

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January – June 2021)**Name of Faculty Member: LIJUERAJ J. CUADRA

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%)		$3.67 \times 50\% = 1.84$	
Total for Instruction	75%	4.34	3.26
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.67	0.93
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	5%	5	0.25
4. Administration			
5. Production			
TOTAL			4.44

EQUIVALENT NUMERICAL RATING: 4.44
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.44

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

LIJUERAJ J. CUADRA
Name of Faculty

Reviewed by:

KAREN LUZ V. TEVES
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 January - June 2021.

Approved:

LIJUERAJ J. CUADRA
Associate Prof V
Date: July 12, 2021

KAREN LUZ Y. TEVES
Department Head
Date: July 13, 2021

VICTOR B. ASIO
College Dean
Date: 03 Aug 2021

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	2	13.75	5	5	4	4.67	AgEx 216 (5x3)/12 = 1.25 AgEx 244 ((5x3)/12 = 1.25 AgEx 216 (11x3)/12 = 2.75 AgEd 212 (6x3)/12 = 1.5 AgEd 214 (8x3)/12 = 2.0 AgEd 242 (7x3)/12 = 1.75 AgEd 214 (5x3)/12 = 1.25 AgEd 245 (2x3)/12 = 0.50 AgEd 212 (3x3)/12 = 0.75 AgEd 245 (3x3)/12 = 0.75
	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	4	3	5	5	4	4.67	Golle, Gorme, Agunos

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	5	5	5	4	4.67	
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	4	4.67	AGED145, AGED245, AGED242, AGEX216 and AGEX244
		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	
		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	4	4.67	AGED245, AGED242, AGEX216 and AGEX244
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	4	4.67	AGED245, AGED242, AGEX216 and AGEX244
	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	2	6	5	5	4	4.67	Article review, appreciative inquiry, teaching portfolio, Case Study, Academic Report & Evaluation Report
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	36	1.05	5	5	4	4.67	AGEX200n (3x2)/20 = 0.30 AgEd 145 (5x3)/20 = 0.75
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	1	5	5	4	4.67	AGEX200

		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	2	2	5	5	4	4.67	Ms. Norjoy Rojas, Ms. Mellany Pasadas
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Echo Seminar on the TIEC CHED Flexible Learning Foundation VC, Turnitin WS, Blended Learning 101
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	2	5	5	4	4.67	AGED145,
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	80	9	5	5	4	4.67	AGED145
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	8	2	5	5	4	4.67	AGED145
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	45						to be accomplish
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		3	5	5	4	4.67	AGEX200 students Jeva Bucog, Jenny Mae Sanchez, Bhern Mhar Talaña
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		5	5	5	4	4.67	AgEx200 students Celeste, Claveria, Pole, Rebojo, Sacmar
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	3	5	5	4	4.67	AGEX200 students Jeva Bucog, Jenny Mae Sanchez, Bhern Mhar Talaña
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1						
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1						
	PI 10: Number of instructional materials developed *	A21: 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	2	1	5	5	4	4.67	AgeD 145
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	5	5	5	4	4.67	AgEd 145
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	6	5	5	4	4.67	AgeD 145
		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	2						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	4	4.67	AgeD 145
	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	5	5	4	4.67	PhD & MS AgEd RQAT documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		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	5	5	4	4.67	GTS
	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							

	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							
		<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 fora/conferences</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	3	4	5	5	4	4.67	Proposals on GTS, Blended Learning and Licensure Exams Analysis, PHILFIDA
	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	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							

	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		1	5	5	5	5.00	PHILFIDA
	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		zero non-compliance					
		A 45. 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								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	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						135	135	110	126.75	Comments & Recommendation for Development Purposes: <i>Being a part of this department now is truly a good move, keep up the good work!</i>
Average Rating						4.69				
Adjectival Rating						OUTSTANDING				

Evaluated & Rated by:

KAREN LUZ Y. TEVES

Department Head

Date: *July 13, 2021*

Recommending Approval

VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Date: *07 Aug 2021*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *8/4/2021*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra

Performance Rating: Very Satisfactory

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: March 2021 Target Date: Within August-December 2021

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 training or conference (virtual)

Date: June 2021 Target Date: Within June - Dec 2021


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

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 Y. TEVES
DAEEx Head

Conforme:


LIJUERAJ J. CUADRA
Name of Ratee Faculty/Staff