

**Exhibit K**

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

Name of Faculty Member: KAREN LUZ P. YAP

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
b. Students (50%)		$4.0 \times 50\% = 2.0$	
Total for Instruction	55%	4.5	2.48
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5.0	0.75
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.67	0.47
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.7

EQUIVALENT NUMERICAL RATING: 4.7  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.7

ADJECTIVAL RATING: Outstanding

Prepared by:

KAREN LUZ P. YAP  
Name of Faculty

Reviewed by:

N/A  
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, KAREN LUZ P. YAP, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JULY - DECEMBER 2021.

**KAREN LUZ P. YAP**

Associate Professor V

Date: January 12, 2022

Approved:

**VICTOR B. ASIO**

College Dean

Date: 2/15/22

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											
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	5	6.67	5	5	5	5.00	AgEd 231 (AG05), AgEd 243 (AG07), AgEx 215 (AG17), ADED 211, AgEd 231 (MB30), AgEd 243 (MB32), AgEx 215 (MB37), AgEd 290
	<u>PI 8:</u> Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	5	9	5	5	5	5.00	1)Parac, Charmaine, 2)Fernandez, Perlyn, 3) Estrosas, Ma. Fatima, 4) Gubal, Charliemar, 5) Teofilo, Josephine, 6) Taganas, Charleen Vie, 7) Rendon, Maria Elena, 8) Esparagoza George, 9)
		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	5	7	5	5	5	5.00	1)Romnick Cabelin, 2) Clarissa Jamilo 3) Ivy Verdadero, 4)Leorence Dolosa, 5) Jennifer Malanguis, 6) Arjohn Baslan, 7) Louise Tafalla
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	6	7	5	5	5	5.00	1)Romnick Cabelin, 2) Clarissa Jamilo 3) Ivy Verdadero, 4)Leorence Dolosa, 5) Jennifer Malanguis, 6) Arjohn Baslan, 7) Louise Tafalla
	<u>PI 9:</u> Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	4	4	5	5	5	5.00	Instructional materials for the courses ; AgEx 215, AgEd 231, AgEd 243, ADED 211,

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	4		5	5	5	5.00	Online courseware for the courses; AgEx 215, AgEd 231, AgEd 243, ADED 211,
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	10	5	5	5	5.00	Supplemental learning resources for the courses in AgEx 215, AgEd 231, AgEd 243, ADED 211,
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	5	5.00	Assessment tools for the courses in AgEx 215, AgEd 231, AgEd 243, ADED 211,
		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	4	4	5	5	5	5.00	MMDC-Approved courseware for the courses in AgEx 215, AgEd 231, AgEd 243, ADED 211,
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	4	4	5	5	5	5.00	Virtual classroom in moodle for the courses in AgEx 215, AgEd 231, AgEd 243, ADED 211,
	PI 10 . Additional outputs:	A 8. 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>											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	2.0	0.4	4	4	4	4.00	AgEx 200n - Undergraduate Thesis
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	5	5	5	5	5.00	
		A 11. 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							
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	2	5	5	4	4.67	ISO Awareness Seminar, PRC CPD-PTR-21-01 Training-Workshop on Assessment in Higher Education: Creation of Table of Specifications
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught							

		<b>A14 . Number of quizzes administered and checked</b>		Prepares and checks quizzes for lec and lab							
		<b>A15 . Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>		<b>Acts as academic advisor to students</b>							
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>									
		<i>As Thesis Adviser</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript		4	5	5	4	4.67	Canupin, Ciabo, palermo and Pigte
		<i>As OJT Supervisor/adviser</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>		Entertains students consulting on subject taught, thesis and grades		15	5	5	4	4.67	BSA students and BSDE
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>		<b>Advises student organizations recognized by USOO</b>	—						
		<b>A20 . Number of Student organizations assisted on student related activities</b>		<b>Assists student organizations in implementing student related activities</b>	—						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>		Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	5						No undergraduate subject handled only undergraduate thesis
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5						



	<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	1	2	5	5	5	5.00	1. Dovetail proposal for the terminated project on Organizational capacity Building submitted to OVPREI 2.The VSU-PhilFIDA Research entitled ""Evaluation of the Extension Service Delivery of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investment for the Agriculture and Fisheries Modernization Plan (FMP) at the Local and National Levels or I-Plan Sub-Components 1.2 was approved for implementation
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									
		<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	5	4	4	4.33	LGU Baybay
	<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	1	2	5	5	5	5.00	1.GTH Project 2. School on the air on Visual Arts for Mental Health and the Environment
	<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>			1						
	<i>Consultancy</i>	<i>Consultant</i>									
	<i>Evaluator</i>	<i>Evaluator</i>			1						
	<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	85%	100%	5	5	5	5.00	
		<b>A 45.</b> 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	85%	100% compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcron								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</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	0% complaint	0% complaint	5	5	5	5.00	As Dept Head
	<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		4	5	5	5	5.00	Ensures that the faculty and staff: *Observed social distancing *Wearing of facemask *Washing of hands/putting of alcohol before and after entering the department. *WFH arrangement
	<b>Total Over-all Rating</b>				<b>127.33</b>	<b>Comments &amp; Recommendations for Development Purpose:</b>  <i>Keep up the good work!</i>					
	<b>Average Rating</b>				<b>4.90</b>						
	<b>Adjectival Rating</b>				<b>OUTSTANDING</b>						

Evaluated & Rated by:

**VICTOR B. ASIO**

Dean, CAFS

Date: *2/15/22*

N/A

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *2/14/22*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Karen Luz P. Yap

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Yap

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter

Date: Jan-June 2022 Target Date: Jan-June 2022

First Step: Search the internet for announcements on scientific conferences

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Result: Apply to the scientific conferences

Date: Jan-June 2022 Target Date: August – Dec. 2022

Next Step: Conduct a seminar at her own department and look for a possible funding

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Outcome: Increased publication and research projects of the department

Final Step/Recommendation:

The college and the department strongly recommends Dr. Yap to attend international conferences

Prepared by:



**VICTOR B. ASIO**  
CAFS Dean

Conforme:



**KAREN LUZ P. YAP**

Name of Ratee Faculty/Staff