

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

Name of the 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%)		5.0x50% = 2.5	
b. Students (50%)		5x50% = 2.5	
Total for Instruction	50%	5	2.50
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	4	0.60
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	15%	4	0.60
4. Administration	20%	5	1.0
5. Production			
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: 4.70

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

LIJUERAJ J. CUADRA
Name of Faculty

N/A
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LIJUELA J. CUADRA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JULY-DECEMBER 2023.

Approved:

LIJUELA J. CUADRA

Associate Professor V

Date: June 21, 2024

VICTOR B. ASIO

College Dean

Date: June 24, 2024

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	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	3.25	5	5	5	5.00	AgEd245 = 3x1/12 = 0.25 ADED213 = 3x2/12 = 0.50 AgEd305 = 3x3/12 = 0.75 AgEd311 = 3x4/12 = 1 AgEd321 = 3x2/12 = 0.50 AgEd299 = 1x3/12 = 0.25 Total =9.75
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	13	5	5	5	5.00	Tape,Doromas,Esparagosa, Abad Macaso, Rubin, Sambere, Tumulak, Gallego, Interno, Tiu, Baudi, Tagnipez and Trocinó
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	Tiu, Trocino, Rubin
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	4	6	5	5	5	5.00	Omafay, Pana, Colminas, Godmaling, Doria, Buya
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	12	5	5	5	5.00	
	<u>PI9</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							
		On-line ready courseware	Prépare Instructional module/laboratory guide/workbook or a combination thereof	1	-					
		Supplemental learning resources	Prépare Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		Assessment tools	Prépare assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5.00	
		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	-					

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	1	3	5	5	5	5.00	AGED305, 311 and 321
	<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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>	1	0.4	5	5	5	5.00	Give up undergrad courses because of Dept Headship, only undergrad thesis advising and OJT AGEX 200n - 2x4/20= .4
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	1	1	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	1	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	2	5	5	5	5.00	5S training for heads and clerks and Virtual orientation of FOI-VSU-OVPPRGAS Memo#5
		A13. Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	3	3	5	5	5	5.00	

		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	6	5	5	5	5.00	
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI8: Number of students advised: *	<u>A16.</u> Number of students advised:	Acts as academic adviser to students	3	8	5	5	5	5.00	Delacruz, Dorado, Dellica, Devocion, Dibdib, Donayre, Dongon, Oquias
		<u>A17.</u> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Brigildo, Tan
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Bibat, Doria
		<u>A18.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
	PI9: Number of student organizations advised/ assisted *	<u>A19.</u> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20.</u> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	<u>A21 :</u> 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	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	10	5	5	5	5.00	
		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	1						
	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							
		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							
	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	
	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						
		<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 fora/conferences							
		<i>In int'l fora/conferences</i>		1	1	4	4	4	4.00	Improving the Global Presence of Undergraduate Programs Using Tracer Study (Online presentation in Tokyo, Japan)
		<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	1						
	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							
		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	Implements 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							
	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							
	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		zero non-conformity	5	5	5	5.00	

		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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
		COPC								
UMFO 6. General Admin. & Support Services					Zero % complaint	5	5	5	5.00	
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	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				127.00	Comments & Recommendations for Development Purpose: Keep it up!				
	Average Rating				4.38					
	Adjectival Rating				VERY SATISFACTORY					

Evaluated & Rated by:


VICTOR B. ASIO

Dean, CAFS

Date: June 24, 2024

Recommending Approval

N/A

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: June 26, 2024

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Cuadra

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

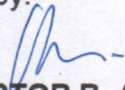
Next Step: Conduct a seminar at her own department and look for possible funding.

Outcome: Increased publication and research projects of the department.


Final Step/Recommendation:

The college strongly recommends Dr. Cuadra to attend international conferences.

Prepared by:


VICTOR B. ASIO
CAFS Dean

Conforme:


LIJUERAJ J. CUADRA
Name of Ratee Faculty/Staff