

# 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%)		4.92 x 50% = 2.46	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	40%	4.96	1.98
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		4.89 x 100% = 4.89	
Total for Research	30%	4.89	1.47
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		4.79 x 100% = 4.89	
Total for Extension	15%	4.79	0.72
4. Administration	15%	5.00	0.75
5. Production			
<b>TOTAL</b>			<b>4.92</b>

EQUIVALENT NUMERICAL RATING: **4.92**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
Name of Faculty

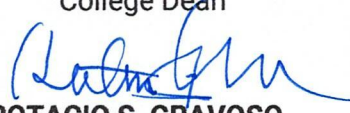
Reviewed by:

  
**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 January 1 to June 30, 2024.

**HARVIE P. PORTUGALIZA**

Ratee 7/27/2024

Approved:

**ROTACIO S. GRAVOSO**

Head of Unit 7/27/2024

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 1. FTE	As a course in-charge / CVM faculty	15	53.7	5	5	5	5.00	
	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	-					To be accomplished on July-December 2024
	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	5	5.00	
	PI 18. Number of OJT MOAs prepared	As a clinics coordinator	3	17	5	5	5	5.00	
	PI 19. Number of student interns deployed and monitored	As a clinics coordinator	10	32	5	5	5	5.00	
	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	1	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	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	30	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	5	5	5.00	
	b. Student organizations assisted on student related activities	As adviser of VKV-VLV	1	1	5	5	5	5.00	
<b>Research Innovation Services</b>	PI 1. Number of research proposals submitted	As a faculty member with research function	1	1	5	5	5	5.00	
	PI 6. Number of research outputs presented in conferences.								
	a. international	As a faculty member with research project	-						
	b. national	As a faculty member with research project	-						
	c. regional or institutional	As a faculty member with research project	1	1	5	4	4	4.33	
	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	5	5	5.00	
	PI 17. Number of Scopus, WoS and ACI publications and other reputable journals	As a faculty member with research project	1	2	5	5	5	5.00	
<b>Extension Services</b>	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	3	5	5	5	5.00	
	PI 6. Number of trainings, seminars and fora conducted	As a faculty member with extension project	1	1	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	4	5	5	5	5.00	
	b. reviewer of research and extension proposals	As a faculty member with field of specialization	-						

	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	As a faculty member with field of specialization	1	1	5	5	5	5.00	
	d. accreditor	As a faculty member with field of specialization	-						
	e. consultancy	As a faculty member with field of specialization	-						
	PI 14. Number of trainees	As a faculty member with extension project	20	16	5	4	4	4.33	To be fully accomplished on July-December 2024
	PI 15. Number of beneficiaries served								
	a. group	As a faculty member with extension project	1	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	2	3	5	5	5	5.00	
	PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	As a faculty member	2	2	5	5	5	5.00	
	PI 1. Number of departments/institutes/offices supervised	As a department head of DVCS	1	2	5	5	5	5.00	
	PI 2. Number of management meetings conducted	As a department head of DVCS	2	9	5	5	5	5.00	
	PI 3. Number of committee meetings conducted	As a chairperson of various committees	1	1	5	5	5	5.00	
	PI 4. Number of routinary documents acted	As a department head of DVCS and chairperson/member of various committee	25	50	5	5	5	5.00	
	PI 5. Number of requests acted	As a department head of DVCS and chairperson/member of various committee	5	10	5	5	5	5.00	




	<b>PI 12.</b> Monthly accomplishment report submitted on time.	As a department head of DVCS	100%	100%	5	5	5	5.00	
	<b>PI 15.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	As a department head of DVCS	1	-					No call for PPMP yet. To be accomplished on July- December 2024.
<b>Total Over-all Rating</b>								<b>19.68</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.68/4</b>	<b>4.92</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.92</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Commending this good job. Keep it up!*

Evaluated & Rated by:

  
**ROTACIO S. GRAVOSOS**  
 Dept/Unit Head

Date:

7/21/2024


Recommending Approval:

  
**ROTACIO S. GRAVOSO**  
 Dean/Director

Date:

7/21/2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President

Date:

7/21/2024

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

# PERFORMANCE MONITORING & COACHING JOURNAL

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

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

Head of Office: JOHN PHILIP LOU M. LUMAIN

Number of Personnel: 4 Academic Staff, 3 administrative staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments and planning	X	X	-	-	Done during meetings.
Teaching monitoring.	X	-	-	-	
Monitoring of VSUFF courses (online teaching platform).	X	-	-	VSUFF Evaluation	Done twice the academic semester.
<b>Coaching</b> Discuss ways to improve the execution of the assigned tasks	X	X	-	-	Done during Dean, 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 meetings.

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

Conducted by:

  
**HARVIE P. PORTUGALIZA**  
Immediate Supervisor

Noted by:

  
**ROTACIO S. GRAVOSO**  
Next Higher Supervisor



### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Curriculum Program Management System								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
PI8. Number of students advised:								
On thesis	As thesis adviser	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
No. of approved manuscript submitted within prescribed period	As thesis Adviser and SRC member/ chairman	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
Additional Outputs								
PI 11. Number of instructional materials reviewed	As a member of the Instruction Committee	Balala, LM Cortes, MA	January to June 2024	x	x	x	x	None
PI 15: Number of virtual classrooms created and operationalized	As course in-charge	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	Updated VSUEE
Flexible instructional materials	As author/co-author and faculty member handing the course	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
Assessment tool	As faculty member handing the course	Balala, LM Dautil, JP Cortes, MA	January to June 2024	x	x	x	x	None
UFMO 3: Research Innovation Services								
PI 1: Number of published papers in internationally indexed journals	As author/co-author	Balala, LM Cortes, MA Olana, KOA	January to June 2024	x	x	x	x	None
PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	As author/co-author	Balala, LM	January to June 2024	x	x	x	x	None

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

**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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Consultative meeting, setting expectations, finding solutions for enrollment problems, and briefing on schedule of classes for 1 <sup>st</sup> 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.	-	-	OVPAAC 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.	-	-	OVPAAC MC #14, s. 2024		In coordination with the Office of the Registrar
Appointing graduation focal persons.			OVPAAC MC #14, s. 2024		In coordination with UIMC
Submission of purchase requests for equipment, fixture, and furniture for instruction purposes.			OVPAAC MC #15, s. 2024		Submitted on time the required documents to OVPAAC.



### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION		TASK STATUS				REMARKS
					1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> 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	Craft revised DVM curriculum	Instruction Committee	January-April, 2024		X	X	X	X	Revised DVM curriculum submitted for UAC approval
PI 3. Number of new or revised proposals approved by UCC									
PI 4. Number of new degree programs implemented	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 5. Number of programs with COPC									
PI 7. Percentage passing in licensure examinations (1st time takers)	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 8. Percentage passing in licensure examinations (overall including repeaters)									
PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	Mentoring and coaching of faculty members.	Dean And Department Heads	Continuing		X	X	X	X	All faculty members have at least VS rating.
PI 10. Percentage of faculty rated at least VS by supervisor									
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	Review IMs, OBE course syllabi, and TOS.	Instruction Committee	Continuing	X	X	X	X	None.
PI 17. Number of course syllabi and TOS reviewed and approved								
PI 18. Number of OJT MOAs prepared	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 19. Number student interns deployed and monitored								
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/special 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
<b>RESEARCH INNOVATION SERVICES</b>								
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 Application.
<b>EXTENSION SERVICES</b>								
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
<b>SUPPORT TO OPERATIONS</b>								
Faculty Development Services								

PI 1. Number of faculty pursuing advance degrees	Encourage faculty members for master and doctorate studies.	Faculty Members and Staff	January – June 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	January – June 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	January – June 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	January – June 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	January – June 2024	X	X	X	X	None
<i>Faculty Evaluation Services</i>								
PI1. Number of seminars/trainings/conventions/workshops coordinated for entire university	Coordinate seminars/trainings/conventions/workshops.	Continuing Education and Professional Development Committee	January – June 2024	X	X	X	X	In coordination with partners.
PI2. Number of seminars/trainings/conventions/workshops coordinated outside of the university								
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 coordination with partners.
<i>Program and Institutional</i>								None



<b>Accreditation Services</b>								
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
<b>GENERAL ADMIN &amp; SUPPORT SERVICES (GASS)</b>								
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	Conduct management and committee meetings.	Dean and Department Heads.	January – June 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.	January – June 2024	X	X	X	X	None
PI 5. Number of requests acted								
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



### 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.	January 1, 2024	January 15, 2024 (Start of Classes)  March 11-15, 2024 (Midterm Exams)  March 20-24, 2024 (Final Exams)	January 10, 2024  March 11, 2024 March 20, 2024	Impressive	Very Satisfactory	
2	Advising/reviewing student's thesis outline and manuscript	Approved thesis outline and manuscript	January 15, 2024	March 20, 2024	March 1, 2024	Impressive	Very Satisfactory	
3	Academic advising and student consultations	Assisted student in solving specific academic concerns	January 1, 2024	March 24, 2024	March 24, 2024	Impressive	Very Satisfactory	
5	Reviewing OBE and TOS as a member of the IMS committee	Review and approved IMS for selected veterinary courses	January 1, 2024	January 12, 2024	January 10, 2024	Very impressive	Outstanding	
6	Research outputs presented in fora/conferences	Poster and oral presentation of research outputs at the regional and national level	March 1, 2024	June 30, 2024	May 27-30, 2024	Impressive	Very Satisfactory	
7	Research publication	Published article in peer-reviewed journal	January 1, 2024	June 30, 2024	January 2, 2024; March 28, 2024	Very impressive	Outstanding	Two publications in ISI and Scopus Journals

8	Extension services	Veterinary Medical Mission: consult, diagnose, treat, and vaccinate animals as field veterinarian, and member of CVM extension projects	January 1, 2024	June 2024	March 20-21, 2024; April 3, 2024; June 27-28, 2024	Very impressive	Outstanding	
9	Serve as a peer-reviewer in a scientific journal	Reviewed scientific articles	January 1, 2024	June 30, 2024	December 20, 2023	Very impressive	Outstanding	
10	Execute and supervise college administrative works	Meeting, planning, acted on documents, etc.  Submit proposals for hiring new faculty members and DVM program retention policy.  Coordinate with registrar and OVPAA for academic activities.	May 21, 2024	June 30, 2024	Various dates between May 22-June 30 2024	Impressive	Very satisfactory	

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

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

Prepared by:



**ROTACIO S. GRAVOSO**

Vice Pres. 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:

Date: January 2024 Target Date: June 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 new faculty members and support staff.

Result: Improved, if not sustained, outstanding performance in the aspect of Instructions, Research, Extension and Administrative Functions.

Date: April 2024 Target Date: June 2024

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

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

Final Step/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**

Vice Pres. for Academic Affairs

Conforme:



**HARVIE P. PORTUGALIZA**

Name of Ratee



## TEACHING PERFORMANCE EVALUATION Summary by Department

Department: College of Veterinary Medicine

College: College of Veterinary Medicine

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AGNES MORANTE TAVEROS	10	4.70	94.00 %	Outstanding
ANA MARQUIZA MARTIZANO QUILICOT	5	4.60	92.00 %	Outstanding
CARL LEONARD MONREAL PRADERA	8	4.88	97.50 %	Outstanding
HARVIE POTOT PORTUGALIZA	6	5.00	100.00%	Outstanding
HEXELSA JOY CUESTA NUÑEZ	11	4.91	98.18 %	Outstanding
JANE PAGALAN DAUTIL	7	5.00	100.00 %	Outstanding
JOHN PHILIP LOU MACHICA LUMAIN	10	4.80	96.00 %	Outstanding
LOTIS MONSALES BALALA	9	5.00	100.00 %	Outstanding
RENATO ACABO DAGANTA	9	4.72	94.44 %	Outstanding
SHEBELLE ALCARIA CUEVA	9	5.00	100.00 %	Outstanding
SHIELA ROMERO RABE	10	4.90	98.00 %	Outstanding
Department Mean		4.86	97.28%	Outstanding

Prepared by:

**VANESSA W. NAZAL**  
 TPES in-Charge  
 Date: June 04, 2024

Attested by:

**MA. RACHEL KIM L. AURE**  
 Director, Instruction and Evaluation  
 Date: June 04, 2024

Received by:

**HARVIE POTOT PORTUGALIZA**  
 Name and Signature of Department head  
 Date: July 21, 2024

**SANTIAGO JR. TORDA PEÑA**  
 Name and Signature of College Dean  
 Date: July 21, 2024

Distribution of copies: ODIE, College, Department

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**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.