

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%) | | 4.91 x 50% = 2.46 | |
| b. Students (50%) | | 4.78 x 50% = 2.39 | |
| Total for Instruction | 40% | 4.85 | 1.94 |
| 2. Research | | | |
| a. Client/Dir. for Research (0%) | | | |
| b. Dept. Head/Center Director (100%) | | 4.83 x 100% = 4.83 | |
| Total for Research | 30% | 4.83 | 1.45 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (0%) | | | |
| b. Dept. Head/Center Director (100%) | | 45.00 x 100% = 5.00 | |
| Total for Extension | 15% | 4.00 | 0.75 |
| 4. Administration | 15% | 5.00 | 0.75 |
| 5. Production | | | |
| TOTAL | | | 4.89 |

EQUIVALENT NUMERICAL RATING: **4.89**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.89**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

HARVIE P. PORTUGALIZA
Name of Faculty

Reviewed by:

ROTACIO S. GRAVOSO
Immediate Supervisor

Recommending Approval:

HARVIE P. PORTUGALIZA
College Dean

Approved:

ROTACIO S. GRAVOSO
Vice Pres. for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Harvie P. Portugaliza, of the College of Veterinary Medicine, commit 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 to December 31, 2024.

HARVIE P. PORTUGALIZA
Ratee

Approved: **ROTACIO S. GRAVOSO**
Vice President for Academic Affairs

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Higher Education Services | PI 1. FTE | As a course in-charge / CVM faculty | 15 | 20.75 | 5 | 5 | 5 | 5.00 | FTE for January-June 2024 is 53.7 |
| | PI 11. Percentage of courses offered with approved course syllabi | As a course in-charge / CVM faculty | 95% | 100% | 5 | 5 | 5 | 5.00 | |
| | PI 6. Number of IMs reviewed | As a member of IMs Committee | 1 | 1 | 3 | 3 | 5 | 3.67 | |
| | PI 9. Percentage of courses with at least VS in the Teaching performance evaluation by students | As a course in-charge / CVM faculty | 90% | 100% | 5 | 5 | 5 | 5.00 | |
| | PI 13. Percentage of courses offered with final grades submitted within the allowable period | As a course in-charge / CVM faculty | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | PI 17. Number of course syllabi and TOS reviewed and approved | As a member of IMs Committee | 2 | 3 | 5 | 5 | 4 | 4.67 | |
| | PI 18. Number of OJT MOAs prepared | As a clinics coordinator | 3 | 17 | 5 | 5 | 5 | 5.00 | Accomplished on January-June 2024 (17 MOAs prepared) |
| | PI 19. Number of student interns deployed and monitored | As a clinics coordinator | 10 | 32 | 5 | 5 | 5 | 5.00 | Accomplished on January-June 2024 (32 interns deployed) |
| | PI 20. Number of thesis students advised | As thesis adviser and SRC | 2 | 16 | 5 | 5 | 5 | 5.00 | |
| | PI 24. Number of students from other academic departments conducting research activities served | As SRC panel | 1 | 3 | 5 | 5 | 5 | 5.00 | Students from DBS |
| | PI 26. Percentage of students enrolled on schedule | As an academic adviser | 50% | 100% | 5 | 5 | 5 | 5.00 | |
| | PI 28. Number of students advised: | | | | | | | | |
| | a. On thesis/ field practice/special problem | As thesis adviser and clinics coordinator | 2 | 20 | 5 | 5 | 5 | 5.00 | |

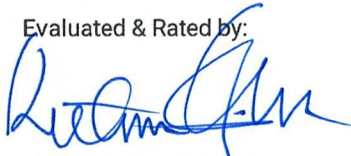
| | | | | | | | | | |
|------------------------------|--|--|----|----|---|---|---|------|---|
| | b. No. of approved manuscript submitted within prescribed period | As thesis adviser | 2 | 7 | 5 | 5 | 5 | 5.00 | |
| | c. On consultation | As academic adviser, thesis adviser, and department head | 25 | 40 | 5 | 5 | 5 | 5.00 | |
| | PI 29. Number of student organizations advised/ assisted | | | | | | | | |
| | a. Student organizations advised | As adviser of VKV-VLV | 1 | 1 | 5 | 3 | 3 | 3.67 | |
| | b. Student organizations assisted on student related activities | As adviser/dept head/dean | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| Research Innovation Services | PI 1. Number of research proposals submitted | As a faculty member with research function | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 6. Number of research outputs presented in conferences. | | | | | | | | |
| | a. international | As a faculty member with research project | - | 1 | 5 | 5 | 5 | 5.00 | |
| | b. national | As a faculty member with research project | - | 1 | 5 | 5 | 5 | 5.00 | |
| | c. regional or institutional | As a faculty member with research project | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 13. Number of research articles derived from approved research in the university, submitted | As a faculty member with research project | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 15. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries | As a faculty member with research project | 1 | 1 | 5 | 3 | 3 | 3.67 | |
| | PI 17. Number of Scopus, WoS and ACI publications and other reputable journals | As a faculty member with research project | 1 | 1 | 5 | 5 | 5 | 5.00 | 2 articles accomplished on January-June 2024; 1 Article for July-December 2024 period |
| Extension Services | PI 19. Number of publications qualified for VSU publication incentive award | As a faculty member with research function | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 5. Number of extension activities conducted | As a faculty member with extension project | 1 | 10 | 5 | 5 | 5 | 5.00 | |
| | PI 6. Number of trainings, seminars and fora conducted | As a faculty member with extension project | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | PI 7. Number of expert services rendered: | | | | | | | | |
| | a. peer reviewer of journal/book | As a faculty member with field of specialization | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | b. reviewer of research and extension proposals | As a faculty member with field of specialization | - | 1 | 5 | 5 | 5 | 5.00 | Part of TWG for Livestock and Poultry Commodity |

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|---|-----------|-------------|
| Average Rating (Total Over-all rating divided by 4) | 19.64 / 4 | 4.91 |
| Additional Points: | - | - |
| Approved Additional points (with copy of approval) | - | - |
| FINAL RATING | | 4.91 |
| ADJECTIVAL RATING | | Outstanding |

Comments & Recommendations for Development Purpose:

Keep up the good work.
Develop a mentorship program
for young faculty members.

Evaluated & Rated by:



ROTACIO S. GRAVOSOS
VP for Academic Affairs

Date: _____

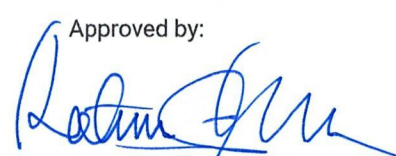
Recommending Approval:



ROTACIO S. GRAVOSO
VP for Academic Affairs

Date: _____

Approved by:



ROTACIO S. GRAVOSO
VP for Academic Affairs

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

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

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|-------|--|---|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| ISO surveillance audit report (Opportunities for Improvement) | | ✓ | | Notice of Meeting on July 4, 2024 | Potential solution and Interventions were agreed upon |
| Document review of quality procedures and guidelines | | ✓ | | Notice of Meeting on July 4, 2024 | |
| Purchase Equipment, Furniture and Fixtures | | ✓ | OVPAA Memo random Order # 15, Series of 2024 | | |
| Meeting on the COPC, COE-COD application and Other Matters | | | | July 16, 2024 OVPAA Notice of Meeting # 10 | |
| Meeting with the Technical Working Groups for Urgent Academic Concerns | | ✓ | | OVPAA Notice of Meeting # 11 on July 22, 2024 | |
| Schedule of Enrollment for the 1st Semester AY 2024-2025 for the Continuing Students | | ✓ | OVPAA Memo random Circular # 17, s. 2024 | | |
| Preparation of OBE Course Syllabi for 1st Semester AY 2024-2025 | | ✓ | OVPAA Memo random Circular # 18, s. 2024 | | |
| Institutional university cooperation (IUC) partnership 2026 | | ✓ | | July 31, 2024 OVPAA Notice of Meeting # 13 | |

| | | | | | |
|--|--|---|---|--|--|
| Continuation of the OVPAA Document Review | | ✓ | | August 19-20, 2024 OVPAA Notice of Meeting # 15 | |
| VSU Faculty Onboarding | | ✓ | | August 12, 2024 (Monday), 8:00AM-5:00PM, RDE Hall, FTF | |
| Strategic Planning, OVPAA OT Ps, and Other Matters | | ✓ | | Meeting on Sep 16, 2024 3pm - 5pm (GMT+8) | |
| Schedule of the Midterm and Final Exam | | ✓ | OVPAA Memorandum Circular # 24, s. 2024 | | |
| Submission of Individual Faculty Workload AY 2024-2025 | | ✓ | OVPAA MC# 23, s. 2024 | | |
| OVPAA Consolidated PPMP Monitoring Sheet | | ✓ | | Monitoring on Sept 30 9:00AM | |
| Deadline for Dropping of Subjects Without a Grade of 5.0 | | ✓ | OVPAA Memorandum Circular # 26, s. 2024 | | |
| Faculty Performance Evaluation by Supervisor (1st Semester AY 2024-2025) | | ✓ | OVPAA Memorandum Order # 35, Series of 2024 | | |
| Teaching Performance Evaluation by Students (1st Semester AY 2024-2025) | | ✓ | OVPAA Memorandum Circular # 27, s. 2024 | | |
| Review the Proposal of the Revised Curriculum of Undergraduate and Graduate Programs | | ✓ | | November 12, 2024 OVPAA Notice of Meeting # 23; Nov 20, 2024 OVPAA Notice of Meeting # 23 | |
| Extension of INC Compliance Deadlines for First Semester AY 2023-2024 | | ✓ | OVPAA Memorandum Circular # 30, s. 2024 | | |
| OTP Monitoring Submission and | | ✓ | | Dec 6, 2024 Monitoring | |

| | | | | | |
|--|--|---|--|---|---|
| Updates | | | | | |
| Deadline for Submission of the Indicative PPMP for FY 2026 for Academic Units | | ✓ | OVPAA Memo randum Circular # 31, s. 2024 | | |
| Coaching Strategies to address the decreasing number of faculty members due to consecutive resignation and a lack of interested applicants for the vacant positions. | | ✓ | | VSU BOR Resolution No. 122, series of 2024 | This is to address the Dearth of professional |
| Turnitin Feedback Studio with Originality Instructors' Workflow Training | | ✓ | OVPAA Memo randum Circular # 15, s. 2024 | | |
| TURNITIN Faculty Workflow Training | | ✓ | | August 9, 2024 (Friday), 2:00-4:00PM, virtual (Zoom) | |
| VSU E-Learning Environment and VSU BMA Seminar-Workshop | | ✓ | | August 28-29, 2024 (Wednesday-Thursday), 8:00AM-5:00PM, RDE Hall, FTF | |

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

Conducted by:



ROTACIO S. GRAVOSO
Immediate Supervisor

Noted by:

PROSE IVY G. YEPES
Next Higher Supervisor

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 | | | | | | | | |
| <i>Graduate Degree Program Management Services</i> | | | | | | | | |
| 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 | | | | | | | | |
| <i>Curriculum Program Management Services</i> | | | | | | | | |
| PI 1. Total FTE monitored | Monitor and Calculate FTE | Admin Staff | July-December, 2024 | X | X | X | X | None |
| PI 2. Number of new or revised curricular proposals submitted PI 3. Number of new or revised proposals approved by UCC | Craft revised DVM curriculum | Instruction Committee | July-December, 2024 | X | X | X | X | Revised DVM curriculum submitted for UAC approval |
| PI 4. Number of new degree programs implemented PI 5. Number of programs with COPC | 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 7. Percentage passing in licensure examinations (1st time takers) PI 8. Percentage passing in licensure examinations (overall including repeaters) | Conduct of VLE review and activities to support board takers. | Instruction Committee; Student Services Committee; Continuing Education and Professional Development Committee | October, 2024 | X | X | X | X | Delivered a review on subjects with low passing rate based on VSU data from PRC; Conducted test-taking seminar. |

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| PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students PI 10. Percentage of faculty rated at least VS by supervisor | Mentoring and coaching of faculty members. | Dean And Department Heads | July-December, 2024 | X | X | X | X | All faculty members have at least VS rating. |
| PI 11. Percentage of courses offered with approved course syllabi | Mentor on writing OBE course syllabi and TOS | Instruction Committee; Dean and Department Heads | July-December, 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; Department Heads | July-December, 2024 | X | X | X | X | In-progress |
| 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 | July-December, 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 | July-December, 2024 | X | X | X | X | None |
| PI 15. Number of curricular reviews conducted | Review DVM curriculum | Instruction Committee | July-December, 2024 | X | X | X | X | Revised DVM curriculum submitted for UAC approval |
| PI 16. Number of IMs reviewed PI 17. Number of course syllabi and TOS reviewed and approved | Review IMs, OBE course syllabi, and TOS. | Instruction Committee | July-December, 2024 | X | X | X | X | None. |
| PI 18. Number of OJT MOAs prepared PI 19. Number student interns deployed and monitored | Prepare internship MOAs and assist DVM interns in getting the requirements. | Internship Coordinator | July-December, 2024 | X | X | X | X | Success-fully deployed interns in HTE. |
| PI 20. Number of thesis students advised | Assign students to research projects and faculty | Project Leaders And Study Leaders; Faculty | July-December, 2024 | X | X | X | X | None |

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|---|---|--|---------------------|---|---|---|---|------|
| | members within their research of interests. | Members | | | | | | |
| 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 | July-December, 2024 | 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 | July-December, 2024 | X | X | X | X | None |
| PI 25. Percentage of graduates (2 years prior) that are employed | Conduct graduate tracer's interview. | Alumni Coordinator | July-December, 2024 | X | X | X | X | None |
| PI 26. Percentage of students enrolled on schedule | Assist students during enrollment. | Academic Advisers | July-December, 2024 | X | X | X | X | None |
| PI 28. Number of students advised: <ul style="list-style-type: none"> - On thesis/ field practice/special problem - No. of approved manuscript submitted within prescribed period - On consultation | Assign students to research projects and faculty members within their research of interests. | Project Leaders And Study Leaders; Faculty Members | July-December, 2024 | X | X | X | X | None |
| Number of student organizations advised/assisted <ul style="list-style-type: none"> - Student organizations advised - Student organizations assisted on student related activities | Monitor student organizations. | Organization Advisers. | July-December, 2024 | X | X | X | X | None |
| RESEARCH INNOVATION SERVICES | | | | | | | | |

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|--|---|--|---------------------|---|---|---|---|-----------------------------------|
| P1. Number of research proposals submitted | Prepare research proposal. | Faculty Members | July-December, 2024 | X | X | X | X | Depends on the call for proposal. |
| P2. Number of research proposal approved | | | | | | | | |
| P3. Number of approved research projects/studies implemented | Implement research projects. | Project And Study Leaders | July-December, 2024 | X | X | X | X | None |
| P4. Amount of research money obtained from external sources | Submit research proposal. | Faculty Members | July-December, 2024 | X | X | X | X | None |
| P5. Amount of research money obtained from internal sources | Submit research proposal. | Faculty Members | July-December, 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 | July-December, 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. | July-December, 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 | July-December, 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 | July-December, 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 | July-December, 2024 | X | X | X | X | None |

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|--|---|--|---------------------|---|---|---|---|----------------------------------|
| 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 | July-December, 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 | July-December, 2024 | X | X | X | X | None |
| P16. Number of publication qualified for VSU publication incentive award | Apply for VSU publication incentive award. | Faculty Members | July-December, 2024 | X | X | X | X | Subject to Call for Application. |
| EXTENSION SERVICES | | | | | | | | |
| PI 1. Number of extension proposals submitted PI 2. Number of extension proposal approved | Apply for funding of extension project. | Faculty Members | July-December, 2024 | X | X | X | X | For VSU funding |
| PI 3. Number of approved extension projects implemented | Implement existing extension project. | Project Leader, Component Leaders, and Members | July-December, 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 | July-December, 2024 | X | X | X | X | None |
| PI 5. Number of extension activities conducted | Plan and conduct extension activities. | Project Leader, Component Leaders, and Members | July-December, 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 | July-December, 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 | Provide services as an expert in the field. | Faculty Members | July-December, 2024 | X | X | X | X | None |

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|--|--|--|---------------------|---|---|---|---|------|
| c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, 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 | July-December, 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 | July-December, 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 | July-December, 2024 | X | X | X | X | None |
| PI 14. Number of trainees | Conduct training for stakeholders. | Project Leader, Component Leaders, and Members | July-December, 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 | July-December, 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 | Forge partnership with stakeholders. | Faculty Members | July-December, 2024 | X | X | X | X | None |

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|---|---|---------------------------|---------------------|---|---|---|---|--|
| as a result of extension of activities | | | | | | | | |
| PI 17. Number of client assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities | Provide excellent services to clients. | Faculty Members and Staff | July-December, 2024 | X | X | X | X | None |
| PI 18. Percentage of beneficiaries who rated the training course/ and advisory services | | | | | | | | |
| SUPPORT TO OPERATIONS | | | | | | | | |
| <i>Faculty Development Services</i> | | | | | | | | |
| PI 1. Number of faculty pursuing advance degrees | Encourage faculty members for master and doctorate studies. | Faculty Members and Staff | July-December, 2024 | X | X | X | X | Following the BOR-approved Faculty Development Plan. |
| PI 2. Number of faculty-scholars who completed their advance degrees | | | | | | | | |
| PI 3. Number of faculty granted with external scholarship | | | | | | | | |
| PI 4. Number of faculty granted with internal scholarship/fellowship | | | | | | | | |
| PI 5. Number of faculty granted with sabbatical leave | Encourage faculty members qualified for sabbatical leave. | Faculty Members | July-December, 2024 | X | X | X | X | Following the BOR-approved Faculty Development Plan. |
| PI 6. Number of faculty granted with post-doctoral leave | Encourage faculty members qualified for postdoctoral leave. | Faculty Members | July-December, 2024 | X | X | X | X | Following the BOR-approved Faculty Development Plan. |
| PI 7. Number of faculty sent to trainings, seminars and conferences | Send faculty members to training and conferences. | Faculty Members | July-December, 2024 | X | X | X | X | Following the BOR-approved Faculty Development Plan. |
| <i>Faculty Recruitment/ Hiring Services</i> | | | | | | | | |

| | | | | | | | | |
|--|--|--|---------------------|---|---|---|---|--------------------------------|
| PI 1. Number of new faculty hired with at least master's degree | Craft letter and proposal to entice applicants with master's degree. | Dean | July-December, 2024 | X | X | X | X | None |
| <i>Faculty Evaluation Services</i> | | | | | | | | |
| PI1. Number of seminars/trainings/conventions/workshops coordinated for entire university PI2. Number of seminars/trainings/conventions/workshops coordinated outside of the university | Coordinate seminars/trainings/conventions/workshops. | Continuing Education and Professional Development Committee | July-December, 2024 | X | X | X | X | In coordination with partners. |
| PI3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated | Mentoring and coaching faculty members in the aspect of Instruction. | Dean and Department Head. | July-December, 2024 | X | X | X | X | None |
| P4. Number of in-house seminars/trainings/workshops/reviews conducted/attended | Conduct and attend in-house seminars/trainings/workshops/reviews | Continuing Education and Professional Development Committee; Faculty Members and Staff | July-December, 2024 | X | X | X | X | In coordination with partners. |
| <i>Program and Institutional Accreditation Services</i> | | | | | | | | None |
| 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 | July-December, 2024 | X | X | X | X | None |
| GENERAL ADMIN & SUPPORT SERVICES (GASS) | | | | | | | | |
| PI 1. Number of departments/institutes/offices supervised | Supervise departments. | Dean | July-December, 2024 | X | X | X | X | None |

| | | | | | | | | |
|---|---|---|---------------------|---|---|---|---|---|
| PI 2. Number of management meetings conducted | Conduct management and committee meetings. | Dean and Department Heads. | July-December, 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. | July-December, 2024 | X | X | X | X | None |
| PI 5. Number of requests acted | | | | | | | | |
| PI 6. Number of memoranda prepared | Prepare office memoranda. | Dean | July-December, 2024 | X | X | X | X | None |
| PI 7. Percentage of IFWs submitted to OVPAA | Submit IFW on time | Clerk | July-December, 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 | July-December, 2024 | 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 | July-December, 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 | July-December, 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. | July-December, 2024 | X | X | X | X | None |
| PI 12. Monthly accomplishment report submitted on time. | Submit monthly accomplishment reports on time. | Dean and Department Heads. | July-December, 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. | July-December, 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. | July-December, 2024 | X | X | X | X | None |
| PI 15. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/ department targets | Conduct planning sessions, tracking, and monitoring of targets. | Dean and Department Heads. | July-December, 2024 | X | X | X | X | None |
| PI 16. Number of regular executive committee meetings conducted | Conduct executive committee meetings. | Dean | July-December, 2024 | X | X | X | X | None |

Prepared by:

HARVIE P. PORTUGALIZA
Unit Head

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 | Updated VSUEE handled courses; Administered and checked output and exams; Submission of grades. | July 1, 2024 | August 12, 2024 (Start of Classes) October 7-11, 2024 (Midterm Exams) December 9-13, 2024 (Final Exams) | July 5, 2024 October 10, 2024 December 12, 2024 | Very Impressive | Outstanding | |
| 2 | Advising/reviewing student's thesis outline and manuscript | Approved thesis outline and manuscript | July 15, 2024 | October 11, 2024 | September 5, 2024 | Very Impressive | Outstanding | |
| 3 | Academic advising and student consultations | Assisted student in solving specific academic concerns | July 1, 2024 | July 29-August 9, 2024 (Enrollment Period) | August 8, 2024 | Impressive | Very Satisfactory | |
| 5 | Reviewing OBE and TOS as a member of the IMS committee | Review and approved IMS for selected veterinary courses | July 1, 2024 | August 12, 2024 | August 9, 2024 | Impressive | Very Satisfactory | |
| 6 | Research outputs presented in fora/conferences | Poster and oral presentation of research outputs at the regional and national level | July 1, 2024 | December 31, 2024 | November 11, 2024 | Very Impressive | Outstanding | |
| 7 | Research publication | Published article in peer-reviewed journal | July 1, 2024 | December 31, 2024 | January 2, 2024; March 28, 2024; December 31, 2024 | Very impressive | Outstanding | Two publications in ISI and Scopus Journals; 1 |

| | | | | | | | | Publication in CHED accredited Journal |
|----|--|---|---------------|-------------------|--|-----------------|-------------------|--|
| 8 | Extension services | Veterinary Medical Mission: consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects | July 1, 2024 | December 31, 2024 | March 20-21, 2024; April 3, 2024; June 27-28, 2024; September 18, 2024; September 27, 2024; October 16, 2024; November 14-15, 2024 | Very impressive | Outstanding | |
| 9 | Serve as a peer-reviewer in a scientific journal | Reviewed scientific articles | July 1, 2024 | December 31, 2024 | December 7, 2024; July 30, 2024; February 26, 2024; June 21, 2024; December 12, 2024; March 3, 2024; May 10, 2024 | Very impressive | Outstanding | |
| 10 | Execute and supervise college administrative works | Meeting, planning, acted on documents, etc. Defended proposals for hiring new faculty members and DVM program retention policy. Coordinated with registrar and OVPAA for academic activities. | July 21, 2024 | December 31, 2024 | Various dates between July 1- December 31, 2024 | Impressive | Very satisfactory | |

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

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

Prepared by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

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 1, 2024 **Target Date:** December 31, 2024

First Step: A balanced workload for teaching DVM subjects, conducting research and extension activities, and performing administrative functions by enhancing the mechanisms to entice and hire qualified faculty members and support staff.

Result: Improved, if not sustained, outstanding performance in Instruction, Research, Extension, and Administrative Functions.

Date: July 1, 2024 **Target Date:** December 31, 2024

Next Step: Manage time efficiently to sustain gains in delivering the best Instruction, Research, Extension, and Administrative Functions.

Outcome: Research outputs published in journals indexed in WoS, Scopus, and other reputable indexing bodies translated into extension activities; Published Instructional Materials to support the DVM program.

Recommendation:

Improved hiring strategies to entice qualified veterinarians to teach at the college, thus distributing the workload appropriately to faculty members, avoiding overload and overwork.

Prepared by:



ROTACIO S. GRAVOSO
VP for Academic Affairs

Conforme:



HARVIE P. PORTUGALIZA
Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING
BY DEPARTMENT**

Second Semester AY 2023-2024

Department: Dept. of Veterinary Medicine

College: College of Veterinary Medicine

| Faculty name | Number of classes | Numerical Rating | Percentile Rating | Descriptive Rating |
|---------------------------------|-------------------|------------------|-------------------|--------------------|
| AGNES MORANTE TAVEROS | 5 | 4.40 | 88.00 % | Very Satisfactory |
| ANA MARQUIZA MARTIZANO QUILICOT | 7 | 4.14 | 82.86 % | Very Satisfactory |
| HARVIE POTOT PORTUGALIZA | 9 | 4.78 | 95.56 % | Outstanding |
| HEXELSA JOY CUESTA NUÑEZ | 2 | 5.00 | 100.00 % | Outstanding |
| JANE PAGALAN DAUTIL | 6 | 5.00 | 100.00 % | Outstanding |
| JOHN PHILIP LOU MACHICA LUMAIN | 7 | 4.86 | 97.14 % | Outstanding |
| LOTIS MONSALES BALALA | 5 | 4.80 | 96.00 % | Outstanding |
| MARJORIE AMOTO CORTES | 6 | 4.83 | 96.67 % | Outstanding |
| RENATO ACABO DAGANTA | 8 | 4.63 | 92.50 % | Outstanding |
| SANTIAGO JR. TORDA PEÑA | 7 | 4.43 | 88.57 % | Very Satisfactory |
| SHIELA ROMERO RABE | 8 | 4.81 | 96.25 % | Outstanding |
| Department Mean | | 4.70 | 93.96% | Outstanding |

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

HARVIE POTOT PORTUGALIZA

Name and Signature of Department head

Date: Nov 22, 2024

HARVIE POTOT PORTUGALIZA

Name and Signature of College Dean

Date: Nov. 22, 2024

Distribution of copies: IEO, College, Department

