

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%)		$5.0 \times 50\% = 2.5$	
f. Students (50%)		$4.60 \times 50\% = 2.3$	
Total for Instruction	60%	4.8	2.88
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.25
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension	15%	5	0.75
14. Administration			
15. 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:


KAREN LUZ P. YAP
 Name of Faculty


Reviewed by:


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, KAREN LUZ P. YAP, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY - JUNE 2022.


KAREN LUZ P. YAP
Associate Professor V
Date:

Approved: 
MILAGROS C. BALES
Department Head
Date:


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	2.0	2.5	5	5	5	5.00	2nd Sem SY 2021-2022 with the courses 1)ADED 211 2)AGEX 215 3)AGED 290
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	8	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)Timkang Robely
		A3 . Number of students advised on thesis/special problem/dissertation								

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Josephine Teofilo, MAGDev -II
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	6	5	5	5	5.00	1)Kathleen Valencia, 2)Mikaela Gongora, 3)Vincent Justine Realino, 4)Jeanie Rose Deluza 5)Mark Pineda 6)Danica Godinez
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	6	5	5	5	5.00	1)Kathleen Valencia, 2)Mikaela Gongora, 3)Vincent Justine Realino, 4)Jeanie Rose Deluza 5)Mark Pineda 6)Danica Godinez
	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	2	2	5	5	5	5.00	Instructional materials of : ADED 211 and AGEX 215
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	Instructional materials of: ADED 211 and AGEX 215
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	5	5	5	5.00	Powerpoint of: ADED 211 and AGEX 215
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Assessment tools of: ADED 211 and AGEX 215
		<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	2	2	5	5	5	5.00	Courseware of: ADED 211 and AGEX 215

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	2	2	5	5	5	5.00	Virtual classrooms of: ADED 211 and AGEX 215
	<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>							
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	<i>Handles and teaches courses assigned</i>	2	5	5	5	5	5.00	A+L41:L46gEx 132n (F006), AgEx 132n (F008), AgEx 152, AgEx 200n, AgEx 200-B
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	Gradesheets of the courses: AgEx 132n (F006), AgEx 132n (F008), AgEx 152, AgEx 200n, AgEx 200-B
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	1) Preparing an Outcome-Based Education Course Syllabus for Graduate Degree Courses and 2) Certificate - Training-Workshop on Assessment in Higher Education: Creation of Table of Specifications (TOS)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	5	5	5	5.00	Long Exams of the courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	20 quizzes of the various courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152
		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:	<i>Acts as academic advisor to students</i>							
		A17 . Number of students advised on thesis/ field practice/special problem:		4	4	5	5	5	5.00	1) Jenice ann Pigte 2) Anelyn palermo, 3) Sheena Mae Ciabo and 4) Rica Canupin
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	1) Jenice ann Pigte 2) Anelyn palermo, 3) Sheena Mae Ciabo and 4) Rica Canupin
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	6	5	5	5	5.00	1) Jenice ann Pigte 2) Anelyn palermo, 3) Sheena Mae Ciabo and 4) Rica Canupin 5) Joyce Pana 6) Sharon lopez
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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	3	3	5	5	5	5.00	Online courseware of the various courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	5	5	5	5.00	Supplemental learning resources of the various courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	Assessment tools of the various courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152
		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	3	3	5	5	5	5.00	Virtual classrooms of the various courses: AgEx 132n (F006), AgEx 132n (F008) and AgEx 152
	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	1	1	5	5	5	5.00	AACCUP Level IV
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	City Agriculture Office - Baybay
		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	Regular online consultation with undergrad thesis advisees

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	2	2	5	5	5	5.00	1) PhilFIDA Project and 2) Green-the-Home (GTH) - Extension cum research project
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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	1	1	5	5	5	5.00	One paper submitted to SLSU for publication as an output of the GTH project
		<i>In refereed int'l journals</i>								
		<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 fora/conferences</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	1	1	5	5	5	5.00	Project proposal submitted to KLAU Center for Civil & Human Rights, Notre Dame University, Indiana USA
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ 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	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	1	5	5	5	5.00	City Agriculture Office-LGU Baybay
	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	5	5.00	Green-the-Home (GTH) - Extension cum research project
	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								

	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	1	1	5	5	5	5.00	Advocacy Painting for Anti-Human Trafficking of Women & Children submitted to KLAU Center for Civil & Human Rights, Notre Dame University, Indiana USA
	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%					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	85%	100% compliant					
		On program accreditations								
		On institutional accreditations								

		COPC								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					As GTH project leader and assistant project leader of the PhilFIDA project
	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		4	5	5	5	5.00	Ensure that the faculty & staff: 1) Observed social distancing 2) Wearing of face mask 3) Washing of hands/putting alcohol before & after entering the department 4) WFH arrangement
	Total Over-all Rating				165.00	Comments & Recommendations for Development Purpose: <i>keep it up!</i>				
	Average Rating				5					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:


MILAGROS C. BALES

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

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: Jan-June 2022 Target Date: Jan-June 2023

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

Result: Apply to the scientific conferences.

Date: Jan-June 2022 Target Date: Aug-Dec 2022

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 her to attend international training/conference.

Prepared by:


MILAGROS C. BALES
DAEEx Head

Conforme:


KAREN LUZ P. YAP

Name of Ratee Faculty/Staff