

Exhibit K**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%)		4.84x50%= 2.42	
b. Students (50%)		4.83x50%= 2.41	
Total for Instruction	40%	4.83	1.93
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		4.89x100%=4.89	
Total for Research	30%	4.89	1.47
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.83	0.72
5. Production	0%	0	0.00
TOTAL			4.87

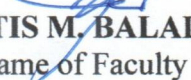
EQUIVALENT NUMERICAL RATING: **4.87**

Add: Additional Points, if any:

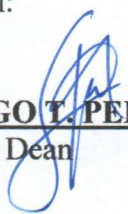
TOTAL NUMERICAL RATING: **4.87**ADJECTIVAL RATING: **Outstanding**

Prepared by:

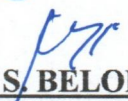
Reviewed by:


LOTIS M. BALALA
Name of Faculty
SANTIAGO T. PEÑA, JR.
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, **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 2022**.


LOTIS M. BALALA
Ratee

Approved: 
SANTIAGO T. PEÑA, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
HIGHER EDUCATION SERVICES	PI 5: Total FTE, coordinated, implemented and monitored	As course in-charge	4	15.10	5	5	5	5.00	
	PI. 8: No. of students advised								
	On thesis	As Adviser, SRC chairman or member	7	15	5	4	4	4.33	
	On consultation	As course in-charge or academic adviser	10	25	5	5	5	5.00	
	PI. 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge	1	2	5	5	4	4.67	
	Flexible instructional materials	As course in-charge	1	3	4	5	4	4.33	
	Assessment tools (No. of courses handled x 2)	As course in-charge	1	6	5	5	4	4.67	
	PI. 11. Additional Outputs – No. of instructional materials reviewed	As member of IMs committee	2	5	5	5	4	4.67	
RESEARCH SERVICES	PI. 1: Number of published papers in internationally indexed journals								
	In refereed international journals	As 1 st /corresponding author of two articles submitted in international journals	1	2	5	4	5	4.67	

Average Rating (Total Over-all rating divided by 4)	19.39/4	4.84
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.84
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Dr. Balala is leading a major college reach project and is greatly appreciated.

Evaluated & Rated by:

SANTIAGO T. PEÑA, JR.
Dept/Unit Head

Date: 2/10/2023

Recommending Approval:

SANTIAGO T. PEÑA, JR.
College Dean

Date: 2/10/2023

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: 2/10/2023

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

PERFORMANCE MONITORING FORM

Name of Employee: Lotis M. Balala

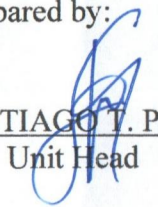
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaching	Exams and Grades submitted	July 1, 2022	July 15, 2022	July 1, 2022	Very impressive	Outstanding	None
2	Review of student's thesis outline and manuscript	Final thesis outline and thesis manuscript	July 1, 2022	July 31, 2022	July 31, 2022	Very impressive	Very satisfactory	None
3	Developing course OBE syllabi	Approved OBE course syllabi	September 1, 2022	September 12, 2022	September 12, 2022	Very impressive	Outstanding	None
4	Creating instructional material	Learning guide/Workbook	September 6, 2022	September 12, 2022	September 15, 2022	Very impressive	Outstanding	None
5	Extension services as a member of extension project	Number of extension activities conducted and number of clients served	August 24, 2022	August 25-26, 2022; September 28, 2022	August 25-26, 2022; September 28, 2022	Very impressive	Outstanding	None
6	Attending meeting	Attendance and participation in regular and special meetings	July 1 to December 28, 2022	Every 2 nd Friday of July to December 2022, and occasionally every week	Every 2 nd Friday of July to December 2022, and occasionally every week	Very impressive	Outstanding	None
7	Organizing seminar-workshop for CVM research	Attendance, documentation and	October 26 and	October 26 and	October 26 and	Very impressive	Outstanding	None

		certificate participation of	November 18, 2022	November 18, 2022	November 18, 2022			
8	Supervising research for NSTEP and Internationalization Program	Data, PRs, stakeholder collaboration	July to December 2022	July 1 to December 22, 2022	July 1 to December 22, 2022	Very impressive	Outstanding	None
9	Supervising and facilitating improvement of Diagnostic lab operation	Operational forms, evaluation sheet of lab technician	October to December 2022	October 1 to December 29, 2022	October 1 to December 29, 2022	Impressive	Very Satisfactory	None

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

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

Prepared by:


SANTIAGO T. PEÑA, JR.


Unit Head

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO I. Compliance to CSC Rules & Regulations								
PI 1. Total FTE, coordinated, implemented and monitored	Teaching	Balala, LM	July 1 to December 28, 2022	x	x	x	x	None
		Lumain, JPLM		x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Amoto, MA		x	x	x	x	None
		Dautil, JP		x	x	x	x	None
		Pradera, CLM		x	x	x	x	None
PI8. Number of students advised:								
No. of approved manuscript submitted within prescribed period	As SRC chair/ member and/or department head	Cueva, SA Nunez, HJC Rabe, SR Lumain, JPLM Olana, KOA	July 1-29, 2022	x	x	x	x	None
On Consultation	As academic adviser or SRC member/ chairman	Balala, LM Nunez, HJC Rabe, SR Lumain, JPLM Olana, KOA Portugaliza, HP Cueva, SA Quilicot, AMM	July 1 to August November 28, 2022	x	x	x	x	None
PI 9. Number of student organization advised/assisted	As organization adviser	Balala, LM	July 1-31, 2022	x	x	x	x	None
PI. 10. Number of instructional materials developed								
On-line ready courseware	As author/co-author and faculty member handling	Balala, LM	September 12 to December 28, 2022	x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Lanada, EB		x	x	x	x	None
Flexible learning materials	As author/co-author and faculty member handing the course	Balala, LM	September 12 to December 28, 2022	x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Lanada, EB		x	x	x	x	None
Assessment tools	As faculty member handling the course	Balala, LM	November 7-12, 2022		x	x		None
		Olana, KOA			x	x		None
		Lanada, EB			x	x		None
Number of virtual classrooms created and operationalized	As faculty member handling the course	Balala, LM	September 12 to October 28, 2022	x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Lanada, EB		x	x	x	x	None
MFO 3. Research Services								
Number of research proposals implemented	As project leader for NSTEP - funded research	Balala, LM Cueva, SA	July 1 to December 28, 2022	x	x	x	x	None

	As co-project leader for CVM research for the internationalization funding	Balala, LM Pena, ST CVM faculty	July 1 to December 28, 2022	x	x	x	x	None
MFO 4. Extension Services								
PI. 2: Number of trainees weighed by the length of training	As component leader of VETMends extension project; as resource person for Animal Welfare training	Balala, LM CVM faculty	August 25-26, 2022; September 28, 2022; November 23, 2022			x	x	None
PI.5: Number of technical/expert services rendered	As component leader of VETMends extension project and as resource person for Animal Welfare Training	Balala, LM CVM faculty	August 25-26, 2022; September 28, 2022; November 23, 2022			x	x	None
Consultancy	As Veterinarian and technical person	Balala, LM	July 1 to December 28, 2022	x	x	x	x	None
		Lumain, JPLM		x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Cortes, MA		x	x	x	x	None
		Pradera, CLM		x	x	x	x	None
		Dautil, JP						
Additional output: No. of coaching/training participated	As participant in the supervisory development course of CSC	Balala, LM	September 24-26, 2022				x	None
MFO 6. General Administration and Support Service								
PI.3: Number of coaching sessions among department heads, faculty and staff	As department head	Lumain, JPLM	November 4, 2022	x				None
		Olana, KOA		x				None
		Cortes, MA		x				None
		Pradera, CLM		x				None
		Dautil, JP						
PI.4: Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets	As department head	Balala, LM	July 1, 2022 to December 28, 2022	x	x	x	x	None
		Lumain, JPLM		x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Cortes, MA		x	x	x	x	None
		Pradera, CLM		x	x	x	x	None
		Dautil, JP						
	As head of Microbiology and Diagnostic Lab	Pagente, MDA	July 1, 2022 to December 28, 2022	x	x	x	x	None
		Gabi, GN	October 3 to December 28, 2022	x	x	x	x	None

Number of regular, special and committee meetings attended	As department head and faculty member	Balala, LM	July 1 to December 28, 2022	x	x	x	x	None
		Lumain, JPLM		x	x	x	x	None
		Olana, KOA		x	x	x	x	None
		Cortes, MA		x	x	x	x	None
		Pradera, CLM		x	x	x	x	None
		Dautil, JP		x	x	x	x	None
Number of activities attended and organized by committee	As member of the duly-approved CVM standing committees	Balala, LM	July 1 to December 28, 2022	x	x	x	x	None


LOTIS M. BALALA
 Department Head

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 and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2022 Target Date: December, 2022

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: October, 2022 Target Date: December, 2022

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:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


LOTIS M. BALALA
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