

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

(June - December)

Name of the Faculty Member: AIZA C. ORACION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction			
g. Head/Dean (50%)		5.0x100% = 5.0	
h. Students (50%)		No TPES, study leave	
Total for Instruction	55%	5	2.75
17. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research	15%	4	0.60
18. Extension			
g. Client/Dir. for Extension (50%)			
h. Dept. Head/Center Director (50%)			
Total for Extension	25%	4	1.0
19. Administration	5%	5	0.25
20. Production			
TOTAL			4.60


EQUIVALENT NUMERICAL RATING: 4.60
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


AIZA C. ORACION
 Name of Faculty


Reviewed by:


LIJUERAJ J. CUADRA
 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, AIZA C. ORACION, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JUNE-DECEMBER 2023.

Approved:

AIZA C. ORACION

Instructor I

Date: June 21, 2024

LIJUERA J. CUADRA

Department Head

Date: June 21, 2024

VICTOR B. ASIO

College Dean

Date: June 24, 2024

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	3	9.75	5	5	5	5.00	AgDe233= 3x2/12 = 0.5 AgEx202 = 3x17/12 = 4.25 AgDe234 = 3x12/12 = 0.5 AgEx233e = 3x11/12 = 2.75 AgEx218 = 3x7/12 = 1.75 Total =9.75
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		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	3	3	4	4	4	4.00	Dela Torre, Joan Clavite, Rogelio Jr. Martil, Evangeline
		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	14	5	5	5	5.00	
	PI 9: 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		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	AgEx233. AgDe202, AgEx 234, AgEx218
		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							
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	4	5	5	5	5.00	AgEx233. AgDe202, AgEx 234, AgEx218
	PI 10 . Additional outputs:	<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							
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	0.2	4	4	4	4.00	AgEx200n.2 = 2x2/20 = 0.20 Total = 0.20
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	4	4	4	4.00	
		A11. 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	-						
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	Table of Specification (TOS) Consultative Meeting for Agriculture
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3	3	4	4	4	4.00	AgEx233, AgDe202, AgEx 234, AgEx218
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12	12	4	4	4	4.00	AgEx233, AgDe202, AgEx 234, AgEx218
		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 advisor to students	3	4	5	5	5	5.00	Matosa, Mark Honorio, Nhelia Padua, Nicole Ann Rosales, Mary Ann Lleno, Frema Joy
		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	3	4	5	5	5	5.00	Doria, KC Sumabat, Madeline Migui Carl/Esperanza Jelliebeth

		As OJT/Thesis Committee Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	4	6	5	5	5	5.00	Bibat, Marigen Dula, Mariel Ciabo, Sheena Asuncion, Chellie Mae Brigildo, Johanna Roxas, Mezillah
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	10	5	5	5	5.00	
	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	—						I only handled the courses for the 1st sem SY 2023-2024
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	—						I only handled the courses for the 1st sem SY 2023-2024
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	—						I only handled the courses for the 1st sem SY 2023-2024

[illegible]

		<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>									
		<i>in nat'l/regional</i>									
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	95%	100%	4	4	4	4.00	"Improving Rice Production Through Strengthening Capacities of Farmers and Women's Associations in Hinunangan, Southern Leyte
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty/student/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	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	1	3	4	4	4	4.00	LGU- Baybay, Hilongos Hinunangan
	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	20	4	4	4	4.00	"Improving Rice Production Through Strengthening Capacities of Farmers and Women's Associations in Hinunangan, Southern Leyte

	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	2	4	4	4	4.00	*Green the home *Improving Rice Production Through Strengthening Capacities of Farmers and Women's Associations in Hinunangan, 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	95%	98%	4	4	4	4.00	
	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	95%	98%	4	4	4	4.00	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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										

	<u>PI 8.</u> 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*	<u>A 44.</u> 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%	85%	5	5	5	5.00	
		<u>A 45.</u> 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 facility incharge								
UMFO 6. General Admin. & Support Services (GASS)											
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services		Provides customer friendly frontline services to clients	0% complaint	0% complaint	5	5	5	5.00	
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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							
		<u>A 48.</u> 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				103.00		Comments & Recommendations for Development Purpose: keep it up!				
	Average Rating				4.48						
	Adjectival Rating				VERY SATISFACTORY						

Evaluated & Rated by:

LIJUERA, J. CUADRA

Head, DAEE

Date: June 21, 2024

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: June 24, 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: June 26, 2024

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Aiza C. Oracion

Performance Rating: Outstanding

Aim: Send Miss Oracion to a local or international training/conference either as a trainee or paper presenter.

Proposed Interventions to Improve Performance: Attend relevant local or international training.

Date: July 2023

Target Date: Within January-June 2024

First Step: Approved by the department's personnel committee, particularly on educational Administration supervision web-based learning education monitoring and evaluation.

Result: Miss Oracion look for relevant local or international training/conferences.

Date: December 2023 Target Date: Within March-June 2024

Next Step: Miss Oracion to apply for participation to a local or international training/conference

Outcome: Attended local or international training/presented paper in a local or international conference in 2024.

Final Step/Recommendation:

The department strongly recommends her to attend local or international training/conference.

Prepared by:

LIJUERA J. CUADRA
DAEEx Head

Conforme:

AIZA C. ORACION

Name of Ratee Faculty/Staff