

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%)		4.97x50%= 2.48	
b. Students (50%)		4.86x50%= 2.43	
Total for Instruction	40%	4.91	1.96
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		4.87 x100%= 5.00	
Total for Research	30%	4.87	1.46
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%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.92

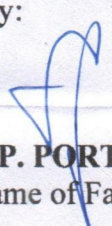

EQUIVALENT NUMERICAL RATING: **4.92**

Add: Additional Points, if any:

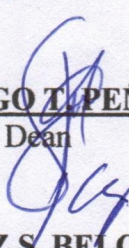
TOTAL NUMERICAL RATING: **4.92**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


HARVIE P. PORTUGALIZA
Name of Faculty
SANTIAGO T. PEÑA, JR.
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 **January 1, 2023** to **June 30, 2023**.

HARVIE P. PORTUGALIZA

Ratee

Approved:

SANTIAGO T. PEÑA, JR.

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 a course in-charge / CVM faculty.	10	45	5	5	5	5.00	
	PI 8. Number of students advised:								
	On thesis/ field practice/special problem	As an adviser/ assistant thesis adviser/ thesis committee member of thesis/field practice/special problem.	1	18	5	5	5	5.00	
	No. of approved manuscript submitted within prescribed period	As a thesis adviser/assistant thesis adviser/ thesis committee member.	1	3					
	On consultation	As an academic adviser/faculty member.	20	50	5	5	5	5.00	
	PI 10. Number of virtual classrooms created and operationalized.	As a course in-charge.	1	1	5	5	5	5.00	
	PI 11. Additional outputs								
	Number of instructional materials reviewed	AS a member of IMs committee.	4	10	5	5	5	5.00	
Research Services	PI 3. Number of research outputs published in internationally-referred or CHED recognized journal within the year	As a faculty member with research function.	1		5	4	4	4.33	Under review (For July-Dec, 2023 accomplishment)
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	As a faculty member with research function.	1	3	5	5	5	5.00	
	PI 13. Number of research collaboration/partnership with LGUs	As a faculty member with research function.	1	2	5	5	5	5.00	
	PI 14. Number of research output publication produced/ related technical publication/Manual produced & distribution	As a faculty member with research function.	1	1	5	5	5	5.00	Policy Brief (NRCP)
	PI. 28. Number of VSU faculty researchers/staff attended IP related trainings and seminars (local/national/international trainings/conference)	As a faculty member with research function	1	1	5	5	5	5.00	

Extension Services	PI 1. Number of trainees	As an extension project component/study leader.	15	20	5	5	5	5.00	
	PI 4. Number of beneficiaries served (Individuals)	As an extension project component/study leader.	30	26.5	5	5	5	5.00	
	PI 5. Number of technical/expert services								
	Peer reviewers/ panelists	As a reviewer in veterinary medicine and allied fields.	1	5	5	5	5	5.00	
	Resource Persons	As an expert in specific veterinary medicine topics.	1	1	5	5	5	5.00	
	PI 13. Number of trainees weighted by the length of training.	As an extension project component/study leader.	7.69	24	5	5	5	5.00	
Support to Operations	PI 21. Number of clients assisted in agri-fair, walk-in clients, training requests, in-house review, training and related activities	As an extension project component/study leader.	30	40	5	5	5	5.00	
	PI 3. Number of coaching sessions among department heads, faculty & staff	As department head of DVCS.	2	3	5	5	5	5.00	
Support to Operations	PI 5. Number of regular executive committee meetings conducted <i>and attended</i> .	As department head of DVCS and chairman of college committees.	12	13	5	5	5	5.00	
Total Over-all Rating								19.87	

Average Rating (Total Over-all rating divided by 4)	19.87/4	4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		7.97
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Dr. Porfugacion has the potential for college leadership

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.
Dept/Unit Head

Date: July 13, 2023

Recommending Approval:

SANTIAGO T. PEÑA, JR.
College Dean

Date: July 13, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: July 14, 2023

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

PERFORMANCE MONITORING FORM

Name of Employee: Harvie P. Portugaliza

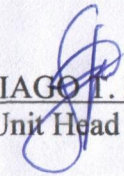
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Instruction	Developed and updated VSUEE for VPar 101 (Veterinary Entomology and Protozoology); Prepared pre-recorded presentations and module; administered and checked output and exams; submission of grades.	January 3, 2023	February 20, 2023 (Start of Classes) April 17, 2023 (Midterm Exams) June 19, 2023 (Final Exams)	February 10, 2023 April 1, 2023 June 1, 2023	Very impressive	Outstanding	
2	Advising/reviewing student's thesis outline and manuscript	Approved thesis outline and manuscript	June 1, 2023	June 29-30, 2023	June 27, 2023	Very Impressive	Outstanding	
3	Academic advising and student consultations	Assisted student in solving specific academic concerns	January 3, 2023	June 30, 2023	June 30, 2023	Very impressive	Outstanding	
4	Creating virtual classroom and instructional materials	VSUEE VPar 101; OBE; TOS; Instructional workbook; laboratory exercises	January 3, 2023	February 15, 2023	February 10, 2023	Very impressive	Outstanding	

5	Reviewing instructional materials as a member of the IMS committee	Review and approved IMS for selected veterinary courses	February 26, 2023	March 15, 2023	March 15, 2023	Very impressive	Outstanding	
6	Research Publication	Poster and oral presentation of research outputs at the regional and national level	January 3, 2023	June 30, 2023	June 30, 2023	Very impressive	Outstanding	
7	Extension services	Consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects	February 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very satisfactory	
8	Peer-reviewer in a scientific journal	Reviewed scientific articles	January 3, 2023	June 30, 2023	June 30, 2023	Very impressive	Outstanding	
9	Assisting college administrative works as a the head of DVCS and college committees	Notice of the meetings, minutes of the meetings, committee reports, drafted letters and proposals.	January 3, 2023	June 30, 2023	June 30, 2023	Very impressive	Outstanding	

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

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

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

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

Head of Office: Dr. HARVIE P. PORTUGALIZA


Number of Personnel: 4 Academic Staff, 2 administrative staff

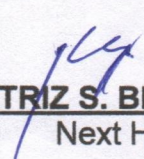
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of Job-related accomplishments, problems, and plans.	X	X	-	-	Done during regular and special faculty and staff meetings.
Teaching monitoring.	X	-	-	-	
Monitoring of VSUEE courses (online teaching platform)	X	-	-	VSUEE Evaluation	Done twice the academic semester, before midterm and final weeks.
Coaching Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done during Dean, Dept. heads, and Secretary Meetings
Research and extension projects planning	X	X	-	-	With CVM staff
Plan in operationalizing CVM facilities and equipment.	X	X	-	-	Done during regular and special faculty and staff meetings.

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

Conducted by:

Noted by:


SANTIAGO T. PEÑA, JR.
Immediate Supervisor
Supervisor


BEATRIZ S. BELONIAS
Next Higher

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	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
PI 10. Number of virtual classrooms created and operationalized	As a course in-charge	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As a member of the Instruction Committee	Quilicot, AMM	January to February 2023	x	x	x	x	None
Flexible instructional materials	As author/co-author and faculty member handing the course	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	Quilicot, AMM Cueva, SA	January to February 2023	x	x	x	x	None
PI 11: Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	As author/co-author	Quilicot, AMM	January to February 2023	x	x	x	x	None
PI 28: Number of IP related trainings and seminars attended (local/national/ international trainings/ conference)	As faculty member	Quilicot, AMM Cueva, SA Nuñez, HJC	January to February 2022	x	x	x	x	None

MFO 4 Extension Services								
PI 1. Number of trainees weighted by the length of training	As a veterinarian	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2023	x	x	x	x	None
PI 4. Number of beneficiaries served	As extension component leader/member	Cueva, SA Nuñez, HJC	January to June, 2023	x	x	x	x	None
PI 5. Number of technical services	As resource person	Quilicot, AMM Cueva, SA Nuñez, HJC	January to June, 2022	x	x	x	x	None
PI 13. Number of trainees weighted by the length of training	As expert in the field of veterinary medicine	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2022	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	Cueva, SA Nuñez, HJC Quilicot, AMM	January to June, 2022	x	x	x	x	None

Prepared by:


HARVIE P. PORTUGALIZA
 Department 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: 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

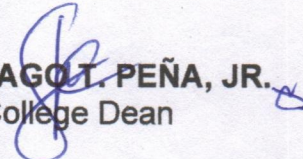
Next Step: To do instruction, research, extension and revision of instructional materials.

Outcome: Submitted research output for publication, engaged in Extension activities and revised Instructional Materials.


Recommendation:

The department should recruit additional faculty to cover the load of the K to 12 subjects to de-load existing faculty.

Prepared by:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


HARVIE P. PORTUGALIZA
Ratee