

## Exhibit K

### 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		$50\% = 2.43$	
a. Head/Dean <del>(100%)</del> $50\%$		$4.85 \times 100\% = 4.85$	
b. Students <del>(0%)</del> $50\%$		$4.17 \times 50\% = 2.09$	
Total for Instruction	70%	$4.85$ $4.52$	$3.40$ $3.16$
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%)		$4.84 \times 100\% = 4.84$	
Total for Extension	15%	4.84	0.73
4. Administration	15%	4.89	0.73
5. Production	0%	0	0.00
<b>TOTAL</b>			<del>4.86</del> $4.62$

EQUIVALENT NUMERICAL RATING:

~~4.86~~  $4.62$

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.86~~  $4.62$

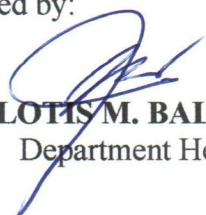
ADJECTIVAL RATING:

**Outstanding**

Prepared by:

  
**SHEBELLE A. CUEVA**  
Name of Faculty

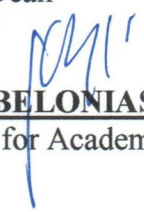
Reviewed by:

  
**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 **January to June 2021**.

  
**SHEBELLE A. CUEVA**  
Ratee

Approved:   
**LOTIS M. BALALA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
HIGHER EDUCATION SERVICES	PI 5: Total FTE, coordinated, implemented and monitored	As course in-charge	4	18.93	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser or SRC member	1	3	5	5	5	5.00	
	No. Of approved manuscripts submitted within prescribed period	As adviser or SRC member	1	2	5	4	5	4.67	
	On consultation	As course in-charge or academic adviser	2	15	4	5	5	4.67	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	1	5	5	4	5	4.67	
	Flexible instructional materials	As course in-charge/instructor	1	3	5	5	4	4.67	
	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	-					
	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	1	5	4	5	4.67	
	Number of clientele served	As technical staff during the rabies vaccination and spay and neuter activities	0	127	5	5	5	5.00	
	PI 6. Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty	1	5	5	4	5	4.67	
	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	5	5	5.00	
General Admin. & Support Services (GASS)	Number of regular meetings attended (each faculty should include this PI with target of 12)	As member of the CVM faculty	6	6	5	4	5	4.67	
	Number of special meetings attended	As member of the CVM faculty	4	7	5	5	5	5.00	
	Number of Committee activities completed	As member of the duly-approved CVM standing committees	1	6	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	5	5	5	5.00	
	Total Over-all Rating							14.54	

Average Rating (Total Over-all rating divided by 3)	14.54	4.85
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

The performance of fr. Cueva in the department is unvaluable & highly impressive. Her teaching workload, however, should be reduced so that she can devote some time doing research or writing research proposal.

Evaluated & Rated by:

  
**LOTIS M. BALALA**  
 Dept/Unit Head

Date: 11/2/2011

Recommending Approval:

  
**SANTIAGO T. PEÑA**  
 College Dean

Date: 11/4/2011

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: 11/5/2011

LEGEND:

Q<sup>1</sup> – Quality  
 E<sup>2</sup> – Efficiency  
 T<sup>3</sup> – Timeline  
 A<sup>4</sup> – Average

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

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: SHEBELLE A. CUEVA

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date Accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Teaching	Exams Grades	January 2021	June 2021	June 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.	January 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	IMs' for online and offline learning modality	January 2021	June 2021	June 2021	Very impressive	Outstanding	Find creative ways in making instructional materials.
4	Creation of assessment tools	Assessment tool	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	January 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	January 2021	June 2021	June 2021	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	January 2021	June 2021	June 2021	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	January 2021	June 2021	June 2021	Impressive	Outstanding	
		No. of documents released on time	January 2021	June 2021	June 2021	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January 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: 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: January, 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: March, 2021

Target Date: June, 2021

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

Outcome: A better schedule was given allowing time for the preparation for instruction, conduct of extension activities, and administrative functions for the CVM-VTH Teaching Hospital.

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