

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			
a. Head/Dean (50%)		4.85x50%= 2.43	
b. Students (50%)		4.33x50%= 2.17	
Total for Instruction	40%	4.60	1.84
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	30%	5.00x100%=5.00	
Total for Research		5.00	1.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		4.75x100% = 4.75	
Total for Extension	15%	4.75	0.71
4. Administration	15%	4.78	0.72
5. Production	0%	0	0.00
TOTAL			4.77

EQUIVALENT NUMERICAL RATING: **4.77**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.77**ADJECTIVAL RATING: **Outstanding**

Prepared by:


SHEBELLE A. CUEVA
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, **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 2023**.


SHEBELLE A. CUEVA

Ratee

Approved:


HARVIE P. PORTUGALIZA

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	10	30.30	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser or SRC member	4	8	5	5	5	5.00	
	No. Of approved manuscripts submitted within prescribed period	As adviser or SRC member	2	2	5	5	4	4.67	
	On consultation	As course in-charge or academic adviser	11	53	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	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	2	10	5	5	5	5.00	
RESEARCH INNOVATION SERVICES	PI 28. Number of IP related trainings and seminars attended (local/ national/ international trainings/conference)	As Faculty member	1	4	5	5	5	5.00	

[illegible]

Average Rating (Total Over-all rating divided by 4)	19.40/4	4.85
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Recommended for MS in Vet Med.

Evaluated & Rated by:


HARVIE P. PORTUGALIZA
 Dept/Unit Head


Date: 1/20/2024

Recommending Approval:


HARVIE P. PORTUGALIZA
 OIC, College Dean

Date: 1/20/2024

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: 02/20/24

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 2023	December 2023	December 2023	Very Impressive	Very satisfactory	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 2023	December 2023	December 2023	Very impressive	Outstanding	Extend consultation time .
4	Creation of assessment tools	Assessment tool	July 2023	December 2023	December 2023	Impressive	Very satisfactory	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	July 2023	December 2023	December 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	July 2023	December 2023	December 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	December 2023	Impressive	Outstanding	

		No. of documents released on time	July 2023	December 2023	December 2023	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 R. PORTUGALIZA
 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, 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:


SHEBELLE A. CUEVA
Ratee