

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LOTIS M. BALALA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.85 \times 50\% = 2.42$	
b. Students (50%)		$4.07 \times 50\% = 2.03$	
Total for Instruction	40%	4.45	1.78
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		$4.92 \times 100\% = 4.92$	
Total for Research	30%	4.92	1.48
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		$4.96 \times 100\% = 4.96$	
Total for Extension	15%	4.96	0.74
4. Administration	15%	4.78	0.72
5. Production	0%	0	0.00
TOTAL			4.72


EQUIVALENT NUMERICAL RATING: **4.72**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.72**ADJECTIVAL RATING: **Outstanding**

Prepared by:


Reviewed by:


LOTIS M. BALALA
Name of Faculty
CARL LEONARD M. PRADERA
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, **LOTIS M. BALALA** 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 to June 2023**.


LOTIS M. BALALA
Ratee

Approved: 
CARL LEONARD M. PRADERA
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 1: Total FTE monitored	As course in-charge	30	29.10	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis	As SRC chairman or member	20	13	5	4	5	4.67	
	No. of approved manuscript submitted within prescribed period	As thesis adviser	5	5	5	4	5	4.67	
	On consultation	As course in-charge or academic adviser	100	70	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted	As adviser of Dog Owners' Club	1	1	5	5	5	5.00	
	PI. 10: Number of instructional materials developed								
	On-line ready courseware	As course in-charge	2	2	5	5	4	4.67	
	Flexible instructional materials	As course in-charge	1	2	4	5	5	4.67	
	Assessment tools (No. of courses handled x 2)	As course in-charge	1	4	4	5	5	4.67	
	Additional Output Number of virtual classrooms created and operationalized	As course in-charge	1	2	4	5	5	4.67	
	No. of instructional materials reviewed	As member of IMs committee	2	4	5	4	5	4.67	

RESEARCH SERVICES	PI 2. Number of research outputs completed within the year	As project leader	1	1	4	5	5	4.67	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year *	As author/co-author	1	-					
	PI 4: Number of research outputs presented in regional/national/ int'l fora/conferences	As project leader	1	1	5	5	5	5.00	
	PI. 28. Number of VSU faculty researchers/staff attended IP related trainings and seminars (local/national/international trainings/conference)	As participant in the HERDIN Orientation and Learning Session	0	1	5	5	5	5.00	
	PI. 29. Number of publications qualified for VSU publication incentive award	As author/co-author	1	1	5	5	5	5.00	
EXTENSION SERVICES	PI 1: Number of trainees	As component leader of VETMends extension project; NSTEP resource person on how create a scientific poster	15	205	5	5	5	5.00	
	PI 4: Number of beneficiaries served	As component leader of VETMends extension project	30	111	5	5	5	5.00	
	PI.5: Number of technical/expert services rendered								
	Research mentoring	NSTEP resource person on how create a scientific poster	0	1	5	5	5	5.00	
	Peer reviewers/Panelists	As peer-reviewer for JSET	0	1	5	5	5	5.00	
	Resource Persons	Presenter in PVMA, Tarlac Agri. Univ, 1 st Western Vis., NSTEP	1	4	5	5	5	5.00	
	Convenor/Organizer	As DOC adviser for Dog Show	0	1	4	5	5	4.67	
	Output indicators								
	PI 13: Number of trainees weighted by the length of training	As veterinarian or technical person	7.69	66.67	5	5	5	5.00	
	PI 21: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	As veterinarian or technical person	30	111	5	5	5	5.00	


GENERAL ADMIN. & SUPPORT SERVICES (GASS)	PI.3: Number of coaching sessions among department heads, faculty and staff	As faculty member	2	1	5	5	4	4.67	
	PI.5: Number of regular meeting, executive, college, department conducted	As Faculty member	12	6	5	5	5	5.00	
	PI 6 : Number of in-house seminars/trainings/workshops/reviews conducted/attended *	As project leader	2	1	5	4	5	4.67	
Total Over-all Rating								19.42	

Average Rating (Total Over-all rating divided by 4)	19.42/4	4.85
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Dr. Pralata is a role model when it comes to research, extension and instruction. I recommend that she also manages her time well to maintain a healthy and balance life

Evaluated & Rated by:


CARL LEONARD M. PRADERA
 Dept/Unit Head

Date: July 7, 2023

Recommending Approval:


SANTIAGO T. PEÑA, JR.
 College Dean

Date: July 11, 2023

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: July 14, 2023

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

PERFORMANCE MONITORING FORM

Name of Employee: Lotis M. Balala

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 and Grades submitted	January 4, 2023	January 9, 2023	January 9, 2023	Very impressive	Outstanding	None
2	Review of student's thesis outline and manuscript	Final thesis outline and thesis manuscript	January 4, 2023	June 26, 2023	June 26, 2023	Impressive	Very satisfactory	None
3	Developing course OBE syllabi	Approved OBE course syllabi	February 10, 2023	February 17, 2023	February 17, 2023	Very impressive	Outstanding	None
4	Creating instructional material	Learning guide/Workbook	February 10, 2023	February 19, 2023	February 19, 2023	Impressive	Outstanding	None
5	Extension services as a member of extension project	Number of extension activities conducted and number of clients served	April 20, 2023	April 26, 2023	April 26-27, 2023	Very impressive	Outstanding	None
6	Conduct of research	Accomplishment reports	April 15, 2023	April 17-21, 2023	April 17-21, 2023	Very impressive	Outstanding	None
7	Attending meeting	Attendance and participation in regular and special meetings	January 4, 2023	January 10, February 7, March 8, April 5, May 9, & June 21, 2023	January 10, February 7, March 8, April 5, May 9, & June 21, 2023	Very impressive	Outstanding	None

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

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

Prepared by:


CARL LEONARD M. PRADERA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOTIS M. BALALA

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: January, 2023 Target Date: June, 2023

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: March, 2023 Target Date: June, 2023


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/college 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:


LOTIS M. BALALA
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