

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Teofanes A. Patindol**, Director of the Institute of **Tropical Ecology and Environmental Science (ITEEM)**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January - December 2024**.

TEOFANES A. PATINDOL
 Director, ITEEM
 Date: _____

Approved: **RENEZITA S. COME**
 Dean, CFES
 Date: _____

ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

<i>Personnel</i>	<i>Number</i>	<i>Total FTE</i>	RDE Commitments***		
			<i>Research</i>	<i>Publication</i>	<i>Extension</i>
Director	1	12.0	1.0	0	1
Faculty w/ Univ. Designated Pos	3	60.0	3.0	1	3
Regular Faculty (VSL)*	5	0.0	5.0	1	5
Regular Faculty (TLS)*	0	72.0	0.0	1	0
Part time Faculty	3	0.0	0.0	0	0
Admin Staff Members & RAs	27				
TOTAL		144	9.0	3	9

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

Note: * On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units
 ** On Teacher's Leave status. Minimum FTE required is 18 units
 *** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
MFO 1 ADVANCED EDUCATION SERVICES (20%)											
	PI 1_ Total FTE monitored	ITEEM Faculty	2	12.11	BANDE -0.42 CESAR -2.00 DADIOS - 0.46 LONGATANG - 3.98 ONGY - 2.00 ORIAS - 0.46 TENIO - 0.46						
	PI 2. Number of graduate degree programs/ specializations offered	ITEEM Faculty	1	1.00	MS Tropical Ecology						
	PI 3_ Percentage increase in graduate students enrolled	ITEEM Faculty	1%	2.57%	Sebidos; Al Helal; Siddique; Dedios; Bejiel; Selario						
	PI 4. Percentage increase in number of graduate students who graduated on time	ITEEM Faculty	1%	0%						(No MSTREC student was scheduled for 2nd Sem 2023-2024)	
	PI 5. Number of graduate students awarded with scholarship/assistantship	ITEEM Faculty	1	10	P. Maguchu-GTA Nierves-DOST Florentino-Gerry Roxas Foundation Dedios - OGS Honor Student Scholarship Selario - DOST Managbanag-DOST Mejica - DOST Sebidos-DOST Helal - Internationalization Siddique - Internationalization						
	PI 6. Number of students awarded with honors	ITEEM Faculty	N/A								
	PI 7: Number of graduate student supported by CFES research projects	ITEEM Faculty	1	3.00	ECoSAP-Gundemaro, Nierves, Florentino						
	PI 8: Number of new international students enrolled	ITEEM Faculty	1	2.00	Abu Sayed Helal, Abu Bakkar Siddique						

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				% Accomplishment	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 1: Total FTE monitored	ITEEM Faculty	5	462.95	BANDE - 21.3 DADIOS - 28.3 LONGATANG -18.95 ORIAS - 33.05 TENIO - 22.7 <i>Part-Time:</i> ASOMBRADO - 68.65 BAJAN - 44.3 BELAS - 43.8 MAGALLANES -43.35 MAGUCHU - 12.3 NUÑEZ - 49.05 RAYMUNDO - 37.65 SANACO - 39.85						
	PI 2: Number of new or revised curricular proposals submitted	ITEEM Faculty	N/A								
	PI 3: Number of new or revised proposals approved by UCC	ITEEM Faculty	N/A								
	PI 4: Number of new degree programs implemented	ITEEM Faculty	N/A								
	PI 5: Number of programs with COPC	ITEEM Faculty	1	1.00	BSES						
	PI 6: Number of programs applying	ITEEM Faculty	N/A								
	PI 7: Percentage passing in licensure examinations (1st time	N/A	N/A								
	PI 8: Percentage passing in licensure examinations (overall	N/A	N/A								
	PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	ITEEM Faculty	N/A	100.00%							
	PI 10. Percentage of faculty rated at least VS by supervisor	ITEEM Faculty	70%	100%							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 11. Percentage of courses offered with approved course syllabi	ITEEM Faculty	85%	100%							
	PI 12. Percentage of courses with approved IMs	ITEEM Faculty	85%	100%							
	PI 13: Percentage of courses offered with final grades submitted within the allowable period	ITEEM Faculty	100%	100%							
	PI 14: Percentage of undergraduate students who graduated within the prescribed period	ITEEM Faculty	30%	N/A	undergraduate students will graduate on the 2nd semester						
	PI 15: Number of undergraduate thesis students supported by CFES research project	ITEEM Faculty	3	9	Cabintoy, Cabintoy, Castro, Rodriguez, Bug atan, Coretico, Dimla, Mazo, Pialante						
	PI 16: Percentage of undergraduate students enrolled on schedule	ITEEM Faculty	15%	100%							
	PI 17: Percentage of graduate students employed (2 years prior)	ITEEM Faculty	82%	100%							
MFO 3 RESEARCH SERVICES (10%)											
	PI 1. Percent of research proposals submitted	ITEEM Faculty	25%	100% (5 studies) (7 studies)	- Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP) - Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte						
	PI 2. Percent of research proposals approved	ITEEM Faculty	25%	100% (5 studies)	- Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP)						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
				(7 studies)	- Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte						
	PI 3: Number of approved research projects/studies implemented	ITEEM Faculty	25%	100% (5 studies) (7 studies)	- Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP) - Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte						
	PI 5: Amount of research money obtained from internal sources	ITEEM Faculty	100K	845,910.00	VSU Internationalization Program ECo-SAP VSU-IP-2021-9 - January to December- P845,910.00 2 SRA@22,000 3 SRAide@14,720.00 4 Laborers @9000 CA-100,950.00						
	PI 6. Number of research outputs										
	a. International Conferences										
	b. National Conferences	ITEEM Faculty	1	2	ABO - 12th ASTHRDP Graduate Scholars' Conference; MMB - 2nd National Key Biodiversity Areas Updating Workshop at Astoria Plaza Ortigas on October 16-18, 2024						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<i>c. Regional or Institutional Conferences</i>	ITEEM Faculty	1	4	(1) Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP); (2) Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP); (3) National Key-Biodiversity Area Updating and Training Workshop; (4) Botanic Gardens Conservation International						
	PI 7. Number of patent applications	ITEEM Faculty	N/A	2	(1) <i>Aquilaria</i> Micropropagation Method; (2) Plant Recovery Chamber						
	PI 8. Number of patents approved	ITEEM Faculty	N/A	N/A							
	PI 9. Number of creative works	ITEEM Faculty	N/A	N/A							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 10. Number of research articles derived from approved research in the university, submitted	ITEEM Faculty	1	7	(1) MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration. 2024; (2) Medinilla angulata (Melastomataceae), a new species from the remaining lowland evergreen rainforest of Leyte Island, Philippines; (3) New Record of Burmannia championii Thwaites (Burmanniaceae) from Leyte, Philippines; (4) Local Hunters' Lived Experiences and Conservation Initiatives: Insights From The Philippine Warty Pig in Mt. Nacolod Mountain Range, Leyte Island; (5) Socio-Demographic and Economic Factors Influencing Women's Livelihoods in Cuatro Islas, Leyte, Philippines; (6) ECoSAP (Insect Diversity and Their Role in Agarwood Production in Leyte, Philippines (ICERD); (7) MMB (as co-author) Chemical composition of essential oils from leaves of the two Indigenous plant species Litsea leytensis and Piper philippinum from Leyte Philippines						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 11: Number of research articles derived from approved research in the university, published	ITEEM Faculty	1	3	(1) MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration. 2024; (2) MMB (as co-author) The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration. 2024; (3) MMB (as co-author) Population assessment of Agarwood (Aquilaria spp.) in Leyte Island. International Journal in Environment and Rural Development (IJERD). 2024						
	PI 12. Number of research outputs	ITEEM Faculty	2	2	Rainforestation, and CRM						
	PI 13. Number of research outputs completed	ITEEM Faculty	-	1	ECo-SAP						
	ADDITIONAL OUTPUTS:										
	Inception meeting with UPLB Cave Arthropods Project (August 13, 2024)	ITEEM Faculty	-	1	Inception meeting with UPLB Cave Arthropods Project (August 13, 2024)						
	Number of exchange students conducting collaborative research related to biodiversity conservation	ITEEM Faculty	-	1	MMB: Christopher Klapperich, Ludwig-Maximilians-Universität München (Munich, Germany)						
	Number of international research experts conducting collaborative research related to biodiversity conservation	ITEEM Faculty	-	1	MMB: Prof. Dr. Michiko Nakagawa, Nagoya University (Nagoya, Japan)						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 4	EXTENSION SERVICES (10%)										
	PI 1: Number of extension proposals	ITEEM Faculty	1	4	NRM,Biliran, ALS Silago, CRM						
	PI 2: Number of extension proposal	ITEEM Faculty	1	4	NRM,Biliran, ALS Silago, CRM						
	PI 3: Number of approved extension projects implemented	ITEEM Faculty	1	4	NRM,Biliran, ALS Silago, CRM						
	PI 4: Number of extension outputs										
	a. International Conferences	ITEEM Faculty									
	b. National Conferences	ITEEM Faculty									
	c. Regional or Institutional Conferences	ITEEM Faculty	1	4	Annual In house Review, NRM, Biliran, ALS Silago						
	PI 5: Number of extension activities conducted	ITEEM Faculty	N/A	7	(1) Training on Rainforestation: A Community-based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change on July 8-12, 2024; (2) Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on July 29-31, 2024; (3) Baybay Agri-Aqua Fair 2024 on December 07, 2024; (4) Biodiversity Assessment in Brgy. Katipunan, Silago, Southern Leyte on December 15-21, 2024; (5) Training Orientation on Aquilaria Learning Site on December 20, 2024; (6) Site Assessment and Consultation in Barili Cebu for Integrated Watershed Management Plan (one-year activity plan) on December 15-17, 2024; (7) Site Assessment and Consultation in Quinapondan Eastern Samar for Integrated Watershed Management Plan (one-year activity plan) on December 27-29, 2024						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 6: Number of trainings, seminars and fora conducted		1	4	(1) Training RAF; (2) Training on Rainforestation: A Community-based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change on July 8-12, 2024; (3) Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on July 29-31, 2024; (4) Training Orientation on Aquilaria Learning Site on December 20, 2024						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 7: Number of expert services										
	<i>a. peer reviewer of journal/book</i>	ITEEM Faculty		7	<p>> KJGL - (1) "Local Hunters' Lived Experiences And Conservation Initiatives: Insights From The Philippine Warty Pig In Mt. Nacolod Mountain Range, Leyte Island"; (2) Socio-Demographic And Economic Factors Influencing Women's Livelihoods In Cuatro Islas, Leyte, Philippines; (3) Socio-demographic and Economic Factors influencing Women's Livelihoods In Cuatro Islas, Leyte, Philippines</p> <p>> MMB (as peer reviewer) Optimizing tree shade gradients in Emblica officinalis-based agroforestry systems: Impacts on soybean physio-biochemical traits and yield under degraded soils. Agroforestry Systems (ID:3eb68d43-fd8e-48ae-bc3a-9d9o7a21320c)</p> <p>> MMB (as peer reviewer) Greening the SMEs performance using dual approach of SEM-fsQCA: Role of Green Knowledge Sharing, Green Intellectual Capital, and Green Innovation. PLOS ONE (PONE-D-23-33523R3)</p> <p>> MMB (as peer reviewer) Custom Hiring for Farm Mechanization and Degree of Satisfaction Among Farmers Vijayapur District: An Analytical Perspective. Journal of Scientific Research and Reports (Ms_JSRR_123268)</p>						
	<i>b. reviewer of research and extension proposals</i>	ITEEM Faculty		1	MMB						

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<i>c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)</i>	ITEEM Faculty	1	7	(1) Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on June 17-22, 2024; (2) Training on Rainforestation: A Community-based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change on July 8-12, 2024 (3) Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on July 29-31, 2024 (4) MMB- Training-Orientation on Rainforestation Aquilaria Farming a Climate Smart Agroecological Production System that Support Restoration of Ecosystem Services and Mitigate the Impact of Climate Change on Water and Food Security (December 12, 2024) (5) Training Orientation on Aquilaria Learning Site on December 20, 2024 (6) Baybay Agri-Aqua Fair 2024 on December 07, 2024 (7) Served as a judge in one of the parallel sessions of the undergraduate oral competition during the 12th Annual International Conference on Environmental Science (November 6-8, 2024)						
	<i>d. accreditor</i>										
	<i>e. consultancy</i>										

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 13: Amount of extension money obtained from internal sources	ITEEM Faculty	25K	570K	NRM-150K BILIRAN-120K ALS-SILAGO-150K LGU Quinapondan counterpart - 150K						
	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other	ITEEM Faculty	2	5	LGU Barili, LGU Quinapondan, LGU San Francisco, Camotes, Goshen International						
	PI 15: Number of trainees weighted by the length of training	ITEEM Faculty	80	204	(1) Training RAF; (2) Training on Rainforestation: A Community-based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change on July 8-12, 2024 (28 participants) (3) Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on July 29-31, 2024 (28 participants) (4) Training-Orientation on Rainforestation Aquilaria Farming (December 12, 2024); 38 participants (weighted: 19) (5) Training on Aquilaria Learning Site (December 20, 2024); 35 participants (weighted: 35)						
	PI 16: No. of extension programs and projects consistent with VSUs mandated and priority programs	ITEEM Faculty	1	3	NRM, Biliran, ALS Silago,						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	ITEEM Faculty	90%	97.88%	<p>Training on Rainforestation: A Community-based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change on July 8-12, 2024</p> <p>Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on July 29-31, 2024</p> <p>Training Orientation on Aquilaria Learning Site on December 20, 2024</p>						
	ADDITIONAL OUTPUTS: Conceptualize and submit innovation and commercialization proposal for VSU and/or external funding.	ITEEM Faculty	-	1	Rainforestation-Aquilaria Agroecology Products Innovation and Commercialization (RAAPIC)						
MFO 5 Support to Operations (10%)											
OVPAAs MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing advanced research degree	ITEEM Faculty	N/A	1.00	JOP- DOST, Nagoya University						
	PI 3: Number of faculty granted with external scholarship	ITEEM Faculty	N/A	1.00	JOP- DOST, Nagoya University						
	PI 5: Number of faculty granted with sabbatical leave	ITEEM Faculty	N/A	1.00	EDE						
	PI 7: Number of faculty sent to trainings, seminars and conferences	ITEEM Faculty	1	8.00	MMB, ABO, KJGL, KFT, SJCD, DB, DM, JA						
	PI 8: Number of faculty scholars who graduated on time	ITEEM Faculty	N/A	N/A							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
OVPAAs MFO 2. Faculty Recruitment/Hiring Services											
	PI 1: Number of new faculty hired with at least master's degree	Director & Faculty	1	2.00	DADIOS, SJC TENIO, KFC						
OVPAAs MFO 3. Faculty Evaluation Services											
	PI 1: Number of Scopus, WoS and ACI publications and other reputable journals	ITEEM Faculty	2	4	(1) The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration, Social Ethics Society Journal of Applied Philosophy, Special Issue, June 2024, 273-295; (2) <i>Medinilla angulata</i> (Melastomataceae), a new species from the remaining lowland evergreen rainforest of Leyte Island, Philippines; (3) A New Record of <i>Burmannia championii</i> Thwaites (Burmanniaceae) from Leyte, Philippines; (3) Assessment of Phenological Events and Associated Insect Pollinators of Molave (<i>Vitex parviflora</i>) – Journal of Tropical Forest Science (4) MMB (as co-author) Population assessment of Agarwood (<i>Aquilaria</i> spp.) in Leyte Island. International Journal in Environment and Rural Development (IJERD). 2024						
OVPAAs MFO 4. Program and Institutional Accreditation Services											
	PI 1 :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	ITEEM Faculty & Staff	Zero non-conformity	100% compliant							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
	PI 2: Compliance to all requirements of the program and institutional accreditations	ITEEM Faculty & Staff	100% compliant	100% compliant							
OVPAAs MFO 5. Registration Services											
	PI 1 :Percentage of students enrolled and validated within the registration period	ITEEM Faculty & Staff	40%	100%							
	PI 2: Number of students advised during the registration period	ITEEM Faculty & Staff	30	163	MMB-23 ABO- 57 KJGL-83 SJCD - 57						
MFO 6 General Admin. & Support Services (GASS)											
	PI 1: Number of departments/ institutes/offices supervised	ITEEM Faculty	1	2	ITEEM (TAP) & Biodiversity Center (MMB)						
	PI 2: Number of management meetings conducted/attended	ITEEM Faculty & Staff	4	9							
	PI 3: Number of committee meetings conducted/attended	ITEEM Faculty & Staff	2	10							
	PI 4: Number of routinary documents acted	ITEEM Faculty & Staff	100	200+							
	PI 5: Number of requests acted	ITEEM Faculty & Staff	1	205							
	PI 6: Number of memoranda/ communications/notices prepared	ITEEM Faculty & Staff	1	58							
	PI 7: Percentage of IFWs submitted to OVPAAs September 30	ITEEM Faculty & Staff	100%	100%							
	PI 8: Percentage of Report of Actual teaching loads submitted to OVPAAs	ITEEM Faculty & Staff	100%	100%							
	PI 9. Percentage of faculty and staff submitted a dtr every month	ITEEM Faculty & Staff	100%	100%							
	PI 10. Percentage of complaints, if any, addressed on time	ITEEM Faculty & Staff	40%	(no complaints received)						(no complaints received)	

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				% Accomplishment	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
	PI 11. Percentage of action plans implemented and monitored as scheduled	Director	25%	95%							
	PI 12. Monthly accomplishment report submitted on time.	ITEEM Faculty & Staff	100%	100%							
	PI 14: Percentage of budget utilization from GAA	ITEEM Faculty & Staff	40%	100%							
	PI 16. Responses to NCs and CARs										
	Percentage of NCs received and acted	ITEEM Faculty & Staff	0%	0%						no NCs received	
	Percentage of CARs received and acted	ITEEM Faculty & Staff	0%	100%	CAR 24-03					The same CAR was issued in 2023 (CAR 23-177) and has been acted and resolved in 2023 also.	
	PI 10. Additional outputs										
	Number of OPCR and IPCR (targets and accomplishments) and exhibit attachments prepared and submitted	ITEEM Faculty & Staff		105						OPCR targets and accomplishments; IPCR targets and accomplishments, including the exhibits	
	On-time submission of Institute's PPMPs	ITEEM Faculty & Staff	On-time submission	PPMPs submitted on time							
	Number of research/extension project and affiliate faculty appointments prepared and served	ITEEM Faculty & Staff		87						25 – Affiliates 2 – dDRC & AdDRC 59 – Res/Ext 2 - Division Heads	

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	Number of IMs, IEC materials, markers, posters, signages, etc., effectively designed/produced	ITEEM Faculty & Staff		154						3 – ITEEM posters for VSU anniv 2 – no fishing signage 2 – ITEEM room label 4 – theses marker 1 – biodiv center logo 5 – ITEEM Org. Structure (editing) 3 - QPS, VMGO, SFT 1 - ECoSAP Poster for R&D Review 1 - ARs Poster (enhancing) 1 - "Marine Laboratory" signage 2 - RF trademarks 1 - PRA signage Tribute to graduates: 75 - Certificates 30 - Mug designs 2 - Congratulation tarp designs	
	Percent of printed training materials produced efficiently (welcome banners, backdrops, programs, certificates, nametags, t-shirts, mugs, etc)	ITEEM Faculty & Staff	-	100%						• Trainors' Training on RF, June 17-22 • Visit of Prof.Dr. Mchiko Nakagawa, NU, Japan, March • Training on Rainforestation: A Community-Based Watershed Restoration Strategy in an Island Ecosystem Vulnerable to Climate Change, July 8-12; • Training Orientation on Aquilaria Learning Site, Dec 20	

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	Number of diving tasks conducted	ITEEM Faculty & Staff	4	12						Diving tasks conducted in assistance to the instruction, research and extension functions of the Institute	
Total Over-all Rating											
Average Rating											
Adjectival Rating											

Received by:

TONI MARC L. DARGANTES
Head, Planning Office
Date: _____

Calibrated by:

GLENN G. PAJARES
Chairman, PMT
Date: _____

Approved:

PROSE IVY G. YEPES
President
Date: _____

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level