

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(July – December)**


Name of the Faculty Member: KAREN LUZ P. YAP

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		5.0x50% = 2.5	
f. Students (50%)		4.60x50% = 2.3	
Total for Instruction	60%	4.8	2.88
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.25
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension	15%	5	0.75
14. Administration			
15. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING

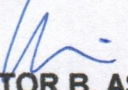
Prepared by:


KAREN LUZ P. YAP
Name of Faculty

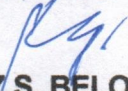
Reviewed by:


MILAGROS C. BALES
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KAREN LUZ P. YAP, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JULY - DECEMBER 2022.


KAREN LUZ P. YAP

Professor V

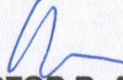
Date: 01/05/23

Approved:


MILAGROS C. BALES

Department Head

Date: 01/06/23


VICTOR B. ASIO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2.0	7.34	5	5	5	5.00	1st semester SY 2022-2023 with the courses 1)AGED 211 - 0.75 2)ADED 211 - 0.75 3)AGED 231 - 1.00 4)AGED 290 - 0.17 5)AGEX 215 - 4.25 6)AGEX 290 - 0.17 7)AGEX 300 - 0.25
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	7	5	5	5	5.00	Alberto Colminas Fatima Estrosas Bammy Jimena Rein Lao Jorge Esparagoza Emily Lamo Josephine Teofilo
		A3 . Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	Jorge Esparagoza and Josephine Teofilo
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4	5	5	5	5.00	April Rose Cantua Floriel Atillo Lorelyn Tagaban Kathy de Lira
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	6	5	5	5	5.00	Jorge Esparagoza Josephine Teofilo April rose Cantua Floriel Atillo Lorelyn Tagaban Kathy de Lira
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	2	1	5	4	5	4.67	for AgEx 215-Rural Soc Systems
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	4	5	4.67	for AgEx 215-Rural Soc Systems
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	for AgEx 215-Rural Soc Systems, ADEd 211-Adv. Ed Psych and AgEd 231-Ag Ed for Rural Devt
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	for AgEx 215-Rural Soc Systems, ADEd 211-Adv. Ed Psych
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2						

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	2	1	5	4	5	4.67	for AgEx 215-Rural Soc Systems
	<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<i>PI 5: Total FTE, coordinated, implemented and monitored *</i>	<i>A9. Actual Faculty's FTE</i>	<i>Handles and teaches courses assigned</i>	2	1	5	4	5	4.67	AgEx 121 - 2.10 AgEx 200n - 0.90
		<i>A10 . Number of grade sheets submitted within prescribed period</i>	<i>Prepares gradesheet and submits on or before deadline</i>	2	1	5	4	5	4.67	AgEx 121-Soc Psych
		<i>A 11 . Number of INC forms with grade submitted within prescribed period</i>	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		<i>A12 . Number of trainings attended related to instruction</i>	<i>Attend mandated trainings</i>	2	2	5	5	5	5.00	OBE Syllabus Making and GAD Seminar
		<i>A13 . Number of long examinations administered and checked</i>	<i>Administers and checks long examination for subjects taught</i>	3	2	5	4	5	4.67	AgEx 121 long exam & Midterm exam

	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	AgEx 121-Soc Psych
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	6	10	5	5	5	5.00	Mary Jean Pernites, Jovely Pabon, Joyce Pana, Michele Penario, Rovelyn Sumacot, Lizzie Tabanao, Rochele Tampus, Michaela Aberilla, Jade Adlawan, Rheo Gocela
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As Field Practice Supervisor/Adviser	Advises, and corrects research outline and thesis/SP manuscript	4	3	5	5	5	5.00	Joyce Pana, Sharon Lopez, May Galera
	As Field Practice Member	Advises and corrects research outline and thesis/SP manuscript							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	3	5	5	5	5.00	Joyce Pana, Sharon lopez, May Galera
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	1	5	5	5	5.00	for AgEx 121
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	5	5.00	for AgEx 121
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	2	5	5	5	5.00	for AgEx 121
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	1	5	5	5	5.00	for AgEx 121
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	for AgEx 121

UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	2	1	5	5	5	5.00	Research output used by the stakeholders of the abaca industry in Region VIII
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	PRDP-PhilFIDA funded project entitled; Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and fisheries Modernization Plan (AFMP) at the Local and national Levels
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Proposal submitted to PRDP RO8, entitled: Capacity Building of Proponent Groups (PGs) Assisted by the Philippine Rural Development Project (PRDP) - Regional Project Coordination Office 8 (RPCO 8)

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	DepEd Division of Baybay City
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	2	5	5	5	5.00	GTH Project & Advocacy Painting on Anti-Human Trafficking of Women & Children by DepED SOA Graduates
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services		95%	5	5	5	5.00	GTH Project & Advocacy Painting on Anti-Human Trafficking of Women & Children by DepED SOA Graduates

	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>			1	5	5	5	5.00	GTh Project
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	1	5	5	5	5.00	GTh Project
	<i>Consultancy</i>	<i>Consultant</i>		1						
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	100%	5	5	5	5.00	Proposal submitted to PRDP RO8, entitled: Capacity Building of Proponent Groups (PGs) Assisted by the Philippine Rural Development Project (PRDP) - Regional Project Coordination Office 8 (RPCO 8)
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	85%	85%	5	5	5	5.00	

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	85%	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
		COPC								
UMFO 6. General Admin. & Support Services										As member Dept- Personnel Committee member
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0% complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		4	5	5	5	5.00	Ensure that the faculty & staff: 1) Observed social distancing 2) Wearing of face mask 3) Washing of hands/putting alcohol before & after entering the department 4) WFH arrangement
	Total Over-all Rating				178.00	Comments & Recommendations for Development Purpose: <i>Good job!</i>				
	Average Rating				4.94					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:

Milagros C. Bales
MILAGROS C. BALES

Department Head
Date: 01/06/23

Recommending Approval

Victor B. Asio
VICTOR B. ASIO

Dean, CAFS
Date:

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Karen Luz P. Yap

Performance Rating: Outstanding

Aim: To enhance instruction and research performance of Dr. Yap.

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter and join benchmarking to advance universities abroad to establish possible instruction and research linkages.

Date: Jan-April 2023 Target Date: May-December 2023

First Step: Search the internet for announcements on scientific conferences.

Prepare proposal on benchmarking.

Result: Apply to the scientific conferences. Submit proposal to appropriate funding agency.

Date: Jan-June 2023 Target Date: Aug-Dec 2023


Next Step: Conduct a seminar at her own department. Submit proposal for funding.

Outcome: Increased publication and research projects of the department.

Final Step/Recommendation:

The department strongly recommends her to attend international training/conference and conduct benchmarking to other universities abroad.

Prepared by:


MILAGROS C. BALES
DAEE Head

Conforme:


KAREN LUZ P. YAP

Name of Ratee Faculty/Staff