

**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%)		4.94 x 50%= 2.47	
b. Students (50%)		4.89 x 50%= 2.44	
Total for Instruction	40%	4.91	1.96
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00x100%= 5.00	1.50
Total for Research	30%	5.00	
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00 x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	5.00	0.75
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.96</b>

EQUIVALENT NUMERICAL RATING: **4.96**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.96**ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**HEXELSA JOY C. NUÑEZ**  
Name of Faculty

Reviewed by:

  
**HARVIE P. PORTUGALIZA**  
Department Head

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
OIC 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 **July to December 2023**.

  
**HEXELSA JOY C. NUÑEZ**

Ratee

Approved: **HARVIE P. PORTUGALIZA**

Head of Unit

2/20/2024 2/20/2024

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>	
<b>HIGHER EDUCATION SERVICES</b>	PI 5: Total FTE, coordinated, implemented and monitored	As course in-charge	10	53.90	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis	As adviser or SRC member	7	12	5	5	4	4.67	
	No. Of approved manuscripts submitted within prescribed period	As adviser or SRC member	3	2	5	5	4	4.67	
	On consultation	As course in-charge or academic adviser	21	40	5	4	5	4.67	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	2	3	5	5	5	5.00	
<b>RESEARCH SERVICES</b>	PI 28: Number of IP related trainings and seminars attended (local/national/international trainings/conference)	As Faculty member	1	1	5	5	5	5	Accomplished target in the first half
<b>EXTENSION SERVICES</b>	PI 2: Number of person-days trained weighted by length of training	As extension component leader/member	15	24	5	5	5	5.00	Accomplished target in the first half
	PI 2: Number of beneficiaries served	As extension component leader/member	30	30	5	5	5	5.00	

	PI 13: Number of trainees weighted by the length of training	As extension component leader/member	7.69	13.25	5	5	5	5.00	Accomplished target in the first half
	PI 21: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings and related activities	As expert in the field of veterinary medicine	30	30	5	5	4	4.67	Accomplished target in the first half
General Admin. & Support Services (GASS)	PI 6: Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty & staff	As faculty member	1	6	5	5	5	5.00	
	PI 5: Number of meetings (college, department, special, consultation meetings, etc).	As faculty member	5	9	5	5	5	5.00	
<b>Total Over-all Rating</b>								19.75	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.75/4</b>	<b>4.94</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.94</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Recommended for MS in Vet Med*

Evaluated & Rated by:

  
**HARVIE P. PORTUGALIZA**  
 Dept/Unit Head

Date: 1/15/2024

Recommending Approval:

  
**HARVIE P. PORTUGALIZA**  
 OIC College Dean

Date: 1/15/2024

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: 02/20/24

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

# Exhibit I

## 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	Grades for 2 <sup>nd</sup> sem, AY 22-23	February 2023	July 2023	July 2023	Very Impressive	Outstanding	Use of other platforms that could increase student participation.
		Exams for 1 <sup>st</sup> sem, AY 23-24	August 2023	October (Midterms) 2023 and December (Finals) 2023	October & December 2023	Impressive	Outstanding	
		Grades for 1 <sup>st</sup> sem, AY 23-24	August 2023	October 2023 and January 2024	October 2023 and January 2024	Very Impressive	Outstanding	
2	Consultation with students As academic adviser/ SRC membership	Resolved student queries especially the subject related matters for 1 <sup>st</sup> sem, AY 23-24.	August 2023	August, October (midterms) and December (finals) 2023	August, October and December 2023	Very impressive	Outstanding	The teacher may put up FAQs for students to easily browse and find answers relevant to their queries.
4	Creation of assessment tools	Assessment tool	August 2023 (1 <sup>st</sup> sem, AY 23-24)	August 2023	August 2023	Impressive	Very satisfactory	Find ways to increase assessment tools

5	Number of virtual classrooms created and operationalized	Virtual classroom	August 2023	August 2023	August 2023	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 2023	September 2023	September 2023	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support services	Meetings attended	July 2023	December 2023	December 2023	Very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	July 2023	December 2023 and January 2024	December 2023 and January 2024	Impressive	Outstanding	
		No. of documents released on time	July 2023	December 2023 and January 2024	December 2023 and January 2024	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	July 2023	December 2023	December 2023	Impressive	very satisfactory	

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

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

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
 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:** July, 2023 **Target Date:** December, 2023

**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, 2023 **Target Date:** December, 2023

**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/college should recruit additional faculty to cover the load of the K to 12 subjects to de-load existing faculty.

Prepared by:

  
**HARVIE P. PORTUGALIZA**  
OIC College Dean

Conforme:

  
**HEXELSA JOY C. NUÑEZ**  
Ratee