

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 (100%)		4.95x100% = 4.95	
b. Students (0%)			
Total for Instruction	70%	4.95	3.47
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%	4.67	0.70
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
TOTAL			4.92


EQUIVALENT NUMERICAL RATING: 4.92

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:


SHEBELLE A. CUEVA
Name of Faculty

Reviewed by:


ANA MARQUIZA M. QUILICOT
Department Head

Recommending Approval:


SANTIAGO 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 commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period SEPTEMBER 21 to DECEMBER 31, 2020.


SHEBELLE A. CUEVA
Ratee

Approved:


ANA MARQUIZA M. QUILICOT
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 2: Higher Education Services	PI 5: Total FTE, coordinated, implemented and monitored	Teaching	7	37.55	5	5	5	5.00	
	PI 8: Number of Students advised: On consultation	As academic adviser/ SRC membership	1	1	5	4	5	4.67	
	On-line ready courseware	As Course in charge	1	3	5	5	5	5.00	
	Flexible instructional materials	As course in charge/ Author	1	1	5	5	5	5.00	
	Assessment tools	As course in charge	2	4	5	5	5	5.00	
	Number of virtual classrooms created and operationalized	As course in charge	1	3	5	5	5	5.00	
EXTENSION SERVICES	Consultancy	As veterinarian/consultant for dogs and cats in the CVM clinic and neighboring barangays	1	3	5	4	5	4.67	
MFO 6 General	Number of meeting	As faculty, CVM committee	5	8	5	5	5	5.00	

Admin and Support Services	attended	and CRCC member							
	Number of documents acted upon on time	As faculty member, academic adviser and SRC member	1	2	5	5	5	5.00	
	Number of documents released on time	As faculty	2	3	5	5	5	5.00	
	Number of assigned tasks completed before the deadline	As faculty	3	5	5	5	5	5.00	
Total Over-all Rating								14.62	

Average Rating (Total Over-all rating divided by 3)	14.62/3	4.87
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.87
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
<i>aim for a master's degree</i>

Evaluated & Rated by:

Recommending Approval:

Approved by:


ANA MARQUIZA M. QUILICOT
 Dept/Unit Head

Date:

7/5/21


SANTIAGO J. PEÑA
 Dean/Director

Date:

7/12/21


BEATRIZ S. BELONIAS
 Vice President

Date:

4/30/21

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	September 2020	March 2021	March 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.	September 2020	March 2021	March 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	IMs' for online and offline learning modality	September 2020	March 2021	December 2020	Very impressive	Outstanding	Find creative ways in making instructional materials.
4	Creation of assessment tools	Assessment tool	September 2020	January 2021	January 2021	Impressive	Very satisfactory	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	September 2020	October 2020	September 2020	Very impressive	Outstanding	Make full use of the applications of the VSUEE and

								increase student engagement.
6	Extension service, consultancy	Animal health check-up	September 2020	December 2020	September - December 2020	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	September 2020	December 2020	September - December 2020	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	September 2020	December 2020	September - December 2020	Impressive	Outstanding	
		No. of documents released on time	September 2020	December 2020	September - December 2020	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	September 2020	December 2020	September - December 2020	Impressive	very satisfactory	

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

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

Prepared by:


ANA MARQUIZA M. QUILICOT
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: September, 2020

Target Date: December, 2020

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, 2020

Target Date: December, 2020

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
Ratified