

**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(July - December 2021)**

Name of Faculty Member: LIJUERAJ J. CUADRA

| Program Involvement<br>(1)             | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|--|---|---|--|
| 1. Instruction                         |   |   |  |
| a. Head/Dean (50%)                     |   | $5.0 \times 50\% = 2.5$                   |  |
| b. Students (50%)                      |   | $4.80 \times 50\% = 2.4$                  |  |
| Total for Instruction                  | 75%   | 4.9                                       | 3.68                                       |
| 2. Research                            |   |   |  |
| a. Client/Dir. for Research (50%)      |   |   |  |
| b. Dept. Head/Center Director<br>(50%) |   |   |  |
| Total for Research                     | 25%   | 4.67                                      | 1.17                                       |
| 3. Extension                           |   |   |  |
| a. Client/Dir. for Extension (50%)     |   |   |  |
| b. Dept Head/Center Director<br>(50%)  |   |   |  |
| Total for Extension                    |   |   |  |
| 4. Administration                      |   |   |  |
| 5. Production                          |   |   |  |
| TOTAL                                  |   |   | 4.85                                       |

EQUIVALENT NUMERICAL RATING: 4.85  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

LIJUERAJ J. CUADRA  
Name of Faculty

Reviewed by:

KAREN LUZ P. YAP  
Department Head

Recommending Approval:

VICTOR B. ASIO  
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LIJUERAJ J. CUADRA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION & EXTENSION accomplished the following targets for the period July - December 2021

Approved:

**LIJUERAJ J. CUADRA**

Associate Prof V

Date: February 3, 2022

**KAREN LUZ P. YAP**

Department Head

Date: 02-04-22

**VICTOR B. ASIO**

College Dean

Date: 2/15/22

| 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 | Timelines | 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      | 7.5                   | 5       | 5          | 4         | 4.67    | AGED214(AG04) - 1.0; AGED245(AG08) - .50; AGEX216(AG18) - 1.50; AGED212(MB28) - 1.0; AGED214(MB29) - .50; AGED245(MB33) - .50; AGEX216(MB38) - 1.0; AGEX244(MB42) - .50; AGED321(MB60) - .50; AGED232(MB62) - .25; AGED305(MB70) - .25 |
|  | 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 |   |        |                       |         |            |           |         |  |
|  |   | 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 | 2      | 3                     | 5       | 5          | 4         | 4.67    | Quimson, Ortega, Adelantar, Diocampo, Golle, Gorme, Agunos   |

|  |  |  |   |    |     |   |   |   |      |   |
|--|--|--|---|----|-----|---|---|---|------|---|
|  |  | <b>A4 . Number of students entertained for consultation purposes</b>                   | Entertains students seeking consultation with faculty   |    | 5   | 5 | 5 | 4 | 4.67 |   |
|  | <b>PI 9:</b> Number of instructional materials developed *       | <b>A5 . Number of on-line ready coursewares developed and submitted for review</b>     | Converts the existing instructional materials into flexible learning systems                                |    |     |   |   |   |      |   |
|  |  | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            | 2  | 4   | 5 | 5 | 4 | 4.67 | AGED321, AGED232, AGED305, AGED245                                      |
|  |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 5  | 10  | 5 | 5 | 4 | 4.67 |   |
|  |  | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   | 10 | 22  | 5 | 5 | 4 | 4.67 |   |
|  |  | <b>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b> | Submits the course ware duly reviewed by TRP for editing by MMDC editor                                     | 2  | 4   | 5 | 5 | 4 | 4.67 | AGED321, AGED232, AGED305, AGED245                                      |
|  |  | <b>A 7 : Number of virtual classroom created and operational</b>                       | Creates virtual classroom using either Moddle or Google Classroom   | 2  | 4   | 5 | 5 | 4 | 4.67 | AGED321, AGED232, AGED305, AGED245                                      |
|  | <b>PI 10 . Additional outputs:</b>                               | <b>A 8. Other outputs implementing the new normal due to covid 19</b>                  | Designs experiential learning activities and other outputs to implement new normal                          | 2  | 4   | 5 | 5 | 4 | 4.67 | Article review, teaching portfolio, Academic Report & Evaluation Report |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |  |   |    |     |   |   |   |      |   |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |  |   |    |     |   |   |   |      |   |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A9.</b> Actual Faculty's FTE  | Handles and teaches courses assigned  | 4  | 0.8 | 4 | 4 | 4 | 4.00 | AGEX200n(FT06) - .20; AgEd 145(FO37) - .30; AgEd145 (MB52) - .30        |
|  |  | <b>A10 . Number of grade sheets submitted within prescribed period</b>                 | Prepares gradesheet and submits on or before deadline   | 4  | 3   | 5 | 5 | 4 | 4.67 | AGEX200n(FT06); AgEd 145(FO37); AgEd145 (MB52)                          |



|  |  |   |  |    |    |   |   |   |      |   |
|--|--|---|--|----|----|---|---|---|------|---|
|  |  | <b>A 11 . Number of INC forms with grade submitted within prescribed period</b>     | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 2  |    |   |   |   |      |   |
|  |  | <b>A12 . Number of trainings attended related to instruction</b>                    | Attend mandated trainings  | 1  | 1  | 5 | 5 | 4 | 4.67 | AACCUP  |
|  |  | <b>A13 . Number of long examinations administered and checked</b>                   | Administers and checks long examination for subjects taught  | 8  | 10 | 5 | 5 | 4 | 4.67 | AGED145   |
|  |  | <b>A14 . Number of quizzes administered and checked</b>                             | Prepares and checks quizzes for lec and lab  | 40 | 40 | 5 | 5 | 4 | 4.67 | AGED145   |
|  |  | <b>A15 . Number of lab reports and term papers checked and graded</b>               | Checks lab reports and term papers submitted as required   | 4  | 8  | 5 | 5 | 4 | 4.67 | AGED145   |
|  | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:   | <i>Acts as academic adviser to students</i>  |    |    |   |   |   |      |   |
|  |  | <b>A17 . Number of students advised on thesis/ field practice/special problem:</b>  |  |    |    |   |   |   |      |   |
|  |  | <i>As SRC Chairman</i>  | Advises, and corrects research outline and thesis/SP manuscript  | 3  | 2  | 5 | 4 | 4 | 4.33 | <b>AGEX200 students</b><br>Jenny Mae Sanchez, Bhern Mhar Talaña |
|  |  | <i>As SRC Member</i>  | Advises and corrects research outline and thesis/SP manuscript   | 3  | 5  | 5 | 5 | 4 | 4.67 | <b>AgEx200 students</b> Celeste, Claveria, Pole, Rebojo, Sacmar |
|  |  | <b>A18 . Number of students entertained for consultation purposes</b>               | Entertains students consulting on subject taught, thesis and grades  | 3  | 2  | 5 | 4 | 4 | 4.33 | <b>AGEX200 students</b><br>Jenny Mae Sanchez, Bhern Mhar Talaña |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19 . Number of Student organizations advised</b>                                | <i>Advises student organizations recognized by USOO</i>  |    |    |   |   |   |      |   |
|  |  | <b>A20 . Number of Student organizations assisted on student related activities</b> | <i>Assists student organizations in implementing student related activities</i>  |    |    |   |   |   |      |   |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A 21 :</b> 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   | 1 | 1  | 5 | 5 | 4 | 4.67 | AgEd145                            |
|                                   |  | Supplemental learning resources   | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught                          | 4 | 4  | 5 | 5 | 4 | 4.67 | AgEd145                            |
|                                   |  | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 8 | 10 | 5 | 5 | 4 | 4.67 | AgEd145                            |
|                                   |  | <b>A 23 :</b> 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  |   |    |   |   |   |      |                                    |
|                                   |  | <b>A 24 :</b> Number of virtual classroom created and operational   | Creates virtual classroom using either Moodle or Google Classroom  | 1 | 1  | 5 | 5 | 4 | 4.67 | AgEd145                            |
|                                   | <b>PI 11.</b> Additional outputs   | <b>A 25.</b> 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  | 5 | 5 | 5 | 5.00 | PhD AGED Level II AACUP Evaluation |
|                                   |  | Agency/firm/Industry linkages   | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           |   |    |   |   |   |      |                                    |
|                                   |  | <b>A 26.</b> Other outputs implementing the new normal due to covid 19  | Designs experiential learning activities and other outputs to implement new normal   |   |    |   |   |   |      |                                    |
| <b>UMFO 3 . RESEARCH SERVICES</b> |  |   |  |   |    |   |   |   |      |                                    |
|                                   | <b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | <b>A27.</b> 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  | 1 | 1  | 5 | 5 | 4 | 4.67 | GTS                                |
|                                   | <b>PI 2.</b> Number of research outputs completed within the year *  | <b>A 28.</b> Number of research outputs completed within the year *   | Conducts and completes research or project within the year   |   |    |   |   |   |      |                                    |



|                                   |  |   |   |   |   |   |   |   |      |   |  |
|-----------------------------------|--|---|---|---|---|---|---|---|------|---|--|
|                                   | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *            | <b>A 29.</b> 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>  |   |   |   |   |   |   |      |   |  |
|                                   | <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 fora/conferences</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                           | 1 | 2 | 5 | 5 | 4 | 4.67 | 1. Adapting to New Normal in Education: A Curriculum Modification Design Using Blended Model (submitted to NRCP for funding)<br>2. 'Graduate' Employability and Employers' Feedback in Visayas State University |  |
|                                   | <b>PI 6.</b> Additional outputs*   | <b>A 32.</b> No. of research-related awards (research conducted by faculty or   |   |   |   |   |   |   |      |   |  |
|                                   |  | <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   | 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              |   |   |   |   |   |      |   |  |

|  |  |   |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|
| <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                                   |  |  |  |  |  |  |  |
| <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  |  |  |  |  |  |  |  |
| <b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | <b>A 39.</b> 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                                  |  |  |  |  |  |  |  |
| <b>PI 5.</b> Number of technical/expert services   | <b>A 40.</b> 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>  |   |  |  |  |  |  |  |  |
| <i>Consultancy</i>   | <i>Consultant</i>  |   |  |  |  |  |  |  |  |
| <i>Evaluator</i>   | <i>Evaluator</i>   |   |  |  |  |  |  |  |  |
| <b>PI 8.</b> Percent of extension proposals approved *   | <b>A 41.</b> Percent of extension proposals approved *   | Prepares extension project proposals, submits and follow up its approval for immediate implementation |  |  |  |  |  |  |  |
| <b>PI 11.</b> Additional outputs *   | <b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *  |   |  |  |  |  |  |  |  |
|  | <b>A 43.</b> 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>  |  |   |  |  |  |  |  |  |  |



|  |   |  |   |  |                     |  |  |  |  |  |
|--|---|--|---|--|---------------------|--|--|--|--|--|
|  | <b>PI 8.</b> 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* | <b>A 44.</b> 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-compliance |  |  |  |  |  |
|  |   | <b>A 45.</b> 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  |   |  |                     |  |  |  |  |  |
| <b>UMFO 6. General Admin. &amp; Support Services</b> |   |  |   |  |                     |  |  |  |  |  |
|  | <b>PI 2.</b> Zero percent complaint from clients served   | <b>A 46.</b> Customerly friendly frontline services  | Provides customer friendly frontline services to clients  |  | Zero % complaint    |  |  |  |  |  |
|  | <b>PI 3:</b> Additional Outputs   | <b>A 47.</b> 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  |  |                     |  |  |  |  |  |
|  |   | <b>A 48.</b> Other outputs implementing the new normal due to covid 19   | Designs administration/management related activities and other outputs to implement new normal  |  |                     |  |  |  |  |  |
|  | <b>Total Over-all Rating</b>  |  |   |  | <b>115.67</b>       | Comment & Recommendation for Development Purposes:<br><i>a very hardworking and approachable faculty, keep up the good work!</i> |  |  |  |  |
|  | <b>Average Rating</b>   |  |   |  | <b>4.63</b>         |  |  |  |  |  |
|  | <b>Adjectival Rating</b>  |  |   |  | <b>OUTSTANDING</b>  |  |  |  |  |  |

Evaluated & Rated by:

**KAREN LIZ P. YAP**

Department Head

Date: 02-04-2022

Recommending Approval

**VICTOR B. ASIO**

Dean, College of Agriculture and Food Science

Date: 2/15/22

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/16/22



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra

Performance Rating: Outstanding

Aim: Send Dr. Cuadra to an international training/conference (virtual) either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international training

Date: January 2022 Target Date: Within August-December 2022

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

Result: Dr. Cuadra to look for relevant international training or conference (virtual)

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Date: June 2022 Target Date: Within June - Dec 2022

Next Step: Dr. Cuadra to apply for participation to an international training/conference (virtual)

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Outcome: Attended international training/presented paper in an international conference in 2022.

Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:

  
**KAREN LUZ P. YAP**  
DAEE Head

Conforme:

  
**LIJUERAJ J. CUADRA**  
Name of Ratee Faculty/Staff