

**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)
6. Instruction			
c. Head/Dean (50%)		5.0x50% = 2.5	
d. Students (50%)		4.67x50% = 2.34	
Total for Instruction	75%	4.84	3.63
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	25%	5.0	1.25
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept. Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

LIJUERAJ J. CUADRA

Name of Faculty

MILAGROS C. BALES

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, LIJUERAJ J. CUADRA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JULY - DECEMBER 2022.

Approved:

LIJUERAJ J. CUADRA

Associate Professor V

Date: 01/05/23

MILAGROS C. BALES

Department Head

Date: 01/06/23

VICTOR B. ASIO

College Dean

Date:

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	2	6	5	4	5	4.67	HANDLED 8 COURSES
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	4	5	5	5	5.00	CATIBO, DANIEL; AGRAVANTE, LANCER;TROCINO, LEMUEL; RUBIN, LALAINE
		A3 . Number of students advised on thesis/special problem/dissertation								



		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	CATIBO, DANIEL; LIWANAG, CLARISSE; TROCINO, LEMUEL
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	7	5	5	5	5.00	ORTEGA, DIOCAMPO, ADELANTAR, CANETE, ACILO, CUSTODIO & NUNEZ
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	7	5	5	5	5.00	
	<b>PI9:</b> 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	1	1	5	4	4	4.33	COURSEWARE FOR AGED 242
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	4	5	4.67	ARTICLE REVIEWS
		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	1	5	4	5	4.67	COURSEWARE FOR AGED242 (reviewed at the department level)



		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	1	1	5	4	5	4.67	VC FOR AGED242
	<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>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<i>PI 5: Total FTE, coordinated, implemented and monitored *</i>	<i>A9. Actual Faculty's FTE</i>	<i>Handles and teaches courses assigned</i>	1	1.4	5	5	5	5.00	HANDLED 2 COURSES
		<i>A10 . Number of grade sheets submitted within prescribed period</i>	<i>Prepares gradesheet and submits on or before deadline</i>	1	1	5	5	5	5.00	
		<i>A 11 . Number of INC forms with grade submitted within prescribed period</i>	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	1	1	5	5	5	5.00	
		<i>A12 . Number of trainings attended related to instruction</i>	<i>Attend mandated trainings</i>	1	1	5	5	5	5.00	
		<i>A13 . Number of long examinations administered and checked</i>	<i>Administers and checks long examination for subjects taught</i>	5	5	5	4	5	4.67	



		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	5	10	5	4	5	4.67	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Talana & Sanchez
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	6	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5.00	
	<b>PI9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<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							



		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	4	4	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	4	5	4.67	
		<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:		1	1.00	5	5	5	5.00	Published bookThe Teacher and the School Curriculum, Mutya Publishing House, ISBN: 978-971-821-958-4, 2022
		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							



		<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							
<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							
	<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	1	1	5	5	5	5.00	GRADUATE TRACER STUDY
	<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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	ADAPTING TO THE NEW NORMAL IN EDUCATION: A CURRICULUM MODIFICATION DESIGN USING BLENDED LEARNING MODEL
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								



		<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	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	Implements 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								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<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 (extn. 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>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> 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					



		On program accreditations								
		On institutional accreditations								
		COPC								
<b>UMFO 6. General Admin. &amp; Support Services</b>					Zero % complaint					
	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				116.36	Comments & Recommendations for Development Purpose:  Good job!				
	Average Rating				4.85					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:

  
MILAGROS C. BALES

Department Head

Date: 01/06/23


Recommending Approval

  
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra

Performance Rating: Outstanding

Aim: To continually improve and innovate teaching, research and extension functions.

Proposed Interventions to Improve Performance: Attend relevant international and national training. Conduct benchmarking to advanced universities nationally and abroad.

Date: January 2023 Target Date: Within May-December 2023

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

Result: Dr. Cuadra look for relevant international training/conferences (both virtual and face-to-face).

Date: March 2023 Target Date: Within May-December 2023

Next Step: Dr. Cuadra to apply for participation to an international training/conference (Virtual/face-to-face).

Outcome: Attended international training/presented paper in an international conference in 2022. Joined benchmarking to other advance universities to learn best practices and adapt or innovate these practices to fit in to our situations to produce quality education and R&D.

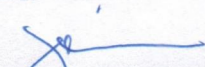
Final Step/Recommendation:

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

Prepared by:

  
**MILAGROS C. BALES**  
DAEEx Head

Conforme:

  
**LIJUERAJ J. CUADRA**  
Name of Ratee Faculty/Staff