

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(July-December 2020)**Name of Faculty Member: KAREN LUZ Y. TEVES

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%)		5.0x50% = 2.5	
Total for Instruction	50%	5.0	2.5
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	4.33	1.08
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	5.0	1.0
4. Administration	5%	4.67	0.23
5. Production			
TOTAL			4.81

EQUIVALENT NUMERICAL RATING: 4.81  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: **Outstanding**

Prepared by:

KAREN LUZ Y. TEVES

Name of Faculty

Reviewed by:

HENRY Y. GOLTIANO

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 Y. TEVES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JULY - DECEMBER 2020.

KAREN LUZ Y. TEVES

Associate Professor V

Date:

Approved:

HENRY Y. GOLTIANO

Department Head

Date:

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	4.2	9.5	5	5	5	5.00	ADED 222 (4x3)/12 = 1.00 AgEx 215 (16x3)/12 = 4.00 AgEd 243 (5x3)/12 = 1.25 AgEd 242 (5x3)/12 =1.25 ADED 211 (4x3)/12 = 1.00 AgEx 215 (1x3) /12 = 0.25 AgEd 245 (2x3)/12 = 0.5 AgEd 311 (1x3)/12 = 0.25
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	5	13	5	5	5	5.00	1)Parac, Charmaine, 2)Arcuino, Norelyn, 3)Fernandez, Perlyn, 4) Estrosas, Ma. Fatima, 5)Oja, Irish Grace 6)Gubal, Charliemar 7)Taganas, Charleen Vie Cabalhin 8) Teofilo, Josephine G. 9) Esparagoza, Jorge P. Jr. 10) Trocino, Lemuel C. 11) Abrillo, Anjofel Q. 12) rendon, Ma.Elena 13)Timkang Rovelyn V.
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	10	8	5	5	5	5.00	1)Mary Joy Dayal 2) Mariel Balano 3) Jam Marie Mantana 4)Clava, Cristita 5) Romnick Cabelin 6)Ivy Verdadero 7) Domilito Bautista 8) Glaiza calubiran



		<u>A4 . Number of students entertained for consultation purposes</u>		Entertains students seeking consultation with faculty	5	14	5	5	5	5.00	1) Bongon, Alex MAgDev 1, 2) Rendon, Ma. Elena MAgDev 2, 3) Oponda, Lunesa MS LT-1, 4) Gorme, Ana Linda MS Hort-1, 5) Piamonte, Patrick John MAgDev-1, 6) Sedurina, Lianne MSDS, 7)Bantasan, Jade MS LT-2, 8)Mantana, Jam Marie 9) Joy Dayal 11) Mariel Balano 12) Romnick Cabelin 13) Domilito Bautista 14) Ivy Verdadero
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>		Converts the existing instructional materials into flexible learning systems	1	5	5	5	5	5.00	AgEx 215 - Rural Social Systems AgEd 242 - Adv Administration & Supervision, AgEd 243 - Personnel Admin, ADED 211 - Adv Ed Psychology and ADED 222-Social Science Research
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	5	5	5	5	5.00	AgEx 215 - Rural Social Systems AgEd 242 - Adv Administration & Supervision, AgEd 243 - Personnel Admin, ADED 211 - Adv Ed Psychology and ADED 222-Social
		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 for AgEx 215, ADED 222, AgEd 242, AgEd 243, ADED 211
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	Assessment tools for AgEx 215, ADED 222, AgEd 242, AgEd 243, 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	1	5	5	5	5	5.00	AgEx 215, ADED 222, AgEd 242, AgEd 243, ADED 211
		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	AgEx 215, ADED 222, AgEd 242, AgEd 243, ADED 211
	<b>PI 10 . Additional outputs:</b>	<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							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE		Handles and teaches courses assigned	10.0						No undergraduate Course handled for 1st sem sy 2020-2021

		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Preparation	Prepares gradesheet and submits on or before deadline	20						None
		<b>A11 . Number of INC forms with grade submitted within prescribed period</b>		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3						None
		<b>A12 . Number of trainings attended related to instruction</b>	Trainings attended	Attend mandated trainings	2	5	5	5	5	5.00	6th International Conference on Agriculture & Fisheries: System & Technology 2020 on Nov 6, 2020, Training on Google Classroom by VSU , Training on Moodle by W. Tabada, Training on TOS making
		<b>A13 . Number of long examinations administered and checked</b>	exam prep	Administers and checks long examination for subjects taught	3						None
		<b>A14 . Number of quizzes administered and checked</b>		Prepares and checks quizzes for lec and lab	5						None
		<b>A15 . Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required	2						None
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>		<b>Acts as academic advisor to students</b>	8						None
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>									
		<b>As Field Practice Coordinator</b>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	20	3	4	4	4	4.00	Jemarie Dalmacio, Angelus Baraoil, Madel Mendoza
		<b>As OJT Supervisor/adviser</b>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	8						None
		<b>A18 . Number of students entertained for consultation purposes</b>		Entertains students consulting on subject taught, thesis and grades	4	3	5	5	4	4.67	4th year BSDE students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>		<b>Advises student organizations recognized by USOO</b>	—						
		<b>A20 . Number of Student organizations assisted on student related activities</b>		<b>Assists student organizations in implementing student related activities</b>	—						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1						None...only graduate courses



		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1							None...only graduate courses
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3							None...only graduate courses
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		<b>A 23 :</b> 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								
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom								
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	6	5	5	5	5.00		Agriculture Offices in Maasin City, Prov. Ag Office in Maasin Cty, Hilongos, Leyte, Abuyog, Leyte, Javier, Leyte and Ormoc City
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1							
<b>UMFO 3 . RESEARCH SERVICES</b>												
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year								

	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>			1						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	4	4	4.33	Training Project on Adaptive Leadership approved by VSU for implementation effective June 2020
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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			1	1	5	5	5	5.00	6th International Conference on Agriculture & Fisheries: System & Technology 2020 on Nov 6, 2020
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator			1	1	5	5	5	5.00	6th International Conference on Agriculture & Fisheries: System & Technology 2020 on Nov 6, 2020
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											

	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	
		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	85%	100% compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager		1						
		On institutional accreditations	SSF Rootcrop								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	0% compalint	0% complaint	5	5	4	4.67	As DAEEEx OJT Coordinator
	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							
	<b>Total Over-all Rating</b>				<b>97.67</b>	Comments & Recommendations for Development Purpose: <i>she has huge potential for leadership w/c the administration can tap.</i>					
	<b>Average Rating</b>				<b>4.88</b>						
	<b>Adjectival Rating</b>				<b>OUTSTANDING</b>						

Evaluated & Rated by:

**HENRY Y. GOLTIANO**

Department Head

Date:

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



**EMPLOYEE DEVELOPMENT PLAN**  
(July-December 2020)

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 (once Covid 19 restrictions are lifted)

Date: October-December 2020 Target Date: Within January-March 2020

First Step: Approved by the department's personnel committee

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Result: Dr. Teves to look for relevant training or conference that can help enhance her knowledge in her specialization and as a prospective leader in the department or the university.

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Date: January-March 2021 Target Date: Within January-March 2021

Next Step: Dr. Teves to apply for participation to an international training/conference on that focuses on her specialization or on administration.

Outcome: Attended international training/presented paper in an international conference within January-March 2021.

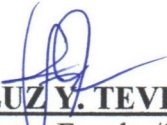
Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:

  
**HENRY Y. GOLTIANO**  
DAEEx Head

Conforme:

  
**KAREN LUZ Y. TEVES**  
Name of Ratee Faculty/Staff