

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SHEBELLE A. CUEVA**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|--|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.73x50%= 2.37 | |
| b. Students (50%) | | 4.31x50%= 2.16 | |
| Total for Instruction | 70% | 4.53 | 3.17 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | 5.00x100% = 5.00 | |
| Total for Extension | 15% | 5.00 | 0.75 |
| 4. Administration | 15% | 4.67 | 0.70 |
| 5. Production | 0% | 0 | 0.00 |
| TOTAL | | | 4.62 |


EQUIVALENT NUMERICAL RATING: **4.62**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.62**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


SHEBELLE A. CUEVA
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, **SHEBELLE A. CUEVA**, 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 **July to December 2021**.


SHEBELLE A. CUEVA
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 | 37.20 | 4 | 5 | 5 | 4.67 | |
| | PI 8: Number of students advised: | | | | | | | | |
| | On thesis/ field practice/special problem | As adviser or SRC member | 1 | 10 | 5 | 4 | 4 | 4.33 | |
| | No. Of approved manuscripts submitted within prescribed period | As adviser or SRC member | 1 | 2 | 4 | 5 | 5 | 4.67 | |
| | On consultation | As course in-charge or academic adviser | 2 | 18 | 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 | 4 | 5 | 5 | 5 | 5.00 | |
| | Flexible instructional materials | As course in-charge/instructor | 1 | 3 | 4 | 5 | 4 | 4.33 | |
| | Assessment tools (No. of courses handled X 2) | As course in-charge/instructor | 2 | 8 | 5 | 5 | 5 | 5.00 | |
| EXTENSION SERVICES | PI 2. Number of trainees weighted by the length of training | As extension component leader | 63 | - | 5 | 5 | 4 | 4.67 | No formal training conducted |
| | 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 | 4 | 5 | 5 | 5 | 5.00 | |
| | No of Clienteles served | As technical staff during the rabies vaccination and spay and neuter activities | | 484 | 5 | 5 | 5 | 5.00 | |
| General Admin. & Support Services (GASS) | PI 6. Additional Outputs | | | | | | | | |
| | Number of planning sessions, tracking and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets | As content contributor | 1 | 5 | 5 | 4 | 4 | 4.33 | |
| | Number of coaching sessions among department heads, faculty, and staff | As faculty member | | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of regular meetings attended (each faculty should include this PI with target of 12) | As member of the CVM faculty | 6 | 6 | 4 | 5 | 5 | 4.67 | |
| | Number of special meetings attended | As member of the CVM faculty | 4 | 12 | 4 | 5 | 5 | 4.67 | |
| | Number of Committee activities completed | As member of the duly-approved CVM standing committees | 1 | 7 | 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 | 4 | 5 | 4 | 4.33 | |
| Total Over-all Rating | | | | | | | | 14.38 | |

| | | |
|--|----------------|--------------------|
| Average Rating (Total Over-all rating divided by 3) | 14.38/3 | 4.73 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | XX | |
| FINAL RATING | | 4.73 |
| ADJECTIVAL RATING | | Outstanding |

Comments & Recommendations for Development Purpose:


Dr. Cuera's performance in the College is highly remarkable. It is recommended that she be mentored & involved in research.

Evaluated & Rated by:


LOTIS M. BALALA
Dept/Unit Head

Date: 25 March 2022

Recommending Approval:


SANTIAGO I. PEÑA, JR.
College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: SHEBELLE A. CUEVA


| 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 Grades | July 2021 | December 2021 | December 2021 | Very Impressive | Outstanding | Use of other platforms that could increase student participation. |
| 2 | Consultation with students As academic adviser/ SRC membership | Resolved student queries especially the subject related matters. | July 2021 | December 2021 | December 2021 | Very impressive | Outstanding | Availability of specific schedule for student consultation. |
| 3 | Creation of virtual and operationalized classroom | Preparation of virtual classroom for online learning modality | July 2021 | December 2021 | December 2021 | Impressive | Very satisfactory | Find creative ways in making virtual classroom more engaging. |
| 4 | Creation of assessment tools | Assessment tool | July 2021 | December 2021 | December 2021 | Impressive | Very satisfactory | Find ways to increase assessment tools |
| 5 | Extension service, consultancy | Animal health check-up | July 2021 | December 2021 | December 2021 | Very impressive | Outstanding | Improve technical service rendered |
| | Extension program component leader | Conduct activities | July 2021 | December 2021 | December 2021 | Very impressive | Outstanding | Plan for flexible trainings and activities in today's set up. |
| 6 | Administrative support | Meetings attended | July 2021 | December | December | Very | Outstanding | Find way to |

| | | | | | | | | |
|--|----------|---|-----------|---------------|---------------|-----------------|-------------------|--------------------|
| | services | | | 2021 | 2021 | impressive | | improve promptness |
| | | No. of documents acted upon on time | July 2021 | December 2021 | December 2021 | Impressive | Outstanding | |
| | | No. of documents released on time | July 2021 | December 2021 | December 2021 | Very impressive | Outstanding | |
| | | No. of assigned tasks completed before the deadline | July 2021 | December 2021 | December 2021 | Impressive | very satisfactory | |

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

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

Prepared by:


LOTIS M. BALALA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHEBELLE A. CUEVA
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, 2021 **Target Date:** December, 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: October, 2021 **Target Date:** December, 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:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


SHEBELLE A. CUEVA
Ratte