



Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: KAREN LUZ Y. TEVES


| 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%) | | $5.0 \times 50\% = 2.5$ | |
| Total for Instruction | 70% | 5.0 | 3.5 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | 25% | 4.165 | 1.041 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | 5% | 5 | 0.25 |
| 5. Production | | | |
| TOTAL | | | 4.791 |

EQUIVALENT NUMERICAL RATING: 4.791
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.791

ADJECTIVAL RATING: **Outstanding**

Prepared by: 
KAREN LUZ Y. TEVES
Name of Faculty


Reviewed by: 
HENRY Y. GOLTIANO
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 Y. TEVES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JANUARY - JUNE 2020.


KAREN LUZ Y. TEVES
Associate Professor V
Date: June 2020

Approved:


HENRY Y. GOLTIANO
Department Head
Date:


VICTOR B. ASIO
College Dean
Date:

| 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 | 4.2 | 2.25 | 3 | 3 | 3 | 3.00 | AgEd 242 (6x3)/12 = 1.5 AgEd 232 (1x3)/12 = 0.25 AgEd 312 (1x3)/12 = 0.25 AgEd 314 (1x3)/12 = 0.25 |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | | Acts as academic adviser to graduate students | 5 | 6 | 5 | 5 | 5 | 5.00 | 1)Parac, Charmaine, 2)Arcuino, Norelyn, 3)Fernandez, Perlyn, 4) Estrosas, Ma. Fatima, 5)Oja, Irish Grace , 6)Piamonte, Patrick John |
| | | 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 | 10 | 5 | 5 | 5 | 5.00 | 1)Parac, Charmaine, 2)Arcuino, Norelyn, 3)Fernandez, Perlyn, 4) Estrosas, Ma. Fatima, 5)Oja, Irish Grace , 6)Piamonte, Patrick John 7) Lao, Christine, 8)Gibe, Marie Rose , 9. Baslan, Ar. 10.Clava, C. |
| | | A4. Number of students entertained for consultation purposes | | Entertains students seeking consultation with faculty | 5 | 8 | 5 | 5 | 5 | 5.00 | 1) Bongon, Alex MAgDev 1, 2) Rendon, Ma. Elena MagDev 2, 3) Oponda, Lunesa MS LT-1, 4) Gorme, Ana Linda MS Hort-1, 5) Piamonte, Patrick John MgDev-1, 6) Sedurina, Lianne MSDS, 7)Bantasan, Jade MS LT-2, 8)Mantana, Jam Marie |

| | | | | | | | | | | | |
|--|--|---|-------------|--|------|------|---|---|---|------|--|
| | PI 9: 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 | 1 | 1 | 5 | 5 | 4 | 4.67 | AgEx 215 - Rural Social Systems |
| | | On-line ready courseware | | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 1 | 4 | 5 | 4 | 4.33 | AgEx 215 - Rural Social Systems |
| | | Supplemental learning resources | | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 5 | 5 | 5 | 5 | 5.00 | Powerpoint Presentation for AgEx 215, ADED 222, AgEx 132, ADED 242 |
| | | Assessment tools | | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 5 | 5 | 5 | 4 | 4.67 | Assessment tools for ADED 211, AgEd 245, ADED 222, AgEx 132, ADED 242 |
| | | 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 | 1 | 1 | 4 | 4 | 4 | 4.00 | AgEx 215 - Rural Social Systems |
| | | A 7 : Number of virtual classroom created and operational | | Creates virtual classroom using either Moddle or Google Classroom | 1 | 2 | 5 | 5 | 5 | 5.00 | AgEx 215 - Rural Social Systems, ADED 222 |
| | 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 | | | | | | | |
| 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 | | Handles and teaches courses assigned | 20.0 | 27.9 | 5 | 5 | 5 | 5.00 | AgEx 132n (38x3)/20 = 5.7 AgEx 132n (42x3)/20 = 6.3 AgEx 133 (44x3)/20 = 6.6 AgEx 133 (52x3)/20 = 7.8 AgEx 200.2 |
| | | A10. Number of grade sheets submitted within prescribed period | Preparation | Prepares gradesheet and submits on or before deadline | 10 | 20 | 5 | 5 | 5 | 5.00 | AgEx 132n(F001), AgEx 133(F094), AgEx 133(F095), AgEx 133(F096), AgEx 132n (F101), AgEx 200.2 (FF02), AgEd 242, AgEd 232, AgEd 312, AgEd 314 |
| | | 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 | 3 | 4 | 5 | 5 | 4 | 4.67 | Arnold Valleaser, PhD AnSci (for AgEd 312 and AgEd 314), and Piamonte, Patrick John (AgEd 241) |

| | | | | | | | | | | |
|--|--|---------------------|---|----|----|---|---|---|------|---|
| | A12. Number of trainings attended related to instruction | Trainings attended | Attend mandated trainings | 2 | 3 | 4 | 5 | 4 | 4.33 | 1)Webinar on Understanding Flexible Learning on May 29, 2020 , 2)Online training on managing MOODLE virtual classroom on Jun 24-26, 2020 3)Webinar on Flexible Learning Modalities and Techniques in Agri-Fisheries and Marine Biology on June 10, 2020 |
| | A13. Number of long examinations administered and checked | exam prep | Administers and checks long examination for subjects taught | 3 | 4 | 5 | 5 | 4 | 4.67 | AgEx 132n(F001),AgEx 133(F094), AgEx 133(F095), AgEx 133(F096),AgEx 132n (F101), |
| | A14. Number of quizzes administered and checked | | Prepares and checks quizzes for lec and lab | 5 | 6 | 5 | 5 | 5 | 5.00 | AgEx 132n(F001),AgEx 133(F094), AgEx 133(F095), AgEx 133(F096),AgEx 132n (F101), AgEd 242, |
| | A15. Number of lab reports and term papers checked and graded | | Checks lab reports and term papers submitted as required | 2 | 2 | 4 | 4 | 4 | 4.00 | AgEx 133(F094), AgEx 133(F095) |
| PI 8: Number of students advised: * | A16. Number of students advised: | | <i>Acts as academic advisor to students</i> | 4 | 5 | 4 | 4 | 4 | 4.00 | 1) Banyag, Andry 2) Caina, Guin Marie 3) Canas, Ariel 4) Lamo, Elaine 5) Macabilin, Manilyn |
| | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | | |
| | <i>As Field Practice Coordinator</i> | Advising/correction | Advises, and corrects research outline and thesis/SP manuscript | 15 | 22 | 5 | 5 | 5 | 5.00 | 22 OJT BSDE students |
| | <i>As OJT Supervisor/adviser</i> | Advising/correction | Advises and corrects research outline and thesis/SP manuscript | 5 | 5 | 4 | 4 | 4 | 4.00 | 1) Banyag, Andry 2) Caina, Guin Marie 3) Canas, Ariel 4) Lamo, Elaine 5) Macabilin, Manilyn |
| | A18. Number of students entertained for consultation purposes | | Entertains students consulting on subject taught, thesis and grades | 4 | 8 | 5 | 5 | 4 | 4.67 | 1) Banyag, Andry 2) Caina, Guin Marie 3) Canas, Ariel 4) Lamo, Elaine 5) Macabilin, Manilyn 6)Dalmacio ,Jemarie 7)Sasing |
| PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | | <i>Advises student organizations recognized by USOO</i> | — | | | | | | |
| | A20. Number of Student organizations assisted on student related activities | | <i>Assists student organizations in implementing student related activities</i> | — | | | | | | |
| 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 | 1 | 1 | 4 | 4 | 4 | 4.00 | AgEx 121 |

| | | | | | | | | | | |
|-----------------------------------|---|--|--|---|---|---|---|---|------|--|
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 1 | 4 | 4 | 4 | 4.00 | AgEx 121 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 3 | 4 | 4 | 4 | 4.00 | AgEx 132n, AgEx 133, AgEx 141 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | | | | | | | |
| | | 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 | | | | | | | |
| | 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 | 2 | 2 | 4 | 4 | 4 | 4.00 | OBE Syllabus in AgEx 141 and AgEx 247 for ISO |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 5 | 6 | 5 | 5 | 5 | 5.00 | Agriculture Offices in Maasin City, Prov. Ag Office in Maasin City, Hilongos, Leyte, Abuyog, Leyte, Javier, Leyte and Ormoc City |
| | | 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 | Online submission and editing of narrative reports of supervised OJT students |
| 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 | 1 | 1 | 4 | 5 | 4 | 4.33 | Teves, K.L and B. Balonga. 2020. Development of Edible Packaging Film Utilizing Sweet Potato (Ipomea batatas Lam) Flour and Indian Spinach (Basella rubra Linn) Powder .Journal of Science, Engineering & Technology Volume 8 (2020) |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research or project within the year | | | | | | | |

| | | | | | | | | | | | |
|-----------------------------------|--|---|----------------|---|---|---|---|---|---|------|--|
| | 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-referred or CHED recognized journal within the year | | Writes publishable materials out of research outputs and submits for publication | 1 | 1 | 4 | 5 | 4 | 4.33 | Teves, K.L and B. Balonga. 2020. Development of Edible Packaging Film Utilizing Sweet Potato (Ipomea batatas Lam) Flour and Indian Spinach (Basella rubra Linn) Powder. Journal of Science, Engineering & Technology Volume 8 (2020) |
| | | <i>In refereed int'l journals</i> | | | | | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | | 1 | 1 | 4 | 4 | 4 | 4.00 | Teves, K.L and B. Balonga. 2020. Development of Edible Packaging |
| | 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 | 1 | 1 | 4 | 4 | 4 | 4.00 | Training Project on Adaptive Leadership approved by VSU for implementation effective June 2020 |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or | | | | | | | | | |
| | | 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 | UM preparation | 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 | | | | | | | |

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|--------------------------------------|--|--|---|--|--|--|--|--|--|--|
| | 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 | | | | | | | |
| | 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 | | | | | | | |
| | 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> | | | | | | | | |
| | <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 | 85% | 85% | 4 | 4 | 4 | 4.00 | |
| | | 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 | 85% | 100% compliant | 5 | 5 | 5 | 5.00 | |
| | | On program accreditations | Pilot Plant Manager | | | | | | | | |
| | | On institutional accreditations | SSF Rootcron | | | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | | Provides customer friendly frontline services to clients | 0% compalint | 0% complaint | 5 | 5 | 5 | 5.00 | As DAEEEx OJT Coordinator |
| | PI 3: Additional Outputs | A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other dents/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 | | | | 151.67 | Comments & Recommendations for Development Purpose: <i>She has huge potential for leadership w/c the administration can tap.</i> | | | | | |
| | Average Rating | | | | 4.46 | | | | | | |
| | Adjectival Rating | | | | VERY SATISFACTORY | | | | | | |

Evaluated & Rated by:

HENRY Y. GOLTIANO

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: Karen Luz Y. Teves

Performance Rating: Outstanding

Aim: Send Dr. Teves to an international training/conference either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international training (once there is no pandemic)

Date: October-December 2020 Target Date: Within October-December 2020

First Step: Approved by the department's personnel committee

Result: Dr. Teves to look for relevant training or conference on qualitative research, statistical design and analysis

Date: January-March 2021 Target Date: Within January-March 2021

Next Step: Dr. Teves to apply for participation to an international training/conference on qualitative research, statistical design and analysis

Outcome: Attended international training/presented paper in an international conference in 2021.

Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:


HENRY Y. GOLTIANO
DAEEEx Head

Conforme:


KAREN LUZ Y. TEVES
Name of Ratee Faculty/Staff