

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

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)
1. Instruction			
a. Head/Dean (50%)		4.00x50% = 2.00	
b. Students (50%)		4.50x50% = 2.25	
Total for Instruction	40%	4.25	1.70
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.0	0.80
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	20%	4.0	0.80
4. Administration	20%	4.0	0.80
5. Production			
TOTAL			4.10

EQUIVALENT NUMERICAL RATING: 4.10  
 Add: Additional Points, if any: 0.0  
 TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

Reviewed by:

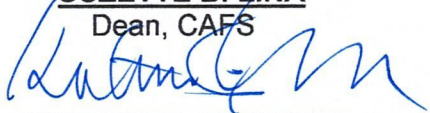
LIJUERAJ J. CUADRA  
 Name of Faculty

N/A  
 Department Head

Recommending Approval:

  
SUZETTE B. LINA  
 Dean, CAFS

Approved:

  
ROTACIO S. GRAVOSO  
 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 JANUARY-JUNE 2024.

**LIJUERAJ J. CUADRA**

Associate Professor V

Date: July 26, 2024

Approved:

**SUZETTE B. LINA**

College Dean

Date: October 7, 2024

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	5.66	5	4	5	4.67	2nd Semester SY 2023-2024 = 5.33 AgEx 300 = 6x1/9 = 0.67, AgEd 212 = 3x6/9 = 2, AgEd 214 = 3x4/9 = 1.33, AgEd 299 = 1x1/9 = 0.11, AgEx 290 = 2x4/9 = 0.89, AgEd 290 = 1x3/9 = 0.33 Summer SY 2023-2024 = 0.33 AgEd 321 = 1x3/9 = 0.33 TOTAL = 5.66
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	12	5	5	5	5.00	TROCINO, LEMUEL; RUBIN, LALAINE; ESPARAGOZA, HOPE;LIWANAG, CLARISSE;TUMULAK, MARY;ABAD, ARABELLA; BAUDI, JUNAILA;PADUA, JOHN;JACOLBIA, JOE-JET; GALLEGO, JONAEILIZA;LIBO-ON, APRIL;ALMADEN, ALFIE; CEMBOY TIU
		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	LIWANAG, CLARISSE; TROCINO, LEMUEL;CEMBOY TIU
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5	5	5	5	5.00	OMALAY, DORIA, PANA, GODMALING, COLMINAS
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	12	5	5	5	5.00	
	PI9: 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	2	5	5	4	4.67	COURSEWARE FOR AGED 321 AND AGED305
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	8	5	5	5	5.00	
		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	2	5	4	5	4.67	COURSEWARE FOR AGED305 AND AGED306 (reviewed at the department level)

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	1	2	5	4	5	4.67	VC FOR AGED305 AND AGED306
	<b>PI 10</b> . Additional outputs:	<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>										
	<b>PI 5</b> : Total FTE, coordinated, implemented and monitored *	<b>A9</b> . Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	1	1.5	5	5	5	5.00	AgEX 200B = 6x3/20 = 0.9, AgEx 200 = 2x6/20 = 0.6 TOTAL = 1.5
		<b>A10</b> . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	1	1	4	4	4	4.00	
		<b>A 11</b> . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	1	2	5	5	5	5.00	
		<b>A12</b> . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	3	5	5	5	5.00	Benchmarking Consultation/Activity of LGU Hinunangan at CAFS, virtual meeting with CHED regarding new COPC guidelines, Conferment ceremony of VSU to the 2nd Level PQA.
		<b>A13</b> . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	3	9	5	5	5	5.00	



		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	9	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5.00	Arnel Casido, Rheo Gocela, Kimberly Muñoz, Mary Ajoc, Romeo Cagabhion, Gerald Orellano
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	Marigen Bibat, Johanna Brigildo, Cherry Galamiton, Monica Magsanay, Madeline Sumabat, May Tan
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	12	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<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	1						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	8	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5.00	
		<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	1	0	0	0	0	0.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		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	1						
	<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	4	4	4	4.00	ADAPTING TO THE NEW NORMAL IN EDUCATION: A CURRICULUM MODIFICATION DESIGN USING BLENDED LEARNING MODEL
	<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	1	1	4	4	4	4.00	GRADUATE TRACER STUDY
		<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	1	-					
		<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						
	<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	Implementes duly approved extension projects	1	1	4	4	4	4.00	GREEN THE HOME PROJECT
	<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	5	5	5	5.00	
		<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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
		COPC								
<b>UMFO 6. General Admin. &amp; Support Services</b>					Zero % complaint	4	4	4	4.00	

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>			<b>128.34</b>	Comments & Recommendations for Development Purpose: To attend conferences (National or International & may initiate linkages both National & local				
	<b>Average Rating</b>			<b>4.01</b>					
	<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>					

Evaluated & Rated by:

Recommending Approval


Approved by:

  
SUZETTE B. LINA

Dean, CAFS

Date: October 7, 2024

N/A

  
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 10/07/24



## PERFORMANCE MONITORING & COACHING JOURNAL

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

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


Head of Office: Lijueraj 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	<ul style="list-style-type: none"><li>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.</li><li>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</li></ul>	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:

  
LIJUELAJ J. CUADRA  
Immediate Supervisor

Cc: OVPAA  
HRMO  
RSPPRO

Noted by:

  
SUZETTE B. LINA  
CAFS Dean



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Cuadra

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

Date: July-December 2024 Target Date: July-December 2024

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

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Result: Apply to the scientific conferences.

Date: July 2024 Target Date: August-December 2024

Next Step: Conduct a seminar at her own department and look for possible funding.

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Outcome: Increased publication and research projects of the department.

Final Step/Recommendation:

The college strongly recommends Dr. Cuadra to attend international conferences.

Prepared by:



**SUZETTE B. LINA**  
CAFS Dean

Conforme:

  
**LIJUERAJ J. CUADRA**

Name of Ratee Faculty/Staff



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

**First Semester SY 2023-2024**

**Name of faculty:** CUADRA, LIJUERAJ J.

**Department:** Dept. of Agricultural Education and Extension

**College:** College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ADED213e	MODERN THEORIES & PRIN. OF EDUC.	LEC	5.00	Outstanding	100.0%
AGED299e	GRADUATE SEMINAR	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.50	Outstanding	90.00%

**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:**

CUADRA, LIJUERAJ J.

Name and Signature of Faculty

Date: May 24, 2024

Distribution of copies: ODIE, College, Department, Faculty