

**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%)		$4.80 \times 50\% = 2.40$	
b. Students (50%)		$4.50 \times 50\% = 2.25$	
Total for Instruction	40%	4.65	1.86
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	30%	$4.67 \times 100\% = 4.67$	
Total for Research		4.67	1.40
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		$4.83 \times 100\% = 4.83$	
Total for Extension	15%	4.84	0.72
4. Administration	15%	4.78	0.72
5. Production	0%	0	0.00
<b>TOTAL</b>			<b>4.70</b>


EQUIVALENT NUMERICAL RATING: **4.70**

Add: Additional Points, if any:

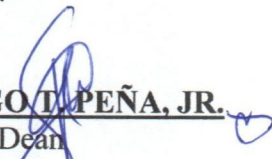
TOTAL NUMERICAL RATING: **4.70**ADJECTIVAL RATING: **Outstanding**

Prepared by:


Reviewed by:

  
**SHEBELLE A. CUEVA**  
Name of Faculty  
**HARVIE P. PORTUGALIZA**  
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 2023**.

  
**SHEBELLE A. CUEVA**  
Ratee

Approved:   
**HARVIE P. PORTUGALIZA**  
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>	
<b>HIGHER EDUCATION SERVICES</b>	PI 5: Total FTE, coordinated, implemented and monitored	As course in-charge	10	11.70	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/special problem	As adviser or SRC member	7	7	5	5	5	5.00	
	No. Of approved manuscripts submitted within prescribed period	As adviser or SRC member	4	4	4	5	5	4.67	
	On consultation	As course in-charge or academic adviser	21	50	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	2	5	5	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	4	10	5	5	5	5.00	
<b>RESEARCH INNOVATION SERVICES</b>	PI 28. Number of IP related trainings and seminars attended (local/ national/ international trainings/conference)	As Faculty member	1	2	4	5	5	4.67	
<b>EXTENSION SERVICES</b>	PI 1. Number of trainees	As extension component leader in VETMENDS/member of CVM'S extension project	16	1	5	5	4	4.67	To be complied on the next half




	PI 4: Number of beneficiaries served (individuals)	As extension component leader in VETMENDS/member of CVM'S extension project	30	26.5	4	5	5	4.67	
	PI 13: Number of trainees weighted by the length of training	As member of the CVM'S extension project	7.69	24	5	5	5	5.00	
	PI 21. Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, training and related activities	As expert in the field of veterinary medicine	30	30	5	5	5	5.00	
<b>General Admin. &amp; Support Services (GASS)</b>	PI 6. Additional Outputs								
	Number of coaching sessions attended or assisted among department heads, faculty, and staff	As faculty member	2	2	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 faculty member	3	3	5	5	4	4.67	
	Number of meetings (college, department, special, consultation meetings, etc)	As faculty member	16	6	5	5	5	5.00	
<b>Total Over-all Rating</b>								19.22	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>19.22/4</b>	<b>4.80</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>Additional Points:</b>		<b>4.80</b>
<b>FINAL RATING</b>		<b>Outstanding</b>


<b>Comments &amp; Recommendations for Development Purpose:</b>
<i>Recommended for master degree</i>

Evaluated & Rated by:

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

Date: July 10, 2023

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
 College Dean

Date: July 13, 2023

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: July 14, 2023

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	January 2023	June 2023	June 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.	January 2023	June 2023	June 2023	Very impressive	Outstanding	The teacher may record the consultation video for other students to watch especially those that haven't attended the Google meet.
4	Creation of assessment tools	Assessment tool	January 2023	June 2023	June 2023	Impressive	Very satisfactory	Find ways to increase assessment tools
5	Number of virtual classrooms created and operationalized	Virtual classroom	January 2023	June 2023	June 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	January 2023	June 2023	June 2023	Very impressive	Outstanding	Improve technical service rendered
7	Administrative support	Meetings	January	June 2023	June 2023	Very	Outstanding	Find way to

	services	attended	2023			impressive		improve promptness
		No. of documents acted upon on time	January 2023	June 2023	June 2023	Impressive	Outstanding	
		No. of documents released on time	January 2023	June 2023	June 2023	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January 2023	June 2023	June 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:** 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, 2023      **Target Date:** June, 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:** March, 2023      **Target Date:** June, 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:

  
**SANTIAGO T. PEÑA, JR.**  
College Dean

Conforme:

  
**SHEBELLE A. CUEVA**  
Ratee