

**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 (100%)		4.86x100% = 4.86	
b. Students (0%)			
Total for Instruction	40%	4.86	1.94
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		4.84x100% = 4.84	
Total for Research	30%	4.84	1.45
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.84	0.73
4. Administration	15%	4.84	0.73
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.85</b>

\* NO TPEs

EQUIVALENT NUMERICAL RATING: **4.85**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.85**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

  
**HARVIE P. PORTUGALIZA**

Name of Faculty

  
**EUGENE B. LAÑADA**

Department Head

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**

College Dean

Approved:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

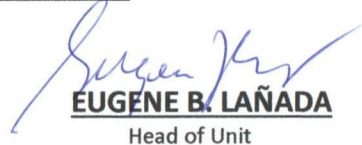
**“Exhibit B”**

**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 01, 2021 to June 30, 2021.**

  
**HARVIE P. PORTUGALIZA**  
Ratee

Approved:

  
**EUGENE B. LAÑADA**  
Head of Unit

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MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Higher Education Services	PI 5. FTE	As course in-charge/ Instructor.	4	22	5	5	5	5.00	
	PI 8. Number of students advised:								
	Thesis/field practice/special problem	As an adviser/ assistant thesis adviser/ thesis committee member of thesis/field practice/special problem.	1	2	5	5	5	5.00	
	No. of approved manuscript submitted within prescribed period	As a thesis adviser/assistant thesis adviser/ thesis committee member.	1	2	4	5	5	4.67	
	On consultation	As an academic adviser/faculty member.	2	10	5	5	5	5.00	
	PI 10. Number of instructional materials developed:								
	Number of virtual classrooms created and operationalized	As course in-charge/ Instructor.	1	1	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/ Instructor.	1	2	5	5	4	4.67	
	Assessment tools	As course in-charge/ Instructor.	2	3	5	5	5	5.00	
	PI 11. Additional outputs								
Research Services	PI 3. Number of research outputs published/accepted in internationally-referred journal	As a faculty member with research function.	1	1	5	5	5	5.00	
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences In nat'l/regional fora/conferences	As a faculty member with research function.	0	1	4	5	5	4.67	
Extension Services	PI 2. Number of trainees weighted by the length of training	As a field veterinarian and extension project component/study leader.	63	-					No formal training conducted due to COVID-19
	PI 5. Number of technical/ expert services								



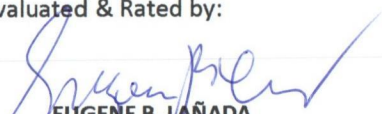
	Peer reviewers/ panelists	As a reviewer in the field of veterinary medicine and allied field.	1	8	5	5	4	4.67	
	PI 11. Additional outputs								
	Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target)	As an expert in the field of veterinary medicine.	1	3	5	5	5	5.00	
<b>General Admin. &amp; Support Services (GASS)</b>	PI 6. Additional Outputs								
	Number of planning sessions, tracking and monitoring of targets attended or assisted to ensure attainment of college/department targets	As faculty member	5	10	4	5	5	4.67	
	Number of regular and committee meetings attended	As faculty member	6	10	5	5	5	5.00	
	Number of committee activities completed	As faculty member and member of duly-approved CVM standing committee	1	3	5	5	5	5.00	
	Number of Best practices/new initiatives in college administration replicated/benchmarked by other colleges/other agencies	As content contributor	1	1	5	4	5	4.67	
<b>Total Over-all Rating</b>								<b>19.44</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.44/4</b>	<b>4.86</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>	
<b>FINAL RATING</b>		<b>4.86</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Need to do more research & extension work*

Evaluated & Rated by:

  
**EUGENE B. LAÑADA**  
 Dept./Unit Head

Date:

*11/3/2021*

Recommending Approval:

  
**SANTIAGO PEÑA, JR.**  
 College Dean

Date:

*11/4/2021*

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs

Date:

*11/5/2021*

**LEGEND:**

Q <sup>1</sup> - Quality	4.6 - 5.0 Outstanding
E <sup>2</sup> - Efficiency	3.8 - 4.5 Very Satisfactory
T <sup>3</sup> - Timeline	3.0 - 3.7 Satisfactory
A <sup>4</sup> - Average	2.2 - 2.9 Unsatisfactory
	2.1 - Bellow Poor

**PERFORMANCE MONITORING FORM**Name of Employee: Harvie P. Portugaliza

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Instruction	Created and updated VSUEE for VPat 103; Prepared pre-recorded presentations and module; administered and checked output and exams; submission of grades.	March 15, 2021	May 17, 2021 (Midterm) and July 9, 2021 (Finals)	May 17, 2021 (Midterm) and July 9, 2021 (Finals)	Very impressive	Outstanding	
2	Advising/reviewing student's thesis outline and manuscript	Approved Thesis outline	May 2, 2021	May 4, 2021	May 4, 2021	Impressive	Very satisfactory	
3	Academic advising and student consultations	Assisted student in solving specific academic concerns	March 2, 2021	March 15, 2021	March 15, 2021	Very impressive	Outstanding	
4	Creating virtual classroom and instructional materials	VSUEE VPat 103 created; OBE; TOS; Instructional workbook; laboratory exercise	February 26, 2021	March 15, 2021	March 15, 2021	Very impressive	Outstanding	
5	Reviewing instructional materials as a member of the IMS committee	Review and approved IMS for selected veterinary courses	February 26, 2021	March 15, 2021	March 15, 2021	Very impressive	Outstanding	
6	Research output presentation	Poster presentation of research output at the national level	March 10, 2021	March 10, 2021	March 10, 2021	Very impressive	Outstanding	

7	Extension services	Consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects	February 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
8	Peer-reviewer in a scientific journal	Reviewed scientific articles	January 8, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
9	Assisting college administrative works as a college secretary and member/head of college committees	Notice of the meetings, minutes of the meetings, committee reports, drafted letters and proposals.	January 8, 2021	June 30, 2021	June 30, 2021	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



## 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 2021

Target Date: June 2021

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 2021

Target Date: June 2021

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 those who are on study leave and the K to 12 subjects to de-load existing faculty.

Prepared by:

Conforme:

HARVIE P. PORTUGALIZA  
Ratee

SANTIAGO T. PEÑA, JR.  
College Dean