

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS (January-June)

Name of the Faculty Member: AIZA C. ORACION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction			
g. Head/Dean (50%)		4.5x50% = 2.25	
h. Students (50%)		4.10x50% = 2.05	
Total for Instruction	40%	4.25	1.7
17. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research	20%	4	0.80
18. Extension			
g. Client/Dir. for Extension (50%)			
h. Dept. Head/Center Director (50%)			
Total for Extension	25%	4	1.00
19. Administration	15%	4	0.60
20. Production			
TOTAL			4.10

EQUIVALENT NUMERICAL RATING: 4.10

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

AIZA C. ORACION  
Name of Faculty

Reviewed by:

LIJUERA J. CUADRA  
Department Head

Recommending Approval:


SUZETTE B. LINA  
Dean, CAFS

Approved:


ROTACIO S. GRAVOSO  
Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, AIZA C. ORACION, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from January-June 2024.

  
**AIZA C. ORACION**  
 Instructor I  
 Date: July 25, 2024

Approved:

  
**LIJUERAJ J. CUADRA**  
 Department Head  
 Date: July 26, 2024

  
**SUZETTE B. LINA**  
 College Dean  
 Date: October 7, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	3	15.33	5	5	5	5.00	AgEx 234 = 3x13/9 = 4.33, AgEX 246 = 3x13/9 = 6.33, AgDe 202 = 3x13/9 = 4.67 TOTAL = 15.33
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	-	7	5	5	5	5.00	Canonicato, Galera, Maglangit, Solijon, Patullilic, Roche, Sabijon
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	3	3	4	4	4	4.00	Dela Torre, Joan, Martil, Evangeline, Parac, Charmaine
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	10	4	4	4	4.00	



	<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								
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof								
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3							
		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								
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	AgEX 246, Agex 234, AgDe 202	
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>												
<b>OVPI UMFO 3. Higher Education Management Services</b>												
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	2	1.6	5	5	5	5.00	AgEx 200B = 2x6/20 = 0.6, AgEx 200 = 1x6/20 = 0.3, AgEx 200.2 = 7x2/20 = 0.7 TOTAL = 1.6	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00		
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	-							
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	OBE SYLLABUS MAKING	
		<u>A13</u> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3	-						
		<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12	-						

[illegible]



[illegible]

		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	95%	100%	4	4	4	4.00	All the trainings conducted in different extension projects Green the Home and Extension Cum reseach project in Hinnangan and Silago
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student/faculty)									
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	4	4	4	4	4.00	LGU HINUNGAN, SILAGO , HILONGIS , ABUYOG AND HINDANG
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	20	35	4	4	4	4.00	2 day- training at Hinunangan and Silago
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects	1	2	4	4	4	4.00	approved Extension Cum Research Projects in Hinunangan and Silago



	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%	100%	4	4	4	4.00	Seminar-Workshop on Organizational Capacity Enhancement, Business Management and Entrepreneurship, Silago, Southern Leyte
	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							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	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	95%	95%	4	4	4	4.00	APPROVED EXTENSION PROJEC PROPOSAL GTH AND Hinunangan
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	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%	100%	5	5	5	5.00	Complied as faculty member
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							





## PERFORMANCE MONITORING & COACHING JOURNAL

/	1 <sup>ST</sup>	Q U A R T E R
/	2 <sup>ND</sup>	
	3 <sup>RD</sup>	
	4 <sup>TH</sup>	

Name of Office: **Department of Agricultural Education and Extension (DAEEEx)**


Head of Office: **Lijeraj J. Cuadra**

Number of Personnel: **8**

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The undersigned asks for updates on the various assignments from each faculty and staff to ensure that targets are met and quality expected complied are complied.	-The faculty and staff have shown dedication in their respective responsibilities as observed by the undersigned. The undersigned encouraged them to continue doing their best. This is done during informal and formal meetings -.Regular sending of reminders thru chat group using messenger	NA	Notice of meeting (February 14, 2024, June 24, 2024)	Faculty and Staff continue to do their best
Coaching/ Mentoring	<ul style="list-style-type: none"><li>Each one has adequate capabilities for their respective responsibilities. Each however is encouraged to upgrade their capabilities thru appropriate trainings and attendance to conferences/fora.</li><li>Some faculty were also reminded of their obligations as government employee in terms of on time submission of needed documents to the administration/offices needing data/reports</li></ul>	Having done their best, each faculty and staff were encouraged to keep up the good work. They are also reminded to revise their syllabi ready for flexible or blended learning.  Junior faculty are also involved in the research and extension projects lead by senior faculty. This is an opportunity where they can be mentored in preparing reports, presenting reports to an audience and on how to manage projects.  New SRA was introduced and mentored to what she will be doing and what papers to prepare.	NA	NA	


**Note:** Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**LIJUERAJ J. CUADRA**  
Immediate Supervisor

Cc: OVPAA  
HRMO  
RSPPRO

Noted by:

  
**SUZETTE B. LINA**  
CAFS Dean



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Aiza C. Oracion

Performance Rating: Outstanding

Aim: Send Miss Oracion to a local or international training/conference either as a trainee or paper presenter.

Proposed Interventions to Improve Performance: Attend relevant local or international training.

Date: February 2024 Target Date: Within June 2024

First Step: Approved by the department's personnel committee, particularly on educational Administration supervision web-based learning education monitoring and evaluation.

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Result: Miss Oracion look for relevant local or international training/conferences.

Date: July 2024 Target Date: Within October-December 2024

Next Step: Miss Oracion to apply for participation to a local or international training/conference

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Outcome: Attended local or international training/presented paper in a local or international conference in 2024.

Final Step/Recommendation:

The department strongly recommends her to attend local or international training/conference.

Prepared by:

LIJUERA J. CUADRA  
DAEEx Head

Conforme:

AIZA C. ORACION

Name of Ratee Faculty/Staff



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: ORACION, AIZA C.

Department: Dept. of Agricultural Education and Extension

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AGEX233	COMMUNICATION IN EXTENSION EDUCATION	LEC	4.00	Very Satisfactory	80.0%
AGDE202	Problems and Issues in Agricultural and Rural Development	LEC	4.00	Very Satisfactory	80.0%
AGEX234	PARA-PROFESSIONALS IN ADULT EDUC.	LEC	4.50	Outstanding	90.0%
AGEX233e	COMMUNICATION IN EXTENSION EDUCATION	LEC	4.00	Very Satisfactory	80.0%
AGEX218	EXTENSION STRATEGIES FOR RURAL DEV.	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.10	Very Satisfactory	82.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

ORACION, AIZA C.

Name and Signature of Faculty

Date: May 21, 2024

Distribution of copies: ODIE, College, Department, Faculty