

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

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%)		$5.0 \times 50\% = 2.5$	
f. Students (50%)		$4.83 \times 50\% = 2.43$	
Total for Instruction	60%	4.93	2.958
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	20%	4	0.80
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension	15%	4	0.60
14. Administration	5%	5	0.25
15. Production			
TOTAL			4.61

EQUIVALENT NUMERICAL RATING: 4.61

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


KAREN LUZ P. YAP
Name of Faculty

Reviewed by:


LIJUERAJ J. CUADRA
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 accomplished the following targets from JULY - DECEMBER 2023.


KAREN LUZ P. YAP
 Professor
 Date: June 21, 2024

Approved:

LIJUERAJ J. CUADRA
 Department Head
 Date: June 21, 2024

Approved:

VICTOR B. ASIO
 College Dean
 Date: June 24, 2024

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	10.5	5	5	5	5.00	AgEx215 = 3x23/12 = 5.75 AgEx299 = 1x5/12 = 0.42 AgEd231 = 3x11/12 = 2.75 AgEx291 = 1x1/12 = 0.08 ADE211 = 3x6/12 = 1.5 Total = 10.5
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	21	5	5	5	5.00	Parinasan, Lei Mae, Raras, Melcris, Salmoro, Lykeen, Camisora, Hean, Gacutan, Lyndel, Estrosas, Maria, Tagarias, Charleen, Colminas, Alberto, Curay, Jollive, Gallego, Richie, Lamo, Emily, Mena, Manishan, Elorde, Cecilia, Galupo, Archille, Godmaling, Denmark, Jimena, Bammy Ortega, Mary, Ouan, Jose, Gubal, Charlemar, Bregildo, Mildred
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SIP/dissertation manuscript	2	6	5	5	5	5.00	Denmark Godmaling, Archil Galupo, Emily Lamo, Jollive Curay, Alberto Colminas, Fatima Estrosas
		AS GAC Member		Advises and corrects research outline and thesis/SIP/dissertation manuscript	4	17	5	5	5	5.00	April Rose Cantua, Lorelyn Tagaban, Marites Custodio, Johna Mae Placido, John Raphael Jimernea, Critelita Boco, Jen marrie Baldoman, Ginalyn Becher, Vincent Libut, Floriel Atillo, Kathy de Lira, Clarisse Liwanag, David Mark Diaz, Sherly Liba, Elenita Mae Fernandez, Dini Dewi, Ianil Manguruban

		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	10	5	5	5	5.00	Clarisse Liwanag, David Mark Diaz, Sheryl Liba, Elenita Mae Fernandez, Dini Dewi, Ianil Mangunaban, April Rose Cantua, Lorelyn Tagaban, Mariles Custodio, Jonna Mae Placido, John Raphael Jimenez, Criselle Boco, Jan marie Baldoman, Ginalyn Becher, Vincent Libut, Floriel Atillo
	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	2	5	5	5	5	5.00	Online coursewares for AGEX 215(AG002), AGED 231(AG011), AGED 231(MB27), ADED 211(MB04), AGEx 215(MB06)
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	5	5.00	Online instructional materials for AGEX 215, AGED 231, ADED 211
		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 presentations and other instructional materials for AGEX 215, AGED 231, ADED 211
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	Various type of assessment tools for AGEX 215, AGED 231, 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	2	5	5	5	5	5.00	Courseware for AGEX 215, AGED 231, ADED 211 submitted for review
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	5	5	5	5	5.00	Created virtual classrooms for AGEX 215, AGED 231, 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							
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	3	2.4	4	4	4	4.00	AgeEx 122 = $3 \times 18/20 = 2.4$
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	Gradesheets for AgeEx 122 (F010), AgeEx 200.1 (FT90), AgeEx 200n.2 (FT09)
		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	5	5.00	GTH sponsored trainings, FEU International training on "Disruption, and (re)-construction or 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	11	5	5	5	5.00	Sharon Lopez, Joycé Pana and May Galera, Rebuse, Aika, Cagabhion, Romeo Jr., Pabon, Jovelyn, Nayre, Arcelle, Orellano, Gerald, Cabristante, Jessa, Daging, Dexter, Gocela, Rheo	
		A17. Number of students advised on thesis/ field practice/special problem:										
		As Field Practice Coordinator/ Thesis Adviser	Advising/correction	Advises, and corrects research outline and thesis/S/P manuscript	3	7	5	5	5	5.00	Sharon Lopez, Joycé Pana, May Galera, Magsanay, Monica Roxas, Mezilah Tan, May Ciabo, Sheeria	
		As OJT/Thesis Committee Member	Advising/correction	Advises and corrects research outline and thesis/S/P manuscript	4	13	5	5	5	5.00	Sharon Lopez, Joycé Pana, May Galera, Migui Esperanza, Lucille Singson, Jellebeth Salgres, Michaela Aberilla, Asuncion, Chellie Mae Doria, KC Muñez, Kimbarly Dela Cruz, Gisselle Dula, Mariel Gocela, Rheo	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	15	5	5	5	5.00	Sharon Lopez, Joycé Pana and May Galera, Migui Esperanza, Lucille Singson, Jellebeth Salgres, Michaela Aberilla, Asuncion, Chellie Mae Doria, KC Muñez, Kimbarly Dela Cruz, Gisselle Dula, Mariel Gocela, Rheo, Magsanay, Monica Roxas, Mezilah Tan, May Ciabo, Sheeria	
	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								

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	-							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		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 Moodle 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	1	1	5	5	5	5.00	CHED COPC Site Evaluation	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	5	5	5	5.00	MAO Abuyog, Hilongos, Baybay City	
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	-							
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	4	4	4.00	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 project within the year	1	1	4	4	4	4.00	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-referred or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	1	1	4	4	4	4.00	Article submitted to Framework as an output of the project "Radio Drama" funded by EWC, Honolulu, Hawaii, USA
		<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 for a/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional</i>									
	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-Hinungan, 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									
		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	1	3	4	4	4	4.00	MAO-Abuyog, Hilongos, Baybay
	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	15	35	4	4	4	4.00	Pest and Diseases and Postharvest Management of Vegetables

	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	1	4	4	4	4.00	Green-the-Home Project
	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	95%	95%	4	4	4	4.00	Green-the-Home Project beneficiaries in Hilongos, Leyte, Brgy Marcos & Guadalupe, Baybay City
	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							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	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%	4	4	4	4.00	Proposal submitted to LGU-Hinungan, entitled: "Improving Rice and Vegetable Production Through Strengthening Capacities of Farmers and Women's Associations in Hinuhangan, 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 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				145.00		Comments & Recommendations for Development Purpose: keep it up!				
	Average Rating				4.68						
	Adjectival Rating				OUTSTANDING						

Evaluated & Rated by:

LIJUELA J. CUADRA

Head, DAEE

Date: *June 21, 2024*

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: *June 24, 2024*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *June 24, 2024*

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: January-June 2024 Target Date: January-June 2024

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

Result: Apply to the scientific conferences.

Date: January 2024 Target Date: March-June 2024

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

Outcome: Increased publication and research projects of the department.

Final Step/Recommendation:

The department strongly recommends Dr. Yap to attend international conferences.

Prepared by:

LIJUERA J. CUADRA
DAEEx Head

Conforme:

KAREN LUZ P. YAP

Name of Ratee Faculty/Staff