

**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)
31. Instruction			
m. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
n. Students (50%)		$4.33 \times 50\% = 2.17$	
Total for Instruction	75%	4.67	3.50
32. Research			
m. Client/Dir. for Research (50%)			
n. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.25
33. Extension			
m. Client/Dir. for Extension (50%)			
n. Dept. Head/Center Director (50%)			
Total for Extension			
34. Administration			
35. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

AIZA C. ORACION

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, AIZA C. ORACION, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY - JUNE 2022.


AIZA C. ORACION
 Instructor I
 Date:

Approved: 
MILAGROS C. BALES
 Department Head
 Date:


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	4.0	1	5	5	5	5.00	AgEx246(6x2)/12=1.00
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i><u>A4</u> . Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	<i><u>A5</u> . Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1						
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5.00	AgEx246

		<i>A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course were duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	1		5	5	5	5.00	Agex246
	PI 10 . Additional outputs:	<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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	15	18.25	5	5	5	5.00	AgEx132n(29x3)/20=4.35 AgEx133(31x3)/20=4.65 AgEx133(30x3)/20=4.50 AgEx 136(12x3)/20=1.8 AgEx136e(3x3)/20=0.45 AgEx246(2x3)/12=0.3 AgEx200.2(1x6)/12=0.5 AgEx200n(4x2)/12=0.4 AgEx200-B(2x6)/12=1.00
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	20	8	5	5	5	5.00	AgEx132n AgEx 133
		A 11. Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	12	2	5	5	5	5.00	Poliquit, Arne, Cagadas Nolly,

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	Mandatory Orientation and Re-Orientation of Academic Advisers, VSU Graduate School Onboarding for Faculty and Students; Training for OBE Syllabus
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	2	5	5	5	5.00	AgEx132n AgEx 133
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	10	5	5	5	5.00	AgEx132n AgEx 133
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	7						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	2						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	Del Mayor, Alden Gaile, Bucog, Jeva, Poliquit Arne, Villocino, Julieta
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	16	13	5	5	5	5.00	BSA major in Agricultural Extension students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Lend a Hand for Baybay Relief Operation for Typhoon Agaton Victims
	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	2	12	5	5	5	5.00	AgEx132n AgEx 133
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	10	5	5	5	5.00	AgEx132n AgEx 133
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	10	5	5	5	5.00	AgEx132n AgEx 133
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	AgEx132n AgEx 133
		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	2	2	5	5	5	5.00	AgEx132n AgEx 133

	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	2	4	4	4	4.00	MS AgEx Program for CHED COPC; MS AgEx Program for AACUP Level 4
		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	4	4	4	4.00	AgEx 200.2 (internship)
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							
	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	"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 of I-Plan Sub-Component 1.2" will conduct a Training on Formulation of Data Gathering Instruments for Intended Stakeholders
	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							

		<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 scientific fora/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 research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	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	2						
	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	20						

	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						
	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	90%						
	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>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		2						
	<i>Consultancy</i>	<i>Consultant</i>								
	<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							
	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		zero non-conformity				
		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		100% compliant				
		On program accreditations							
		On institutional accreditations							
		COPC							
UMFO 6. General Admin. & Support Services					Zero % complaint				
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	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							
	Total Over-all Rating				98.00	Comments & Recommendations for Development Purpose: <i>Keep it up!</i>				
	Average Rating				4.90					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:



MILAGROS C. BALES

Department Head

Date:

Recommending Approval



VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Aiza C. Oracion

Performance Rating: Outstanding

Aim: To enhance capabilities in the conduct of instruction, research and extension.

Proposed Interventions to Improve Performance: Attend relevant trainings/conferences and finish PhD.

Date: June 2022 Target Date: Within January-June 2023

First Step: DPC to endorse Mrs. Oracion to send to UPLB to finish her dissertation for PhD In Extension Education.

Result: The administration to approve her one semester study leave.

Date: July 2022 Target Date: Aug-Dec 2022


Next Step: Re-enrol her dissertation for final defense and approval.

Outcome: Finished PhD in Extension Education.

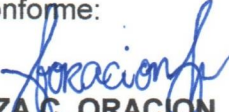
Final Step/Recommendation:

Department to strongly support her study leave by hiring other faculty to handle her classes while she is on leave.

Prepared by:


MILAGROS C. BALES
DAEEx Head

Conforme:


AIZA C. ORACION
Name of Ratee Faculty/Staff