SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARJORIE A. CORTES

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.80 x 100% = 4.80	
b. Students (0%) – Maternity Leave (No. student evaluation)			
Total for Instruction	40%	4.80	1.92
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		4.67 x 100% = 4.67	
Total for Research	30%	4.67	1.40
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		4.83 x 100% = 4.83	
Total for Extension	15%	4.83	0.72
4. Administration	15%	4.87	0.73
5. Production			
TOTAL			**4.77**

EQUIVALENT NUMERICAL RATING: **4.77**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.77**

ADJECTIVAL RATING: **Outstanding**

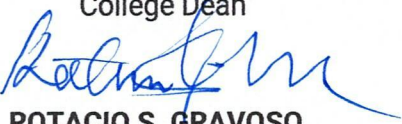Prepared by: Reviewed by:

MARJORIE A. CORTES   **JOHN PHILIP LOU M. LUMAIN**
Name of Faculty   Department Head

Recommending Approval:

HARVIE P. PORTUGALIZA
College Dean

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARJORIE A. CORTES**, of the <u>College of Veterinary Medicine</u> 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 2024** to **June 2024**.

MARJORIE A. CORTES
Ratee

Approved: **JOHN PHILIP LOU M. LUMAIN**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q¹	E²	T³	A⁴	Remarks
Higher Education Services	**PI 1.** FTE	As a course in-charge / CVM faculty	35	36.1	5	5	5	5.00	
	PI. 9 Percentage of subjects with at least VS in the Teaching Performance evaluation by students	As a course in-charge / CVM faculty	90%	100%	-	-	-	-	To be complied on July-December 2024
	PI. 9 Percentage with at least VS in the Teaching Performance evaluation by supervisor	As a course in-charge / CVM faculty	90%	100%	5	5	4	4.67	
	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 13. Percentage of courses offered with final grades submitted within the allowable period	As a course in-charge / CVM faculty	100%	100%	5	5	4	4.67	
	PI 16. Number of IMs reviewed	As a member of IMs Committee	1	-	-	-	-	-	To be complied on July-December 2024
	PI 17: Number of course syllabi and TOS reviewed and approved	As a member of IMs Committee	2	-	-	-	-	-	To be complied on July-December 2024
	PI 20. Number of thesis students advised	As a faculty member	2	6	5	5	5	5.00	
	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	2	5	4	5	4.67	
	b. No. of approved manuscript submitted within prescribed period	As thesis adviser	2	-	-	-	-	-	To be complied on July-December 2024
	c. On consultation	As academic adviser, thesis adviser, and department head	25	25	5	5	4	4.67	
Research Innovation Services	P3. Number of approved research projects/studies implemented	As component leader	1	1	5	5	4	4.67	
	PI 17. Number of Scopus, WoS and ACI publications and other reputable journals	As a faculty member with research project	1	1	5	5	4	4.67	
	PI 19. Number of publications qualified for VSU publication incentive award	As a faculty member with research project	1	1	5	4	5	4.67	
Extension Services	PI 5. Number of extension activities conducted	As component leader/ member	1	4	5	4	5	4.67	
	PI 8: Number of IEC materials developed	As component leader/member	1	1	5	5	4	4.67	
	PI 14. Number of trainees	As a faculty member with extension project	20	16	4	5	5	4.67	To be complied on July-December 2024
	PI 15. Number of beneficiaries served								
	a. group	As a faculty member with extension project	3	14	5	5	5	5.00	
	b. individual	As a faculty member with extension project	40	69	5	5	5	5.00	
	PI 17. Number of clients assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities	As a faculty member with extension project	40	112	5	5	5	5.00	
Support to Operations	PI 7. Number of trainings, seminars and conferences attended	As a faculty member	1	3	5	5	5	5.00	
	PI 3. Number of committee meetings conducted	As a chairperson of various committees	1	8	5	5	5	5.00	

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Marjorie A. Cortes**

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 Grades	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
2	Consultation with students As academic adviser/ SRC membership	Resolved student queries especially the subject related matters.	January 2024	June 2024	June 2024	Very Impressive	Outstanding	The teacher may put up FAQs for students to easily browse and find answers relevant to their queries.
3	Creation of assessment tools	Assessment tool	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Find ways to increase assessment tools
4	Number of virtual classrooms created and operationalized	Virtual classroom	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.
5	Extension service, consultancy	Animal health check-up	January 2024	June 2024	June 2024	Very impressive	Outstanding	Improve technical service rendered
6	Administrative support services	Meetings attended	January 2024	June 2024	June 2024	Very impressive	Outstanding	Find ways to improve promptness
		No. of documents acted upon on time	January 2024	June 2024	June 2024	Very impressive	Outstanding	
		No. of documents released on time	January 2024	June 2024	June 2024	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January 2024	June 2024	June 2024	Very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JOHN PHILIP LOU M. LUMAIN
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
✓	2nd	U A
	3rd	R T
	4th	E R

(QUARTER)

Name of Office: <u>COLLEGE OF VETERINARY MEDICINE</u>

Head of Office: <u>HARVIE P. PORTUGALIZA</u>

Number of Personnel: <u>10 FACULTY MEMBERS, 3 ADMINISTRATIVE STAFF, 1 LABORATORY TECHNICIAN, 3 LABORERS, 2 SCIENCE RESEARCH ASSISTANTS</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Consultative meeting, setting expectations, finding solutions for enrollment problems, and briefing on schedule of classes for 1st Semester AY 2024-2025	-	✓	-	Meeting on June 25, 2024	Potential solution and Interventions were agreed upon
Preparations and Reviewing schedules of classes offered during midyear 2024.	-	-	OVPAA MC #13, s. 2024		In coordination with the Office of the Registrar
Reminding colleges on the due dates of submission of academic requirements and clearance of graduating students, as well as on giving necessary assistance to graduating students.	-	-	OVPAA MC #14, s. 2024		In coordination with the Office of the Registrar
Appointing graduation focal persons.			OVPAA MC #14, s. 2024		In coordination with UIMC
Submission of purchase requests for equipment, fixture, and furniture for instruction purposes.			OVPAA MC #15, s. 2024		Submitted on time the required documents to OVPAA.

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
ADVANCE EDUCATION SERVICES								
Graduate Degree Program Management Services								
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								
Curriculum Program Management Services								
PI 1. Total FTE monitored	Monitor and Calculate FTE	Admin Staff	February-May, 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	January-April, 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	May-June, 2024	X	X	X	X	Delivered a review on subjects with low passing rate based on VSU data from PRC; Conducted test-taking seminar.
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	Continuing	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	January-February 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;	Continuing	X	X	X	X	In-progress

		Department Heads						
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	June 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	May-June 2024	X	X	X	X	None
PI 15. Number of curricular reviews conducted	Review DVM curriculum	Instruction Committee	January-March, 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	Continuing	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	January-February 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 members within their research of interests.	Project Leaders And Study Leaders; Faculty Members	Continuing	X	X	X	X	None
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	Continuing	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	March-May, 2024	X	X	X	X	None
PI 25. Percentage of graduates (2 years prior) that are employed	Conduct graduate tracer's interview.	Alumni Coordinator	January – June 2024	X	X	X	X	None
PI 26. Percentage of students enrolled on schedule	Assist students during enrollment.	Academic Advisers	January 1-12, 2024	X	X	X	X	None
PI 28. Number of students advised: - On thesis/ field practice/speci al problem - No. of approved manuscript submitted within	Assign students to research projects and faculty members within their research of interests.	Project Leaders And Study Leaders; Faculty Members	January – June 2024	X	X	X	X	None

prescribed period - On consultation								
Number of student organizations advised/ assisted - Student organizations advised - Student organizations assisted on student related activities	Monitor student organizations.	Organization Advisers.	January – June 2024	X	X	X	X	None

RESEARCH INNOVATION SERVICES

P1. Number of research proposals submitted P2. Number of research proposal approved	Prepare research proposal.	Faculty Members	January – June 2024	X	X	X	X	Depends on the call for proposal.
P3. Number of approved research projects/studies implemented	Implement research projects.	Project And Study Leaders	January – June 2024	X	X	X	X	None
P4. Amount of research money obtained from external sources	Submit research proposal.	Faculty Members	January – June 2024	X	X	X	X	None
P5. Amount of research money obtained from internal sources	Submit research proposal.	Faculty Members	January – June 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	January – June 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.	January – June 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	January – June 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	January – June 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	January – June 2024	X	X	X	X	None
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	January – June 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	January – June 2024	X	X	X	X	None
P16. Number of publication qualified for VSU publication incentive award	Apply for VSU publication incentive award.	Faculty Members	January – June 2024	X	X	X	X	Subject to Call for Applica-tion.
EXTENSION SERVICES								
PI 1. Number of extension proposals submitted PI 2. Number of extension proposal approved	Apply for funding of extension project.	Faculty Members	January – June 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	January – June 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	January – June 2024	X	X	X	X	None

PI 5. Number of extension activities conducted	Plan and conduct extension activities.	Project Leader, Component Leaders, and Members	January – June 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	January – June 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
  c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor,
	Provide services as an expert in the field.	Faculty Members	January – June 2024	X	X	X	X	None

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	January – June 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	January – June 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	January – June 2024	X	X	X	X	None
PI 14. Number of trainees	Conduct training for stakeholders.	Project Leader, Component Leaders, and Members	January – June 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	January – June 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 as a result of extension of activities	Forge partnership with stakeholders.	Faculty Members	January – June 2024	X	X	X	X	None
PI 17. Number of client assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities PI 18. Percentage of beneficiaries who rated the training course/ and advisory services	Provide excellent services to clients.	Faculty Members and Staff	January – June 2024	X	X	X	X	None
SUPPORT TO OPERATIONS								
Faculty Development Services								

PI	Strategy/Activity	Responsible	Timeline					Remarks
PI 1. Number of faculty pursuing advance degrees 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	Encourage faculty members for master and doctorate studies.	Faculty Members and Staff	January – June 2024	X	X	X	X	Following the BOR-approved Faculty Develop-ment Plan.
PI 5. Number of faculty granted with sabbatical leave	Encourage faculty members qualified for sabbatical leave.	Faculty Members	January – June 2024	X	X	X	X	Following the BOR-approved Faculty Develop-ment Plan.
PI 6. Number of faculty granted with post-doctoral leave	Encourage faculty members qualified for postdoctoral leave.	Faculty Members	January – June 2024	X	X	X	X	Following the BOR-approved Faculty Develop-ment Plan.
PI 7. Number of faculty sent to trainings, seminars and conferences	Send faculty members to training and conferences.	Faculty Members	January – June 2024	X	X	X	X	Following the BOR-approved Faculty Develop-ment Plan.
Faculty Recruitment/ Hiring Services								
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	January – June 2024	X	X	X	X	None
Faculty Evaluation Services								
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	January – June 2024	X	X	X	X	In coordina-tion 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.	January – June 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	January – June 2024	X	X	X	X	In coordina-tion with partners.
Program and Institutional								None

Accreditation Services								
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	January – June 2024	X	X	X	X	None
GENERAL ADMIN & SUPPORT SERVICES (GASS)								
PI 1. Number of departments/institutes/ offices supervised	Supervise departments.	Dean	January – June 2024	X	X	X	X	None
PI 2. Number of management meetings conducted PI 3. Number of committee meetings conducted	Conduct management and committee meetings.	Dean and Department Heads.	January – June 2024	X	X	X	X	None
PI 4. Number of routinary documents acted PI 5. Number of requests acted	Act on routinary documents and requests.	Dean and Department Heads; Faculty Members and Staff.	January – June 2024	X	X	X	X	None
PI 6. Number of memoranda prepared	Prepare office memoranda.	Dean	June 1-30, 2024	X	X	X	X	None
PI 7. Percentage of IFWs submitted to OVPAA	Submit IFW on time	Clerk	February 1-29, 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	May-June 2029	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	January – June 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	January – June 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.	January – June 2024	X	X	X	X	None
PI 12. Monthly accomplishment report submitted on time.	Submit monthly accomplish-meng reports on time.	Dean and Department Heads.	January – June 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.	January – June 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.	January – June 2024	X	X	X	X	None
PI 15. Number of	Conduct planning	Dean and	January –	X	X	X	X	None

planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/ department targets	sessions, tracking, and monitoring of targets.	Department Heads.	June 2024					
PI 16. Number of regular executive committee meetings conducted	Conduct executive committee meetings.	Dean	January – June 2024	X	X	X	X	None

Prepared by:

HARVIE P. PORTUGALIZA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ___MARJORIE A. CORTES___

Performance Rating: ___Outstanding___

Aim: To efficiently deliver Instruction, Research and Extension services to achieve the College targets.

Proposed Interventions to Improve Performance:

Date: ___January 2024___   Target Date: ___June 2024___

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: ___April 2024___   Target Date: ___June 2024___

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.

Final Step/Recommendation:

The department/college should recruit additional faculty to cover the teaching load of those who left the university and/or on study leave.

Prepared by:

JOHN PHILIP LOU M. LUMAIN
Unit Head

Conforme:

MARJORIE A. CORTES
Name of Ratee