

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

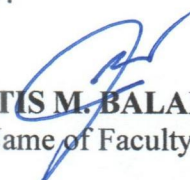
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.89 x50%= 2.44	
b. Students (50%)		4.85 x50%= 2.42	
Total for Instruction	40%	4.46	1.94
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00x100%=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%	4.78	0.72
5. Production	0%	0	0.00
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: **4.91**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.91**ADJECTIVAL RATING: **Outstanding**


Prepared by:


LOTIS M. BALALA
Name of Faculty

Reviewed by:


CARL LEONARD M. PRADERA
Department Head

Recommending Approval:


HARVIE P. PORTUGALIZA
OIC 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 **July to December 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	15	39.65	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis	As adviser, SRC chairman or member	10	17	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	50	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	1	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	5	5	5	5.00	

	No. of instructional materials reviewed	As member of IMs committee	2	4	5	5	4	4.67	
RESEARCH SERVICES	PI 2: Number of research outputs completed within the year	As project leader	1	0					Claimed already in the Jan-June IPCR
	PI 3: Percentage of research outputs published in internationally-referred or CHED recognized journal within the year *	As author/co-author of NSTEP-funded project	1 (100%)	1 (100%)					In press
	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	0	0					Claimed already in the Jan-June IPCR
	PI. 29: Number of publications qualified for VSU publication incentive award	As author/co-author	1	2	5	5	5	5.00	
EXTENSION SERVICES	PI 1: Number of trainees	As component leader of VETMends extension project	15	15	5	5	5	5.00	
	PI 4: Number of beneficiaries served	As component leader of VETMends extension project	15	26	5	5	5	500	
	PI.5: Number of technical/expert services rendered								
	Research mentoring	NSTEP resource person on how create a scientific poster	0	0					Claimed already in the Jan-June IPCR
	Peer reviewers/Panelists	As peer-reviewer for ATR and RSU Research Journal	0	2	5	5	5	500	
	Resource Persons	As oral and poster presenter in 17 th ASEAN Food Conference 2023, NRCP Visayas Regional Cluster Convention and 35 th Joint ViCARP and RRDEN Regional RDE Symposium	1	3	5	5	5	5.00	
	Convenor/Organizer	As DOC adviser for Dog Show	0	0					Claimed already in the Jan-June IPCR
	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	15	26	5	5	5	5.00	

GENERAL ADMIN. & SUPPORT SERVICES (GASS)	PI 6 : Number of in-house seminars/trainings/ workshops/reviews conducted/attended *	As project leader of CVM-IP project	1	1	5	4	5	4.67	
	PI.3: Number of coaching sessions among department heads, faculty and staff	As faculty member	1	1	5	5	4	4.67	
	PI 5. Number of regular executive committee meetings conducted	As faculty member, committee chairman/member	6	9	5	5	5	5.00	
Total Over-all Rating								19.55	

Average Rating (Total Over-all rating divided by 4)	19.55/4	4.89
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Dr. Pradera is a productive faculty of crm. make health a priority.

Evaluated & Rated by:


CARL LEONARD M. PRADERA
 Dept/Unit Head

Date: 2/20/2024

Recommending Approval:


HARVIE P. PORTUGALIZA
 OIC College Dean

Date: 2/20/2024

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: 02/20/24

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

Exhibit I

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	Prepare grades	Submitted grade sheets	July 5	January 9, 2023	June 26, 2023	Very impressive:	Outstanding	None
2	Review of students' thesis manuscript	Approved thesis manuscript	July 1-15, 2023	June 26, 2023	Aug. 7-15, 2023	Impressive:	Very satisfactory	None
3	Assist and enroll academic advisees	No. of academic advisees enrolled	Aug. 1, 2023	Aug. 7-15, 2023	Aug. 13, 2023	Very impressive:	Outstanding	None
4	Develop course OBE syllabi for VMic 101 and VPbH 102	Approved OBE course syllabi	Aug. 7, 2023	Aug. 13, 2023	Aug. 18, 2023	Very impressive:	Outstanding	None
5	Develop student performance record	Master copy of student record	Aug. 15, 2023	Aug. 18, 2023	Aug. 13, 2023	Very impressive:	Outstanding	None
6	Update instructional materials	Uploaded IMs in virtual classroom	Aug. 7, 2023	Aug. 13, 2023	Aug. 18, 2023	Impressive:	Outstanding	None
	Update virtual classrooms	Updated virtual classrooms	Aug. 15, 2023	Aug. 18, 2023	Aug. 16, 2023	Impressive:	Outstanding	None
7	Prepare and coordinate with Lab Manager on lab supplies needed for lab classes	Prepared reagents and media	Aug. 6, 2023	Aug. 16, 2023	Aug. 16 – Dec. 22, 2023	Impressive:	Outstanding	None
	Administer lec and lab classes in VMic 101 and VPbH 102	Accomplished learning tasks and exams	Aug. 1, 2023	Aug. 16 – Dec. 22, 2023	Aug. 16 – Dec. 22, 2023	Very impressive:	Outstanding	None
	Set assessment exams for students	Students' scores and performance	Aug. 1, 2023	Aug. 16 – Dec. 22, 2023	Sept. 20, 2024	Very impressive:	Outstanding	None
	Participate in the Vet Medical mission in San Isidro, Leyte	Number of extension activities conducted and number of clients served	April 20, 2023	Sept. 20, 2024	June 26, 2023	Very impressive:	Outstanding	None

	Conduct training workshop with CVM IP	No. of students and research staff trained	Sept. 1, 2023	Sept. 27, 2023	Sept. 27, 2023	Very impressive	Outstanding	None
	Supervise RAs and thesis students under CVM-IP project	Accomplishment reports	July 2, 2023	Dec. 29, 2023	Dec. 29, 2023	Very impressive	Outstanding	None
	Supervise IP project in collaboration with Biotech staff	Accomplishment reports	July 2, 2023	Dec. 29, 2023	Dec. 29, 2023	Very impressive	Outstanding	None
	Participate in TWG planning under RRLIP	Planning output	Oct. 17, 2023	Oct. 18 and Nov. 22, 2023	Oct. 18 and Nov. 22, 2023	Very impressive	Outstanding	None
	Attending meeting	Attendance and participation in regular and special meetings	July 2, 2023	July 5, Aug. 9, Sept. 6, Oct. 10, Nov. 8, and Dec. 13, 2023	July 5, Aug. 9, Sept. 6, Oct. 10, Nov. 8, and Dec. 13, 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: July, 2023 **Target Date:** December, 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: October, 2023 **Target Date:** December, 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:


HARVIE P. PORTUGALIZA
OIC College Dean

Conforme:


LOTIS M. BALALA
Ratee