

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January-June)**

Name of the Faculty Member: KAREN LUZ P. YAP

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		4.0x50% = 2.00	
f. Students (50%)		4.78x50% = 2.39	
Total for Instruction	27%	4.39	1.185
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	24%	4	0.96
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension	25%	4	1.00
14. Administration	24%	4	0.96
15. Production			
TOTAL			4.105

EQUIVALENT NUMERICAL RATING: 4.105

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.105

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:



KAREN LUZ P. YAP
Name of Faculty

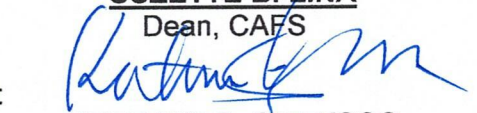
Reviewed by:


LIJUELA J. CUADRA
Department Head

Recommending Approval:

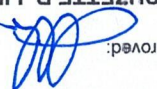

SUZETTE B. LINA
Dean, CAFS

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)
"Exhibit B"

I, KAREN LUZ P. YAP, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from January-June 2024.

Approved: 
SUZETTE B. LINA
 College Dean
 Date: October 7, 2024

Approved: _____
 Department Head
 Date: July 26, 2024

Approved: 
KAREN LUZ P. YAP
 Professor
 Date: July 25, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (indicators in percentage should be supported with numerical values in numerators and denominators)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
UMFO 1. ADVANCED EDUCATION SERVICES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
OVPI MFO 2. Graduate Student Management Services																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
P14: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	3	19.76	5	4	5	4.67	AgEx 216 = 23x3/9 = 7.67, AgEx 299 = 12x1/9 = 1.33, AgEd 242 = 20x3/9 = 6.67, AgEx 300 = 1.77, AgEx 290 = 0.77, Summer SY 2023-2024 = 0.77, AgEd 305 = 3x1/9 = 0.33, AgEx 290 = 2x2/9 = 0.44 TOTAL = 19.76	P18: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	17	4	4	5	4.00	Charmaine Parac, Jurnilla Baudi, Lykeon Salmor, Rein Lao, Emily Lamo, Richie Gallego, Mary Jeanie Permetis Ortega, Lauren Mark Sumayo, Eunice Jane Salido, Charleen Vie Taganas, Jose Karl Quano, Michele Penanto, Jolivi Cury, Alberto Colinas, Denmark Godmaling, Fatima Estrosas, Bammy Jimena	A3. Number of students advised on thesis/special problem/dissertation	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	Advises and corrects manuscript	AS GAC Member																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

[illegible]

[illegible]

[illegible]

[illegible]

		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	1	1	4	4	4	4.00	LGU-Silago
	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	20	30	4	4	4	4.00	Seminar-Workshop on Organizational Capacity Enhancement, Business Management and Entrepreneurship, Silago, Southern, Leyte on May 16-17, 2024
	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	4	4	4	4.00	"Strengthening Farmers Associations to Increase Vegetable Production in Silago, Southern Leyte"
	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	90%	90%	4	4	4	4.00	"Strengthening Farmers Associations to Increase Vegetable Production in Silago, Southern Leyte"
	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	90%	90%	4	4	4	4.00	"Strengthening Farmers Associations to Increase Vegetable Production in Silago, Southern Leyte"
	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	85%	100%	5	5	5	5.00 Complied as faculty member
		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						
		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	0%	4	4	4	4.00 As member Dept- Personnel Committee member
	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						
	Total Over-all Rating				106.00		Comments & Recommendations for Development Purpose: <i>Good job!</i>			
	Average Rating				4.08					
	Adjectival Rating				VERY SATISFACTORY					

Evaluated & Rated by:

LIJUERA J. CUADRA

Head, DAEEEx

Date: *July 26, 2024*

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: *October 7, 2024*

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *10/07/24*

PERFORMANCE MONITORING & COACHING JOURNAL

/	1 ST	Q U A R T E R
/	2 ND	
	3 RD	
	4 TH	

Name of Office: Department of Agricultural Education and Extension (DAEEEx)

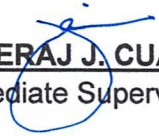
Head of Office: Lijeraj J. Cuadra

Number of Personnel: 8

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The undersigned asks for updates on the various assignments from each faculty and staff to ensure that targets are met and quality expected complied are complied.	-The faculty and staff have shown dedication in their respective responsibilities as observed by the undersigned. The undersigned encouraged them to continue doing their best. This is done during informal and formal meetings -.Regular sending of reminders thru chat group using messenger	NA	Notice of meeting (February 14, 2024, June 24, 2024)	Faculty and Staff continue to do their best
Coaching/ Mentoring	- Each one has adequate capabilities for their respective responsibilities. Each however is encouraged to upgrade their capabilities thru appropriate trainings and attendance to conferences/fora. - Some faculty were also reminded of their obligations as government employee in terms of on time submission of needed documents to the administration/offices needing data/reports	Having done their best, each faculty and staff were encouraged to keep up the good work. They are also reminded to revise their syllabi ready for flexible or blended learning. Junior faculty are also involved in the research and extension projects lead by senior faculty. This is an opportunity where they can be mentored in preparing reports, presenting reports to an audience and on how to manage projects. New SRA was introduced and mentored to what she will be doing and what papers to prepare.	NA	NA	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


LIJUERAJ J. CUADRA
Immediate Supervisor

Cc: OVPAA
HRMO
RSPPRO

Noted by:


SUZETTE B. LINA
CAFS Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Karen Luz P. Yap

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Yap

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter.

Date: July-October 2024 Target Date: January-June 2025

First Step: Search the internet for announcements on scientific conferences.

Result: Apply to the scientific conferences.

Date: July-October 2024 Target Date: October-December 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 department strongly recommends Dr. Yap to attend international conferences.

Prepared by:

LIJUERA J. GUADRA
DAEEx Head

Conforme:

KAREN LUZ P. YAP

Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: YAP, KAREN LUZ P.

Department: Dept. of Agricultural Education and Extension

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AGEX215	RURAL SOCIAL SYSTEMS	LEC	5.00	Outstanding	100.0%
AGEX291	SPECIAL TOPICS	LEC	4.00	Very Satisfactory	80.0%
AGEX299	GRADUATE SEMINAR	LEC	4.00	Very Satisfactory	80.0%
AGED231	AGRIC'L. EDUC. FOR RURAL DEV'T.	LEC	5.00	Outstanding	100.0%
AgEx 122	TECHNICAL WRITING & MANUSCRIPT PREPARATION	LEC	5.00	Outstanding	100.0%
ADED211	ADVANCED EDUCATIONAL PSYCHOLOGY	LEC	5.00	Outstanding	100.0%
AGEX215	RURAL SOCIAL SYSTEMS	LEC	5.00	Outstanding	100.0%
AGED231	AGRIC'L. EDUC. FOR RURAL DEV'T.	LEC	5.00	Outstanding	100.0%
AGEX299e	GRADUATE SEMINAR	LEC	5.00	Outstanding	100.0%
Average Rating			4.78	Outstanding	95.56%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

YAP, KAREN LUZ P.

Name and Signature of Faculty

Date: May 21, 2024

Distribution of copies: ODIE, College, Department, Faculty