SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January – June 2021)

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%)		4.71x50% = 2.36	
Total for Instruction	60%	4.86	2.92
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.67	0.47
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.67	0.70
4. Administration	15%	4.84	0.73
5. Production			
TOTAL			4.82

EQUIVALENT NUMERICAL RATING: 4.82
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

KAREN LUZ Y. TEVES   _____N/A_____
Name of Faculty   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 from __January - June 2021.__

Approved:

__KAREN LUZ Y. TEVES__
Associate Professor V
Date: July 15, 2020

__VICTOR B. ASIO__
College Dean
Date: Aug 3, 2021

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	Eficiency	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	5	4.75	5	5	5	5.00	2nd semester Sy 2020-2021 AgEx 215 (16x3)/12 = 4.00 ADED 222 (3x3)/12 = 0.75
	PI 8: Number of graduate students advised *	**A2.** Number of students advised		Acts as academic adviser to graduate students	5	7	5	5	5	5.00	1)Parac, Charmaine, 2)Fernandez, Perlyn, 3) Estrosas, Ma. Fatima, 4) Gubal, Charliemar, 5) Teofilo, Josephine, 6) Taganas, Charleen Vie, 7) Rendon, Maria Elena, 8)
		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	5	12	5	5	5	5.00	1)Romnick Cabelin, 2) Clarissa Jamilo, 3) Jun Art Blancaflor, 4) Mariel Balano, 5) Jemboy Cadenas, 6) Jessa Caralde, 7) Ivy Verdadero, 8)Leorence Dolosa, 9) Domilito Bautista, 10) Jennifer Malanguis, 11) Arjohn Baslan, 12) Charlene Colangan
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	6	8	5	5	5	5.00	1)Romnick Cabelin, 2) Clarissa Jamilo, 3) Jun Art Blancaflor, 4) Mariel Balano, 5) Jemboy Cadenas, 6) Jessa Caralde, 7) Ivy Verdadero, 8)Leorence Dolosa

PI	Activity		Description	Target	Actual	Q1	Q2	Q3	Avg	Remarks
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	4	2	5	5	4	4.67	Instructional materials for the courses ; AgEx 215, ADED 222
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	2	5	5	4	4.67	Instructional materials for the courses ; AgEx 215, ADED 222
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	5	5	5.00	Supplemental learning resources for the courses in AgEx 215, ADED 211, ADED 222, AGED 245, AGED 243, AGED 242
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	25	5	5	5	5.00	Assessment tools for the courses in AgEx 215, ADED 211, ADED 222, AGED 245, AGED 243, AGED 242
	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	4	6	5	5	5	5.00	MMDC-Approved courseware for the courses in AgEx 215, ADED 211, ADED 222, AGED 245, AGED 243, AGED 242
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	4	1	5	5	5	5.00	AgEx 215
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	2.0	5.2	5	5	4	4.67	2nd semester Sy 2020-2021 AgEx 132n (3x11)/20 = 1.65 AgEx 132n (3x17)/20 = 2.55 AgEx 200.2 (6x2)/20 = 0.60 AgEX 200n (2x4)/20 = 0.40
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	9	5	5	5	5.00	
	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							

PI	Activity	Unit	Description	Target	Accomp.	Q1	Q2	Q3	Ave.	Remarks
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	6	5	5	5	5.00	SLSU online seminar writeshop on Polishing Research Outputs into Publishable articles June 7-11, 2021, Eastern Visayas Virtual Caravan on Updated PDD 2017 -2022 (May 2021), Webinar on navigating materials to support the university's flexible learning, Echo Seminar on the TIEC CHED Flexible Learning Foundation VC, Turnitin Instructor's Workflow Training, Training of
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		4	5	5	4	4.67	AgEX 132
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab		5	5	5	4	4.67	AgEx 132
	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:		Acts as academic adviserto students							
	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/SP manuscript	2	5	5	5	4	4.67	AgEx 200.2 : Johndel Martin and Arnee Poliquit AgEx 200n: Canupin, Ciabu, Palermo, Pigte
	As OJT/ Thesis member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript		1	4	4	4	4.00	AgEx 200.2 : Analyn Malatag
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades		19	5	4	4	4.33	BDSE and BSA in Agex
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
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	5	1	5	5	4	4.67	AgEx 132 (2 sections)

PI	Indicator/Activity		Task						Avg	Remarks
	Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	6	5	5	5	5.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	4	4	4.33	
	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 Moddle or Google Classroom	2	3	5	5	5	5.00	
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	4	5	5	5	5	5.00	Phd in Aged, MS major in AgEx & AgEd, MagDev major in AgEx & AgEd
	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	DA Municipal offices in baybay, Aabuyog, Ormoc City, Hilongos, Maasin City, Javier
	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Alternative Internship for graduating BSDE Students
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 oroject 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							
	In refereed int'l journals									

		In refereed nat'l/regional journals									
	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 scienfic for a/conferences							
		In int'l fora/conferences									
		In nat'l/regional									
	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	2	5	5	4	4.67	*Dovetail proposal for the terminated project on Organizational capacity Building submitted to OVPREI *PhilFida - 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 or I-Plan Sub-Component 1.2
	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							
	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	1		1	5	5	4	4.67	GTH Project - Component Leader
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			1							to be accomplish
Consultancy	Consultant										
Evaluator	Evaluator			1							to be accomplish
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	4	4.67	PhilFida - 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 or I-Plan Sub-Component 1.2
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 theQMS 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%	85%	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								
	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	10% complaint	5	5	4	4.67	As OJT Coordinator and Department Head
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 performfing 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		4	5	5	5	5.00	*Observed social distancing *Wearing of facemask *Washing of hands/putting of alcohol before and after entering the department. *WFH arrangement
Total Over-all Rating					154.00					Comments & Recommendations for Development Purpose:
Average Rating					4.81					Keep up the excellent one
Adjectival Rating					Outstanding					

Evaluated & Rated by:

VICTOR B. ASIO
Dean, CAFS
Date: aug 3, 2021

Recommending Approval

N/A

Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/9/2021

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Karen Luz Y. Teves
Performance Rating: Outstanding

Aim: _To enhance research performance of Dr. Teves_

Proposed Interventions to Improve Performance: _Attend international Conference_

Date: _Jan - June 2021_ Target Date: _____

First Step:
Search the internet for announcements on scientific conferences

Result: _apply to the scientific conference_

Date: _____ Target Date: _____

Next Step _Conduct a seminar at her own department_

Outcome: _increased publication of the department_

Final Step/Recommendation:

_____

Prepared by:

VICTOR B. ASIO
CAFS Dean

Conforme:

KAREN LUZ Y. TEVES
Name of Ratee Faculty/Staff