SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LOTIS M. BALALA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.82 x 50% = 2.41	
b. Students (50%)		4.80 x 50% = 2.40	
Total for Instruction	40%	4.81	1.92
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		4.85 x 100% = 4.85	
Total for Research	30%	4.85	1.46
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%	4.73	0.71
5. Production			
TOTAL			**4.81**

EQUIVALENT NUMERICAL RATING: **4.81**

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.84**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

LOTIS M. BALALA
Name of Faculty

Reviewed by:

JOHN PHILIP LOU M. LUMAIN
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, **LOTIS M. BALALA** 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 **July to December 2024.**

LOTIS M. BALALA
Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
MFO 1	**Curriculum Program Management System**								
HIGHER EDUCATION SERVICES	**PI 1:** Total FTE monitored	As course in-charge	17.5	18.85	5	5	5	5.00	
	PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	As course in-charge	90%	100%	5	5	5	5.00	
	PI 10. Percentage of faculty rated at least VS by supervisor	As course in-charge	90%	100%	5	5	5	5.00	
	PI 11. Percentage of courses offered with approved course syllabi	As a course in-charge of VMic 101 and VPbH 102	95%	100%	5	5	5	5.00	
	PI 12. Percentage of courses handled with approved IMs	As course in-charge/faculty member	50%	100%	5	5	5	5.00	
	PI 13. Percentage of courses offered with final grades submitted within the allowable period	As course in-charge/faculty member	100%	100%	5	5	5	5.00	
	PI 16. Number of IMs reviewed	As member of the IMs committee	1	1	5	5	4	4.67	
	PI 17. Number of course syllabi and TOS reviewed and approved	As a member of IMs Committee	1	2	5	5	4	4.67	
	PI 20. Number of thesis students advised	As thesis adviser	1	4	5	5	4	4.67	
	PI 26. Percentage of students enrolled on schedule	As faculty member with academic advisees	50%	50%	5	5	4	4.67	

	Indicator	Remarks						
	PI 28. Number of students advised:							
	On thesis	As thesis adviser and SRC chair and/or member	1	4	5	5	4	4.67
	No. of approved manuscript submitted within prescribed period	As thesis adviser	2	3	5	5	5	4.67
	On consultation	As academic adviser, thesis adviser, and SRC member	13	14	5	5	4	4.67
	PI 29. Number of student organizations advised/ assisted							
	Student organizations advised	As Adviser of Dog Owners Club	1	1	5	5	5	5.00
	Student organizations assisted on student related activities	As Adviser of Dog Owners Club	1	1	5	5	5	5.00
RESEARCH INNOVATION SERVICES	**P1.** Number of research proposals submitted	As co-proponent of a research proposal submitted to PCHRD	-	1	5	4	5	4.67
	P3. Number of approved research projects/studies implemented	As Project Leader of CVM IP and Co-Project Leader Biotech IP project	1	2	5	4	5	4.67
	P5. Amount of research money obtained from internal sources	For CVM-IP project	50,000 PhP	500,000 PhP	5	5	5	5.00
	P6. Number of research outputs presented in conferences.							
	Regional or institutional	Level II RDE Annual review and 36th Joint ViCARP and AFRREDN Regional Research, Development, and Extension Symposium	1	2	5	5	5	5.00
	P15. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	As lead author of a published journal article and policy brief	-	1	5	5	4	4.67
	P16. Number of research outputs completed within the year	As project leader of CVM-IP project	1	1	5	4	4	4.67
	P17. Number of Scopus, WoS and ACI publications and other reputable journals	As lead author	1	1	5	5	5	5.00
	P18. Number of research collaboration/partnership	University of Arkansas, Dept of Agriculture – SMES, PhilOHUN	2	3	5	5	5	5.00

	P19. Number of publication qualified for VSU publication incentive award	As lead author	1	1	5	5	5	5.00	
EXTENSION SERVICES	**PI 1.** Number of extension proposals submitted	As co-project leader of VET Mends	-	1	5	5	4	4.67	
	PI 2. Number of extension proposal approved	As co-project leader of VET Mends	-	1	5	5	4	4.67	
	PI 3. Number of approved extension projects implemented	As co-project leader of VET Mends	-	1	5	5	4	4.67	
	PI 5. Number of trainings, seminars and fora conducted	As co-project leader for VET Mends	2	10	5	5	5	5.00	
	PI 7. Number of expert services rendered:								
	a. Peer reviewer of journal	As peer reviewer for NRCP research journal and Journal for science, education, and technology	1	2	5	5	5	5.00	
	b. Reviewer of research and extension proposals	As chairperson technical working group for livestock and poultry and RIRDEAP 8	2	4	5	4	4	4.33	
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	As plenary speaker for One Health bootcamp, as panelist during the One Health project pitch, resource person for responsible pet ownership, AMR stewardship, basic meat inspection course	2	5	5	5	5	5.00	
	PI 14. Number of trainees	As Co-project and component leader of CVM Vet Mends	20	84	5	5	5	5.00	
	PI 15. Number of beneficiaries served								
	Individual	As faculty member with extension activities	40	171	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 Co-project leader of CVM Vet Mends	40	171	5	5	5	5.00	
SUPPORT TO OPERATIONS	**OVPI MFO 1. Faculty Development Services**								
	PI 7. Number of trainings, seminars, and conferences attended	3-regional, 1-national, 2-international	1	6	5	5	5	5.00	
	OVPI MFO 3. Faculty Evaluation Services								

	PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Training Workshop on Understanding the Landscape of World University Rankings and Strengthening Institutional Strategies for Scopus Research Publications; In-house review	1	2	5	5	5	5.00	
GENERAL ADMIN. & SUPPORT SERVICES (GASS)	PI 3. Number of committee meetings conducted	As chairperson of extension committee	1	3	5	4	4	4.33	
	PI 4. Number of routinary documents acted	VET Mends quarterly reports, annual accomplishment reports	1	4	5	5	4	4.67	
	PI 9. Percentage of faculty and staff submitted a DTR every month	As faculty member	100%	100%	5	5	4	4.67	
Total Over-all Rating								19.28	

Average Rating (Total Over-all rating divided by 4)	19.28/4	4.82
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

I commend Dr. Lotis for presenting her research outputs at national and international scientific fora.

I recommend that she publish her research works in reputable scientific journals (scopus-indexed)

Evaluated & Rated by:

JOHN PHILIP LOU M. LUMAIN
Dept/Unit Head
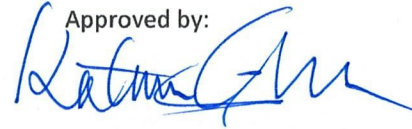
Date: _____

Recommending Approval:

HARVIE P. PORTUGALIZA
College Dean

Date: 25 March 2025

Approved by:

ROTACIO S. GRAVOSO
Vice President

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A R
	3rd	T
✓	4th	E R

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					
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 Memorandum 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 Memorandum Circular # 17, s. 2024		
Preparation of OBE Course Syllabi for 1st Semester AY 2024-2025		✓	OVPAA Memorandum 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 Memo randum Circular # 24, s. 2024		
Submission of Individual Faculty Workload AY 2024-2025		✓	OVPAA MC# 23, s. 2024		
OVPAA Consolidate d PPMP Monitoring Sheet		✓		Monitoring on Sept 30 9:00AM	
Deadline for Dropping of Subjects Without a Grade of 5.0		✓	OVPAA Memo randum Circular # 26, s. 2024		
Faculty Performance Evaluation by Supervisor (1st Semester AY 2024-2025)		✓	OVPAA Memo randum Order # 35, Series of 2024		
Teaching Performance Evaluation by Students (1st Semester AY 2024-2025)		✓	OVPAA Memo randum 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 Memo randum 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 (Wednesd ay-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
				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	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.

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

	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: - 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 - 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								

P1. Number of research proposals submitted P2. Number of research proposal approved	Prepare research proposal.	Faculty Members	July-December, 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	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

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

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

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 PI 18. Percentage of beneficiaries who rated the training course/ and advisory services	Provide excellent services to clients.	Faculty Members and Staff	July-December, 2024	X	X	X	X	None
SUPPORT TO OPERATIONS								
Faculty Development Services								
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	July-December, 2024	X	X	X	X	Following the BOR-approved Faculty Development Plan.
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.
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	July-December, 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	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.
Program and Institutional Accreditation Services								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 PI 3. Number of committee meetings conducted	Conduct management and committee meetings.	Dean and Department Heads.	July-December, 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.	July-December, 2024	X	X	X	X	None
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 accomplish-meng 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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Lotis M. Balala

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	Assist enrollment of academic advisees	Enrolled students	July 29, 2024	August 9, 2024	July 29-Aug. 9, 2024	Impressive	Very satisfactory	None
2	Prepare course syllabi	Approved OBE course syllabi	August 1, 2024	August 7 10, 2024	August 9, 2024	Very impressive	Outstanding	None
3	Review of student's thesis outline and manuscript	Final thesis outline and thesis manuscript	July 1, 2024	Dec. 20, 2024	July 1-Dec. 20, 2024	Impressive	Very satisfactory	None
4	Update instructional materials	Updated IMs in the VSUEE	July 1, 2024	Aug. 9, 2024	August 9, 2024	Impressive	Outstanding	None
5	Preparation of extension services documents as chairperson of extension committee and co-project leader of VET Mends	Number of extension activities conducted; attendance sheets, pre/post-tests; clientele satisfaction, activity evaluation, number of clients served, activity design and accomplishments	July 1, 2024	Nov. 30, 2024	Aug. 27, Sept. 18, 27, Oct. 16-16, Nov. 14-15, 2024	Very impressive	Outstanding	None
6	Capacity building for AMR stewardship	Registration/attendance sheets, activity design and accomplishments, pre/post-tests; clientele satisfaction, activity evaluation,	August 20, 2024	August 27, 2024	August 27, 2024	Very impressive	Outstanding	None

7	Responsible Pet Ownership seminar with DepEd at FCIC, Baybay City	Number of clienteles served	Sept. 20, 2024	Sept. 27, 2024	Sept. 27, 2024	Very impressive	Outstanding	None
8	Mass rabies vaccination at Maslug, Baybay City	Number of clienteles served and number of dogs/cats vaccinated	Sept. 20, 2024	Sept. 27, 2024	Sept. 27, 2024	Very impressive	Outstanding	None
9	Layer production seminar at Hilongos, Leyte	Registration/attendance sheets, activity design and accomplishments, pre/post-tests; clientele satisfaction, activity evaluation	Oct. 1, 2024	Oct. 16, 2024	Oct. 16, 2024	Very impressive	Outstanding	None
10	Consultation meeting PVSO for extension initiatives	Assessment survey	Oct. 1, 2024	Oct. 16, 2024	Oct. 16, 2024	Very impressive	Outstanding	None
11	Basic meat inspection course	Registration/attendance sheets, activity design and accomplishments, pre/post-tests; clientele satisfaction, activity evaluation	Nov. 8, 2024	Nov. 15, 2024	Nov. 14-15, 2024	Very impressive	Outstanding	None
12	Conduct of research	Number of clienteles served	July 1, 2024	Dec. 17, 2024	July 1-Dec. 17, 2024	Very impressive	Outstanding	None
13	Attending meeting	Attendance and participation in regular and special meetings	July 1, 2024	Dec. 20, 2024	July 3, Aug. 7, Sept. 4, Oct. 2, Nov. 13, and Dec. 11, 2024	Very impressive	Outstanding	None
14	Prepare quarterly reports for extension	Quarterly and accomplishment reports	Sept. 1, 2024	Dec. 20, 2024	Oct. 6 and Dec. 19, 2024	Very impressive	Outstanding	None
15	Present research and extension	Panel evaluation of reports	July 9, 2024	July 9, 2024	July 9, 2024	Very impressive	Outstanding	None

	accomplishments at the in-house review							

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

Prepared by:

HARVIE P. PORTUGALIZA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: _____ LOTIS M. BALALA _____

Performance Rating: _____ Outstanding _____

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

Proposed Interventions to Improve Performance:

Date: _____ July 2024 _____   Target Date: _____ December 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, and updating or development of new Instructional Materials.

Date: _____ October 2024 _____   Target Date: _____ December 2024 _____

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

Outcome: Submitted research output for publication, engaged in Extension activities and updated/new 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:

LOTIS M. BALALA
Name of 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 MORANTTE 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

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