

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **HEXELSA JOY C. NUÑEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.79 x100%= 4.79	
b. Students (50%)			
Total for Instruction	70%	4.79	3.35
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0%		-
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.67x100% = 4.67	
Total for Extension	15%	4.76	0.70
4. Administration	15%	4.84	0.73
5. Production	0%	0	0.00
TOTAL			4.78

NO TPESEQUIVALENT NUMERICAL RATING: **4.78**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.78**ADJECTIVAL RATING: **Outstanding**

Prepared by:


HEXELSA JOY C. NUÑEZ
Name of Faculty

Reviewed by:


LOTIS M. BALALA
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, **HEXELSA JOY C. NUÑEZ**, 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 **April to June 2021**.


HEXELSA JOY C. NUÑEZ

Ratee

Approved:


LOTIS M. BALALA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	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	18.68	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser or SRC member	1	2	5	5	5	5.00	
	No. Of approved manuscripts submitted within prescribed period	As adviser or SRC member	1	1	5	5	5	5.00	
	On consultation	As course in-charge or academic adviser	2	4	5	4	5	4.67	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	1	3	5	5	5	5.00	
	Flexible instructional materials	As course in-charge/instructor	1	3	5	4	5	4.67	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	2	6	5	4	5	4.67	
EXTENSION SERVICES	PI 2. Number of trainees weighted by the length of training	As supporting technical staff in all VETMENDS components	63						
	PI 5. Number of technical/expert services								
	PI 11. Additional outputs Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target)	As expert in the field of veterinary medicine	1	2	5	4	5	4.67	
	No. of clienteles served	As technical staff during the rabies vaccination and spay and neuter activities	1	127	5	5	5	5.00	

	No. of coaching/training participated	As participant in the coaching/training session for analyzing KAP scores delivered by Dr. EB Lanada	1	1	4	4	5	4.33	
General Admin. & Support Services (GASS)	PI 3. Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	1	4	5	4	5	4.67	
	PI 4: Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets	As technical support of VETMENDS spay and neuter activity As member of ND Extension Project with LGU-Baybay	1	4	5	5	5	5.00	
	PI 6. Additional Outputs								
	Number of regular meetings attended (each faculty should include this PI with target of 12)	As member of the CVM faculty	3	3 (joined CVM-VSU last April 5, 2021)	5	5	5	5.00	
	Number of Best practices/new initiatives in College administration replicated/benchmarked by other Colleges/other agencies	As content contributor in CVM-VSU website	1	1	5	5	4	4.67	
Total Over-all Rating								14.37	

Average Rating (Total Over-all rating divided by 3)	14.37/3	4.79
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

The performance of Dr. Nuñez in the department is invaluable & highly impressive. Her teaching workload however, should be reduced so that she can devote some time doing research & writing research proposals.

Evaluated & Rated by:

Recommending Approval:

Approved by:

LOTIS M. BALALA

Dept/Unit Head

SANTIAGO T. PEÑA

College Dean

BEATRIZ S. BELONIAS

Vice President

Date:

11/8/2021

Date:

11/8/2021

Date:

11/8/2021

LEGEND:

Q¹ - Quality
E² - Efficiency
T³ - Timeline
A⁴ - Average

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
2.2 - 2.9 Unsatisfactory
2.1 - Below Poor

PERFORMANCE MONITORING FORM

Name of Employee: HEXELSA JOY C. NUÑEZ


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: subjects include VMed Ana 102 (Veterinary Comparative Anatomy Lab), VPha 102 (Veterinary Clinical Pharmacology Lab) and VPhy 103 (Veterinary Endocrinology and Reproduction)	Exams Grades	April 2021	June 2021	June 2021	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
2	Consultation with students As SRC member and thesis adviser. (No academic advisees yet since started in CVM-VSU last April 5, 2021)	Resolved student queries especially the subject related matters.	April 2021	June 2021	June 2021	Very impressive	Outstanding	The teacher may record the consultation video for other students to watch especially those that haven't attended the Google meet.
3	Creation of Flexible instructional materials for VMed Ana 102, VPha 102 and VPhy 103	IMs' for online learning modality	April 2021	June 2021	June 2021	Very impressive	Outstanding	Find creative ways in making instructional materials.
4	Creation of assessment tools	Assessment tool	April 2021	June 2021	June 2021	Impressive	Very satisfactory	Find ways to increase assessment tools

5	Number of virtual classrooms created and operationalized for VMed Ana 102, VPha 102 and VPhy 103	Virtual classroom	April 2021	June 2021	June 2021	Very impressive	Outstanding	Make full use of the applications of the VSUEE and increase student engagement.
6	Extension service, consultancy	Animal health check-up, perform surgery and vaccination	April 2021	June 2021	June 2021	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	April 2021	June 2021	June 2021	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	April 2021	June 2021	June 2021	Impressive	Outstanding	
		No. of documents released on time	April 2021	June 2021	June 2021	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	April 2021	June 2021	June 2021	Impressive	Very satisfactory	

* 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: HEXELSA JOY C. NUÑEZ

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: April 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: May 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:


HEXELSA JOY C. NUÑEZ

Ratee


SANTIAGO T. PEÑA, JR.
College Dean