

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January – June)**

Name of the Faculty Member: KAREN LUZ P. YAP

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		5.0x50% = 2.5	
f. Students (50%)		5.0x50% = 2.5	
Total for Instruction	60%	5	3.0
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	25%	4.75	1.19
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension	15%	5	0.75
14. Administration			
15. Production			
TOTAL			4.94

EQUIVALENT NUMERICAL RATING: 4.94
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

KAREN LUZ P. YAP
 Name of Faculty

Reviewed by:

ANNA MARTHA C. MONSANTO
 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 have attained the following targets in accordance with the indicated measures for the period JANUARY TO JUNE 2023.

KAREN LUZ P. YAP

Professor V

Date: 7/24/23

Approved:

ANNA MARTHA C. MONSANTO

Department Head

Date: 7/24/23

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	3	7	5	5	5	5.00	ADED 232 (AG08), AGED 242 (AG09), AGEX 216 (AG18), AGED 231(MB60), ADED 232 (MB44), AGED 242 (MB45), AGEX 216 (MB51)
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	15	5	5	5	5.00	Alberto Colminas, Denmark Godmaling, Fatima Estrosas, Bammy Jimena, Rein Lao, Jorge Esparagoza, Emily Lamo, Josephine Teofilo, Richie Gallego, Mary Jeanie Permetis Ortega, Lauren Mark Sumaylo, Eunice Jane Salubo, Charleen Vie Taganas, Jose Karl Ouano, Michele Penario
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	6	5	5	5	5.00	Alberto Colminas, Fatima Estrosas, Denmark Godmaling, Archil Galupo, Emily Lamo, Jollive Curay

		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	17	5	5	5	5.00	Clarisse Liwanag, David Mark Diaz, Sherly Liba, Elenita Mae Fernandez, Dini Dewi, Ianil Manguruban, April Rose Cantua, Lorelyn Tagaban, Marites Custodio, Jonna Mae Placido, John Raphael Jimenea, Critelita Boco, Jan marrie Baldoman, Ginalyn Becher, Vincent Libut, Floriel Atillo, Kathy de Lira
		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	16	5	5	5	5.00	Clarisse Liwanag, David Mark Diaz, Sherly Liba, Elenita Mae Fernandez, Dini Dewi, Ianil Manguruban, April Rose Cantua, Lorelyn Tagaban, Marites Custodio, Jonna Mae Placido, John Raphael Jimenea, Critelita Boco, Jan marrie Baldoman, Ginalyn Becher, Vincent Libut, Floriel Atillo
	<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	2	4	5	5	5	5.00	Online coursewares for ADED 232 , AGED 242, AGEX 216 and AGED 231
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4	5	5	5	5.00	Online instructional materials for ADED 232 , AGED 242, AGEX 216 and AGED 231
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5.00	Powerpoint presentations and other instructional materials for ADED 232 , AGED 242, AGEX 216 and AGED 231
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	Various type of assessment tools for ADED 232 , AGED 242, AGEX 216 and AGED 231
		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	2	4	5	5	5	5.00	Courseware for ADED 232 , AGED 242, AGEX 216 and AGED 231 submitted for review
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	4	5	5	5	5.00	Created virtual classrooms for ADED 232 , AGED 242, AGEX 216 and AGED 231
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		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		<i>Handles and teaches courses assigned</i>	3	2	4	4	4	4.00	AgEx 200n & AgEx 200B
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	2	4	4	4	4.00	Gradesheets for AgEx 200n & AgEx 200B
		A11. 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	5	5.00	GTH sponsored trainings , FEU International training on "Disruption, and (re)-construction on Contemporary Development Issues in the Asia Pacific"
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>	3	3	5	5	5	5.00	Sharon Lopez, Joyce Pana and May Galera
		A17. Number of students advised on thesis/ field practice/special problem:									
		<i>As Field Practice Coordinator/ Thesis Adviser</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Sharon Lopez, Joyce Pana and May Galera
		<i>As OJT/Thesis Committee Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	4	7	5	5	5	5.00	Sharon Lopez, Joyce Pana and May Galera, Migui Esperanza, Lucille Singson, Jellebeth Saleres, Michaela Aberilla
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	7	5	5	5	5.00	Sharon Lopez, Joyce Pana and May Galera, Migui Esperanza, Lucille Singson, Jellebeth Saleres, Michaela Aberilla
	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</i>	—						

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	5	5	5	5.00	PRDP-PhilFIDA funded project entitled; 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
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	1	1	5	5	5	5.00	PRDP-PhilFIDA funded project entitled; 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
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	1	1	5	5	5	5.00	Article submitted to Framework as an output of the project "Radio Drama" funded by EWCC, Honolulu, Hawaii, USA
	In refereed int'l journals									
	In refereed nat'l/regional journals									
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 for a/conferences							
	In int'l fora/conferences									
	In nat'l/regional									
PI 5. Percent of research proposals approved *	A 31. Percentage of 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	Extension cum Research Proposal submitted to LGU-Hinunangan, entitled: "Improving Rice and Vegetable Production Through Strengthening Capacities of Farmers and Women's Associations in Hinunangan, Southern, Leyte"
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							

	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%	100%	5	5	5	5.00	Proposal submitted to LGU-Hinungan, entitled: "Improving Rice and Vegetable Production Through Strengthening Capacities of Farmers and Women's Associations in Hinunangan, Southern, Leyte"
	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							
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%	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							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop								
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% complaint	0%	5	5	5	5.00	As member Dept- Personnel Committee member
	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					Comments & Recommendations for Development Purpose: Good Job!						
	Average Rating											
	Adjectival Rating											

Evaluated & Rated by:

ANNA MARTHA C. MONSANTO

Department Head

Date: 7/24/23

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 P. Yap

Performance Rating: Outstanding

Aim: To enhance instruction and research performance of Dr. Yap.

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter and join benchmarking to advance universities abroad to establish possible instruction and research linkages.

Date: July-October 2023

Target Date: Within January-March 2024

First Step: Search the internet for announcements on scientific conferences.

Prepare proposal on benchmarking.

Result: Apply to the scientific conferences. Submit proposal to appropriate funding agency.

Date: July-Dec 2023 Target Date: Within January-March 2024

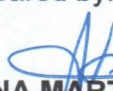
Next Step: Conduct a seminar at her own department. Submit proposal for funding.

Outcome: Increased publication and research projects of the department.


Final Step/Recommendation:

The department strongly recommends her to attend international training/conference and conduct benchmarking to other universities abroad.

Prepared by:


ANNA MARTHA C. MONSANTO
DAEEx Head

Conforme:


KAREN LUZ P. YAP
Name of Ratee Faculty/Staff