor.	2	2	5	5	4	4.67	
	Assessment tools	As course in-charge/ Instructor.	3	3	5	4	5	4.67	
	PI 11. Additional outputs								
	Number of instructional materials reviewed	AS a member of IM committee.	8	9	5	5	4	4.67	

Research Services	PI 3. Number of research outputs published/accepted in internationally-referred journal	As a faculty member with research function.	1						
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences • In nat'l/regional fora/conferences		1	1	5	5	4	4.67	
Extension Services	PI 2. Number of trainees weighted by the length of training	As a field veterinarian and extension project component/study leader.	63						No formal Training Conducted
	PI 5. Number of technical/ expert services								
	Peer reviewers/ panelists	As a reviewer in the field of veterinary medicine and allied field.	8	10	5	5	4	4.67	
	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.	3	4	5	4	5	4.67	
General Admin. & Support Services (GASS)	PI 6. Additional Outputs								
	Number of planning sessions, tracking and monitoring of targets attended or assisted to ensure attainment of college/department targets	As faculty member	10	12	5	5	5	5.00	
	Number of regular and committee meetings attended	As faculty member	10	12	5	5	5	5.00	
	Number of committee activities completed	As faculty member and member of duly-approved CVM standing committee	3	4	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	4	5	4.67	
Total Over-all Rating								19.01	


Average Rating (Total Over-all rating divided by 4)	19.01	4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development

Purpose:

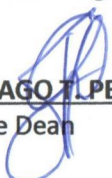
Dr. Portugaliza is a very efficient staff. His contributions to the college are highly commendable. He is recommended to be given a key responsibility/position in the unit.

Evaluated & Rated by:


LOTIS M. BALALA
 Dept/Unit Head

Date: 24 March 2022

Recommending Approval:


SANTIAGO T. PEÑA
 College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORMName 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	Created and updated VSUEE for VPat 103, VMed 179, and VZoo 108; Prepared pre-recorded presentations and module; administered and checked output and exams; submission of grades.	July 15, 2021	October 18, 2021 (Midterm) and December 13, 2021 (Finals)	October 18, 2021 (Midterm) and December 13, 2021 (Finals)	Very impressive	Outstanding	
2	Advising/reviewing student's thesis outline and manuscript	Approved Thesis outline	August 30, 2021	December 10, 2021	December 1, 2021	Very Impressive	Outstanding	
3	Academic advising and student consultations	Assisted student in solving specific academic concerns	July 1, 2021	December 15, 2021	December 15, 2021	Very impressive	Outstanding	
4	Creating virtual classroom and instructional materials	VSUEE created for VPat 103, VMed 179, VZoo 108; OBE; TOS; Instructional workbook; laboratory manual	August 2, 2021	August 23, 2021	August 30, 2021	Impressive	Very satisfactory	
5	Reviewing instructional materials as a member of the IMS committee	Review and approved IMS for selected veterinary courses	August 13, 2021	August 15, 2021	August 15, 2021	Very impressive	Outstanding	

6	Research output presentation	Poster presentation of research output at the national level	July 15, 2021	July 15, 2021	July 15, 2021	Very impressive	Outstanding	
7	Extension services	Consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects	July 1, 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	
8	Peer-reviewer in a scientific journal	Reviewed scientific articles	July 1, 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	
9	Assisting college administrative works as a college secretary and member/head of college committees	Notice of the meetings, minutes of the meetings, committee reports, drafted letters and proposals.	July 1, 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	

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

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

Prepared by:


LOTIS M. BALALA
Unit 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, 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:


HARVIE P. PORTUGALIZA
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