

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

July - December 2019

Name of Faculty Member: **Karen Luz Y. Teves**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times .5 = 2.5$	
b. Students-FTE graduate & Undergraduate (50%)		$4.78 \times .5 = 2.39$	
TOTAL for Instruction	60%	4.89	2.93
2. Research	15%	4.67	0.70
3. Extension	25%	4.57	1.14
4. Support Services			
5. Administration			
Total			<b>4.78</b>

EQUIVALENT NUMERICAL RATING:	<b>4.78</b>
Add: Additional Points, if any:	
TOTAL NUMERICAL RATING:	<b>4.78</b>
ADJECTIVAL RATING:	<b>Outstanding</b>

Prepared by:

  
**KAREN LUZ Y. TEVES**  
Name of Faculty


Reviewed by:

  
**HENRY Y. GOLTIANO**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
CAFS, Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, KAREN LUZ Y. TEVES, of the Department of Agricultural Education and Extension, accomplished the following for the period July to December 2019.

Approved: \_\_\_\_\_

KAREN LUZ Y. TEVES

Ratee

HENRY Y. GOLTIANO

Head, DAEE

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented	Teaching August – December 2019	Teaches: AgEd 241 (lec) AgEd 242 (Lec) AgEd 145 (Lec) ADED 222 (Lec) ADED 211 (Lec) AgEd 245 (Lec)	1x3/12 = 0.25 1x3/12 = 0.25 1x3/12 = 0.25 1x3/12 = 0.25 1x3/12 = 0.25	9x3/12= 2.25  1x3/12= 0.25 5x3/12= 1.25 3x3/12= 0.75 2x3/12= 0.5	5 4 5 5 5	5 4 5 4 5	5 4 5 5 5	5 4 4.7 5	
				<b>Total</b>	<b>1.25</b>	<b>5</b>	<b>23.7</b>				
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching August – December 2019	Teaches: AgEx 152 AgEx 141 AgEx 200.2	10x3/20= 1.50	1x3/20= 0.15 3x6/20= 0.9	4 5	5 5	4 5	4.3 5	
			Teaching Summer 2019 Jun-July 2019	Teaches: AgEx 133 (Lec) AgEx 133 (Lec)	30x3/20 = 4.5 30x3/20 = 4.5	45x3/20= 6.75 38x3/20= 5.7	5 5	5 5	5 5	5 5	
				<b>Total</b>	<b>10.5</b>	<b>13.5</b>	<b>19.3</b>				
<b>SubTotal/Average FTE</b>					<b>11.75</b>	<b>18.5</b>	<b>43</b>				
		PI 2a. Number of students advised									
		On thesis/ field practice/special problem	Advising/revising	Advises undergrad.thesis & revise their outline	3	6	5	5	5	5	Acala, Bertulfo, Floreno, Segubre, Talatayod, Taripi
		As SRC chairman/SRC member	Thesis	GAC Chairman/Member	2	2	5	4	5	4.7	Arcuino, LA Caca, MM.



		On consultation	Consultation	Consulting student's of subjects taught, thesis update and status of grades	45 hrs	50	5	5	5	5	
		<b>PI 3.</b> Number of instructional materials developed									
		<i>Revised syllabi</i>	OBE-Syllabus	Prepares and revises 2 syllabus	2	2	5	5	4	4.7	AgEx 141, AgEx 152
		<i>Revised lecture manual</i>		Prepares and revises 2 lecture manual	2	3	5	5	5	5	AgEx 132, AgEx 141, Aded222
		<i>New Powerpoint lecture presentation (per course)</i>		Preparing lecture presentation	3	4	5	5	5	5	AgEx 132, AgEx 141, ADED222, ADED211
		<b>PI 4.</b> Additional outputs									
		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Prepared grade sheets and submitted on time	20	20	5	5	4	4.7	Summer 2018 & 1 <sup>st</sup> Sem Sy 19-20
<b>Subtotal/Average</b>							<b>34.1</b>				
MFO 3	Research Services	<b>P1.1.</b> Number of research projects conducted and/or completed on schedule	As Project Leader			1	5	5	4	4.7	"Assessing and Building the Capacities of Rice Farmer Associations assisted by Municipal Agriculture Office of Abuyog, Leyte: A Participatory Action Research"
		P1.2 No. of papers submitted to international/national conferences				2	5	5	5	5	-Food Security and coping mechanisms of conflict affected pupolations: a case of northern shan state, Myanmar and marawi, Ianao del sur, Philippines -Development of edible packaging film utilizing sweetpotato (ipomoea Batatas lam) Flour and Indian Spinach (basella rubra Linn) Powder

		No. of research programs involved/collaborated	As Project Leader		1	1	5	4	4	4.3	"Assessing and Building the Capacities of Rice Farmer Associations assisted by Municipal Agriculture Office of Abuyog, Leyte: A Participatory Action Research"
MFO 4	Extension Services	<b>P4 1.</b> Additional outputs									
		No. of seminar/training presentations prepared	As Participant	Training attended.	1	2	5	5	4	4.7	
		No. of training proposals submitted	As Co project leader	Submitted training proposals for funding	1	1	4	4	4	4	"Assessing and Building the Capacities of Rice Farmer Associations assisted by Municipal Agriculture Office of Abuyog, Leyte: A Participatory Action Research"
		No. of extension programs involved/collaborated	As Co project leader	Assisted the project leader in the conduct of extension program and in terminal report writing	1	1	5	5	5	5	Green the Home Project
Subtotal/Average (Extension)							13.7				

Average Rating (Total Over-all rating divided by all the areas)	4.76	Comments & Recommendations for Development Purpose: <i>She always looks for ways to contribute to the attainment of the Dept's objectives</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.76	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated & Rated by:

HENRY Y. GOLTIANO  
Head, DAEEEx

Date: \_\_\_\_\_

Recommending Approval:

VICTOR B. ASIO  
Dean, CAFS

Date: \_\_\_\_\_

Approved by:

BEATRIZ S. BELONIAS  
Vice President for Instruction

Date: \_\_\_\_\_

1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average

## 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

Date: January-March 2020 Target Date: Within April-May 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 2020.

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