



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DR. ELIZA D. ESPINOSA**, Director of the **Institute of Tropical Ecology and Environmental Management (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–June 2022.**

ELIZA D. ESPINOSA

Director, ITEEM

DATE: _____

DENNIS P. PEQUE

Dean, CFES

DATE: _____

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
				Research	Publication	Extension
Department Head	1	4	12.0	1	0	1
Faculty w/ Univ. Designated Position	3	4	60.0	3	1	3
Regular Faculty (VSL)*	5	12	0.0	5	1	5
Regular Faculty (TLS)**	0	0	72.0	0	0	0
Part time Faculty	4	18	0.0	0	0	0
Admin Staff Members	5					
Research/Project Staff Members	22					
TOTAL			144.0	9.0	2	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 see Performance Indicators under Research (**UMFO 3**) and extension (**UMFO 4**))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
MFO 1: ADVANCED EDUCATION SERVICES (20%)											
	OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Percentage of graduate school faculty engaged in research work applied in any of										4%
	Pursuing advanced research degree program (PhD)*	EDE								Jimmy O. Pogosa, Nagoya Japan (Starting 1st sem of AY 2022-2023)	
	Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	EDE, MMB, JOP, KJGL	100.00%	100%	EDE: Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs MMB: Development of a Rainforestation Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Assessment and monitoring of RF demo farm adopter's sites JOP: Ecology and Population Distribution Assessment of A. malaccensis in Leyte & Biliran Islads KJGL: Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)						
	Producing technologies for commercialization or livelihood improvement	EDE	50.00%	100%	Propagation of native forest seedlings; Production of Tilapia fingerlings						

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	<i>Whose research resulted in an extension program</i>	EDE	100.00%	100%	Rainforestation Technology; Artificial Reef as alternative to Coral Reef						
	OVPI MFO 2. Graduate Student Management										
	PI 1: Percentage of graduate students enrolled in research degree programs*	EDE	100.00%	100%	MSTREC (2nd Sem SY 2021-2022): F. Jose R. Clavite, Jr. P.J. Suarez P. Maguchu (Zimbabwe) K. Gundemaro M. Loreto K. Florentino L. Pelino E. Tulin P. Mayo R. Latoreno J. Hijada E. Katangkatang						2%
	PI 2: Percentage of accredited graduate programs*	EDE	100.00%	100%	MSTREC (AACUP Level II and COPC Compliant)						2%
	PI 3: Number of graduate degree specializations offered and monitored*	EDE	1	1	MSTREC						2%
	PI 4: Total FTE coordinated, implemented & monitored*	MMB, EDE, JOP, KJGL, VBA	1.75	5.57	MMB (Trec 208, 299); EDE (Trec/Biol 205); JOP (Trec 208) KJGL (Trec/Biol 205); HVO (Trec/Biol 205); VBA (Trec 207); GCF (Trec 206); HRM (Trec 208)					2nd Sem SY 2021-2022 MMB - 0.69 EDE - 0.69 JOP - 0.28 KJGL - 0.69 HVO - 0.69 VBA - 1.25 GCF - 1.0 HRM - 0.28	2%
	<i>Number of INC forms with grade submitted within prescribed period</i>	EDE	-	1	Trec 205 (1 student)					E. Tulin (Trec 205)	
	PI 5: Percentage increase in number of graduate students enrolled*	EDE	1.5%		1st Sem 2021-2022 (17 students) 2nd Sem and Summer 2021-2022 (14 students)						2%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 6: Number of students who graduated within prescribed period *	EDE	1	1	Jonathan R. Hijada						2%
	PI 7: Number of graduate students awarded with honors/distinction*										2%
	PI 8: Number of graduate students advised*										2%
	<i>Number of graduate students advised as academic adviser</i>	EDE, MMB, JOP, GCF, HRM	1	13	MMB (Florentino, Latoreno, Tulin, Maguchu, Pelino & Mayo) EDE (Hijada, Jose & Sultan) JOP (Claveti & Gundemaro) GCF (Loreto) HRM (Collander) RSC (Katangkatang)					Affiliate Faculty (GCF, HRM, RSC)	
	<i>Number of students advised on thesis as GAC Chairman</i>	EDE, MMB, HRM	1	11	MMB (Florentino, Tulin, Gundemaro, Pelino) EDE (Hijada, Latorreno, Jose) GCF (Loreto, Claveti) HRM (Collander) RSC (Katangkatang)					Affiliate Faculty (GCF, HRM, RSC)	
	<i>Number of students advised on thesis as GAC Member</i>	MMB, JOP, KJGL	1	12	MMB (Hijada, Loreto, Latoreno, Claveti) JOP (Tulin, Katangkatang, Gundemaro) KJGL (Pelino, Gundemaro) AEP (Hijada, Katangkatang) ABP (Pelino)					Affiliate Faculty (AEP, ABP)	
	<i>Number of students entertained for consultation purposes</i>	EDE, MMB, JOP, HRM	1	57	MMB (16); EDE (8); JOP (9); KJGL (8); GCF (7); HRM (3); RSC (1); ABP (1); AEP (2)					All Academic and GAC Chair and members	
	PI 9: Number of instructional materials developed*										
	<i>On-line ready courseware</i>	EDE, MMB, JOP, KJGL, HRM	1	5	EDE : TREC/Biol 205; MMB : TREC 208, 299; JOP : TREC 208; KJGL : TREC/Biol 205; VBA : TREC 207; GCF : TREC 206; HRM : 208						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	<i>Flexible instructional materials</i>	EDE, MMB, JOP, KJGL, HRM	2	5	EDE: TREC/Biol 205; MMB: TREC 208, 299; JOP: TREC 208; KJGL: TREC/Biol 205; VBA: TREC 207; GCF: TREC 206; HRM: 208						
	<i>Supplemental Learning Resources</i>	EDE, MMB, JOP, KJGL, HRM	2	25	MMB (3 PPT); EDE (4 PPT); JOP (3 PPT); KJGL (2 PPT; 1 Video Clip; 2 Recording) 5); GCF (5 Reference Materials); HRM (5 PPT)						
	<i>Assessment tools</i>	EDE, MMB, JOP, KJGL, HRM	1	18	MMB (1 ppt, 1oral exam, 1 sustainability analysis report) EDE (1 recorded ppt; 1 Paper Critique; 2 Published articles (related to marine biodiversity) JOP (1ppt, 1oral exam, 1sustainability analysis report) KJGL (1 Analysis report, 1 Ora presentation/exam & 1 Paper Critique) GCF (1 Oral presentation) HRM (1 Oral report, 1 Exam, 1 Version Report)						
	PI 10: Number of virtual classrooms created and operationalized	EDE, MMB, JOP, KJGL, GCF, VBA, HRM	1	5	MMB (Trec 208, 299); EDE (TREC/Biol 205); JOP (Trec 208); KJGL (Trec/Biol 205); VBA (Trec 207); GCF (Trec 206); HRM Trec 208)						
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams*									BSES has no licensure exam required	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed*	EDE	5%	100%	BSEM Graduates (M. Pacaldo and C. Cala)						2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and	EDE	40%	100%	BSEM and BSES Program						2.5%
	PI 4. Percentage of undergraduate programs with accreditations*	EDE	50%	100%	BSEM (AACUP Level II) and BSES (COPC)					AACUP Level III Evaluation for BSEM to BSES will be on October	2.5%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 5: Total FTE, coordinated, implemented and monitored*										20%
	<i>Actual Faculty's FTE</i>	EDE, MMB, JOP, KJGL	10	199.85	Core Faculty: MMB (5.5); EDE (5); JOP (9); KJGL (23.5) Part-time Instructors: FJA (35.9); LCC (35.9); KLI (37.05); JAC (33.45); KNF (5.55); PCM (9)					EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Envi 11: 11.4; 110: 24.5) LCC (Envi 11: 13.65; 110: 22.5); KLI (Envi 11: 14.55; 110: 22.5); JAC (Envi 11: 14.7; 110: 18.75); KNF (Envi 116n: 5.55); PCM (Envi 11: 9)	
	<i>Number of grade sheets submitted within prescribed period</i>	EDE, MMB, JOP, KJGL	3	47	Core Faculty: EDE (2); MMB (3); JOP (3); KJGL (5) Part-time Instructors: FJA (8); LCC (8); KLI (8); JAC (8); PCM (2)					EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Envi 11; 110) LCC (Envi 11; 110); KLI (Envi 11; 110); JAC (Envi 11; 110); KNF (Envi 116n); PCM (Envi 11)	
	<i>Number of INC and or deferred grades submitted within prescribed period</i>	JOP	3	76	EDE (22); MMB (13) JOP (10); FJA (18), KLI (12), LCC (1)					EDE (Envi 115); MMB (Envi 198, 116n); JOP (Envi 111n, 119n); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Envi 11); LCC (Envi 11); KLI (Envi 11);	

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of trainings attended related to instruction	EDE, MMB, JOP, KJGL	1	5	EDE (5); MMB (1); JOP (1); KJGL (4) Part-time Instructors: FJA (4); LCC (3); KLI (3); JAC (3); KNF (3); PCM (3)					1. VSU Faculty Online Onboarding; 2. Webinar Workshop on VSUEE; 3. Turnitin Feedback Studio Instructors' Workflow Training; 4. Orientation on the Functions of Offices under OVPAA and Document Review of Two Procedure Manuals; 5. Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents.	
	Number of long examinations/term exam administered and checked	EDE, MMB, JOP, KJGL	15	3,374	EDE (80); MMB (101); JOP (72); KJGL (376) Part-time Instructors: FJA (460); LCC (748); KLI (720); JAC (544); KNF (33); PCM (240)					EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Env 11, 110); LCC (Envi 11, 110); KLI (Envi 11, 110); JAC (Envi 11, 110); KNF (Envi 116n); PCM (Envi 11)	
	Number of assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	EDE, MMB, JOP, KJGL	25	4,772	EDE (120); MMB (249); JOP (36); KJGL (528) Part-time Instructors: FJA (651); LCC (902); KLI (942); JAC (984); PCM (360)					EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Env 11, 110); LCC (Envi 11, 110); KLI (Envi 11, 110); JAC (Envi 11, 110)	
	Number of lab reports and requirements checked and graded	EDE, JOP, KJGL	5	1,754	EDE (60); JOP (18); KJGL (320) Part-time Instructors: FJA (508); LCC (246); KLI (190); JAC (259); KNF (153)					EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n); KJGL (Envi 110, 114n) Part-time Instructors: FJA (Envi 110); LCC (Envi 110); KLI (Envi 110); JAC (Envi 110); KNF (Envi 116n)	
	PI 8: Number of students advised.*										1%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of students advised as Academic Adviser to students	EDE, MMB, JOP, KJGL, HRM	25	106	EDE (20); MMB (44); JOP (18); KJGL (24)						
	Number of students advised on thesis as Thesis Adviser	EDE, MMB, JOP, KJGL, HRM	5	24	EDE (Cabusas, Lumaad, Makiling); MMB (Asombrado, Billona, Camarines, Canabe, Donaire); JOP (Valida, Veloso, Lee); KJGL (Maat, Naldo, Yordan, Merafuentes); Affiliate Faculty: HRM (Pepito); GCF (Santianez, Gavan, Flores); BAP (Artuge, Bacus); KLS (Baltazar); DML (Bendanillo) RJD (Loayon)						
	Number of students advised on thesis as SRC Chairman	EDE, MMB, JOP, KJGL, HRM	10	19	EDE (Bendanillo, Maat, Bacus, Yordan, Naldo, Merafuentes); MMB (Veloso, Gavan, Valida, Flores, Lee); JOP (Baltazar, Billona, Makiling, Pepito); KJGL (Camarines, Canabe, Donaire); GCF (Artugue)						
	Number of students advised on thesis as SRC Member	EDE, MMB, JOP, KJGL, GCF, BEP, HRM	10	26	EDE (Artugue, Veloso); MMB (Cinto) JOP (Bacus, Bendanillo, Camarines, Donaire, Gavan, Flores, Maat, Merafuentes, Moralda, Naldo, Loayon, Santianez, Yordan), KJGL (Asombrado, Valida, Billona, Makiling); GCF (Asombrado, Canabe)						
	No. of approved manuscript submitted within prescribed period	EDE, MMB, JOP, KJGL, GCF, BEP, HRM	10	19	EDE (Makiling); MMB (Assombrado, Billona, Camarines, Canabe, Donaire); JOP (Valida, Veloso); KJGL (Maat, Naldo, Yordan); Affiliate Faculty: HRM (Pepito); GCF (Santianez, Gavan, Flores); BAP (Artuge, Bacus); KLS (Baltazar); DML (Bendanillo)						1%
	On consultation	EDE, MMB, JOP, KJGL, GCF, BEP, HRM	10	295	EDE (38); MMB (84); JOP (36); KJGL (137);					Academic, Thesis, SRC Advisees, Students under the subjects handled during the 2nd sem (SY 2021-2022)	0.5%

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	PI 9: Number of student organizations advised/assisted*										
	<i>Student organizations advised</i>	KJGL	1	1	HOMES						1.25%
	<i>Student organizations assisted on student related activities</i>	KJGL	1	1	CFES-SSC						1.25%
	PI 10: Number of instructional materials developed*										10%
	On-line ready courseware	EDE, MMB, JOP, KJGL,	1	10	EDE (Envi 124); MMB (Envi 116n, 198n); JOP (Envi 118n, 199), KJGL (Envi 11, 110, 114n); DML (Envi 112n); PDC (Envi 122n)						
	Flexible instructional materials	EDE, MMB, JOP, KJGL,	2	10	EDE (Envi 124); MMB (Envi 116n, 198n); JOP (Envi 118n, 199), KJGL (Envi 110, 11, 114n); DML (Envi 112n); PDC (Envi 122n)						
	Supplemental Learning Resources	EDE, MMB, JOP, KJGL,	5	143	EDE (Envi 124: 6 PPT; 19 Reading Materials); MMB (Envi 116n: 7 PPT, Envi 198: 2PPT); JOP (Envi 118n & 199: 2 PPT; 5 Reading Materials); KJGL (Envi 110 & 114n: 18 PPT; 3 Recordings; 1 Video Clip; 2 Reading Materials) Part-time Instructors: FJA (Envi 11 & 110: 10 ppt; 6 recordings) LCC (Envi 11 & 110: 10 ppt; 6 recordings); KLI (Envi 11& 110:10 ppt; 6 recordings); JAC (Envi 11 & 110: 10 ppt; 6 recordings); KNF (Envi 116n: 2 ppt); PCM (Envi 11: 6 ppt; 6 recordings)						

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	Assessment tools	EDE, MMB, JOP, KJGL,	2	108	EDE (1 Long Quiz; 2 Long Exams 2 Term Exams; 5 Learning Tasks; 2 Lab Exercises; 1 Oral Presentation); MMB (1 Quiz; 1 Long Exam; 2 Term Exam; 1 Reflection Paper,PPT, Write-Up); JOP (1 Long Exam; 1 Term Exam; 1 ppt; 1 Written Report; 1 Oral Presentation); KJGL (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 2 Lab Exercises; 1 E-portfolio); Part-time Instructors: FJA (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); LCC (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); KLI (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); JAC (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercises; 1 E-portfolio); KNF (1 Article Presentation; 1 Oral Presentation; 1 Term Exam; 1 Future Triangle; 1 Scenario Development; 1 Backasting); PCM (2 Long Exam; 2 Term Exams; 1 ppt; 1 Learning Tasks)						
	PI 11: Number of virtual classrooms created and operationalized	EDE, MMB, JOP, KJGL,	1	10	EDE (Envi 124); MMB (Envi 116n, 198); JOP (Envi 118n, 199), KJGL (Envi 110, 11, 114n); DML (Envi 112n); PDC (Envi 122n)						
	PI 12: Additional Outputs:										
	<i>Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	EDE, MMB, JOP, KJGL,	1	10	EDE (Envi 124); MMB (Envi 116n, 198); JOP (Envi 118n, 199), KJGL (Envi 110, 11, 114n); DML (Envi 112n); PDC (Envi 122n)						

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
MFO 3	RESEARCH SERVICES (10%)										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	EDE, MMB, JOP, KJGL	1	5	TED: Rainfo and Nursery Establishment (KALAH-CIDDS and EDC) AED: CRM "Artificial Reefs" (LGUs 5th District); PASAR; GHD (Industries)						2%
	PI 2. Number of research outputs completed within the year*	EDE, MMB, JOP, KJGL	1	Continuing research	EDE: Capacity Building of Personnel and the Stakeholders Engaged in Envrionmenta Protection and Disaster Management (Stufy 3); Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs MMB: Development of a Rainforestation Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Assessment and monitoring of RF demo farm adopter's sites JOP: Ecology and Population Distribution Assessment of A. malaccensis in Leyte & Biliran Islads KJGL: Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)						2%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized										
	<i>In refereed int'l journals</i>		-	3	<p><i>Paper Ppublished in International Journal of Environmental Rural and Development:</i></p> <p>KNF, RBA, JOP, MMB: Growth Performance of Trema orientalis L. (Blume) Ulm.Seedlings in Response to Mineral Nutrient Omission;</p> <p>LCC, JOP, SBL, MMB: Conservation and Ecological Threats of Agarwood (Aquilaria sp.) on Leyte Island, Philippines;</p> <p>KJGL, MJCC, JOP, DPP, LPL: Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte</p>						1.50%
	<i>In refereed nat'l/regional journals</i>	MMB, KJGL, JOP,	1	1	Book "The Role of Rainforestation in Forest Landscape Restoration and Concervation in the Island Municipality of Pilar, Camotes Cebu" published by ALETHEIA, Printing and Publishing House, Davao City, Philippines, March 2022 (ISBN: 978-621-8155-15-2)						0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences*										
	<i>In int'l fora/conferences</i>	MMB, KJGL									1.50%
	<i>In nat'l/regional fora/conferences</i>	EDE, MMB, JOP, KJGL									0.50%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 5. Percent of research proposals approved*	EDE, MMB, JOP, KJGL	50%	100%	EDE: Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); VSU funded (AR's), Research Project Proposal funded by industry (PASAR) MMB: Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP); VSU funded Research, ELTI funded Research					Continuing and new research project approved for this year 2022	0.5%
	PI 6. Additional outputs*										1.50%
	<i>Number of journal articles/scientific paper received and reviewed as peer-reviewer</i>	EDE, faculty concerned & staff	1	1	EDE: 1 for ATR 2022						

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	<i>Other outputs implementing the new normal due to covid 19</i>	EDE, faculty concerned & staff	1	9	Conduct Field Assessment of the Wild Population of Aquilaria in Brgy. New Taligue Abuyog Leyte January 3-12, 2022; Conduct and discuss EcoSAP project PENRO Maasin City, CENRO San Juan and Hinunangan So. Leyte on February 2, 2022; Conduct and discuss Eco-SAP project with the farmers and adopters in Brgy. Pinamanagan, Abuyog, Leyte on February 13, 2022; Present Climate- Smart Agriculture through Rainforestation Farming Approach at the Provincial Local Government Unit of So. Leyte Maasin City on February 15, 2022; Present output of the Eco-SAP on the Sangguniang Panlalawigan Regular Session in Session Hall Legislative Building, Capitol Grounds, Tacloban City on February 24, 2022; Present of the Eco-SAP on the Sangguniang Bayan Regular Session in Abuyog Leyte on March 08, 2022; Training on Basic operation and maintenance of LI-3000C portable leaf area meter, LI-250QPAR package and COLE-PARMER Micropipettors by SIGMATECH on May 2022 Present the Eco-SAP project to the Barangay Council of Brgy. Catmon, Silago, Leyte on June 17, 2022; Monitoring using Drone Technology and RESTOR Platform on June 19-24, 2022;					Faculty and staff attended the training: JOP, KJGL; SJC, KDG, KNF, RMO, VAE & LPL	

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
MFO 4	EXTENSION SERVICES (10%)										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	EDE, MMB, JOP, KJGL, GCF, HRM	5	40	MMB (EDC, LGUs Barogo, Alang-Alang, Sta. Fe, San Miguel, San Isidro, Calobian, Villaba, Abuyog, Baybay); JOP (LGUs Tabango, Leyte, Abuyog, Biliran, Cabucgayan, Caibiran; KALAHI-CIDDS DSWD; RISE); KJGL (LGUs Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag; Life-Giving Forest Foundation; Carigara Water District) EDE : 6 LGUs (5th District, Leyte); 7 PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5th District Representative, PO); PASAR						2.0%
	PI 2. Number of trainees weighted by the length of training*	EDE, MMB, JOP, KJGL, GCF, HRM	25	483	Training and Workshp on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day Webinar Series: Marine and Coastal Erosion (131 views); Social Impact Studies in Relation to Climate Change (111 views); Disaster Risk Reduction; Geology and Pedology of Leyte Island; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas (195 views)						2%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs*	EDE, MMB, JOP, KJGL, GCF, HRM	2	7	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book launching on Rainfo and distribution of certificates of recognition to project partners; Distribution of food packs to families of Brgy. Kantagnus affected by Typhoon Agaton; Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception towards the Rainforestation KALAHI-CIDSS Program in Cabucgay, Biliran						2%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	EDE, MMB, JOP, KJGL, GCF, HRM	80%	100%	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;						1%
	PI 5. Number of technical/expert services*										1%
	<i>Research Mentoring</i>	MMB, EDE	2	13	Terrestrial Ecosystems Division: Faculty: JOPogosa, KJGLongatang Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentino, ICSeno Aquatic Ecosystems Division: Research Assistants/Aide: KAlkuino, EEstallo, OCapin, Mde la Rama						
	<i>Peer reviewers/Panelists</i>	MMB, EDE	1	2	EDE: PIT Scientific papers for FIMFS competing papers (2)						

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Resource Persons	EDE, MMB, JOP, KJGL, GCF, HRM	3	6	MMB (2): Rainforestation Technology; Landscape Program KJGL (1): Introduction to ECO-DRR LPL (1): Nursery Establishment and Management SJC (1): Philippine Biodiversity GCF (1): Peace and Environment					Training and Worksoop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; Landscape Program: Learning Visit on June 13-15, 2022, Sponsored by Red Cross	
	Convenor/Organizer	EDE, MMB, JOP, KJGL, GCF, HRM	1	8	Training and Worksoop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book launching on Rainfo; Distribution of certificates of recognition to project partners; Distribution of food packs to families of Brgy. Kantagnus affected by Typhoon Agaton, Tree planting activity at Holy Spirit Parish						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 8. Percent of extension proposals approved*	EDE, MMB, JOP, KJGL, GCF, HRM	50%	100%	EDE: Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University MMB: Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm; JOP: Development of a Province-wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAHI-CIDDS Program in Cabucgayan, Biliran KJGL: Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building, Relocation Survey of VSU's Agricultural Reservation and Development of Physical Land-Use and Resource Map;					VSU Funded Extension Project for January to December 2022	0.5%
	PI 11. Additional outputs*										1.5%
	Other outputs implementing the new normal due to covid 19	EDE, MMB, JOP, KJGL	1	1	Development of materials for online training on rainfo						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Attendance to webinar and face-to-face meeting	EDE, MMB, JOP, KJGL	-	11	EDE: Attendance to meetings as Chairperson, focal and member: 1st Regular PAMB Meeting via Zoom on Feb. 23, 2022; 3 TWG-PAMB meeting (F2F) on Feb. 11, Mar. 31 & Jun 24, 2022; Revival IMFARMC meeting for the 5th District, Leyte and Macrohon & Maasin So. Leyte (F2F) on June 22, 2022; MMB, JOP, KJGL: ELTI Funded Research: Conduct Preliminary Site Visit at the Leyte Reforestation Project at Sto.Nino, Kanangga, Leyte February 24, 2022 Planning on Establishment of Rainforestation Farm of Brgy. Bago Bato Leyte on March 5, 2022 Visit Rainforestation Farms in connection with the VSU KALAHI-CIDSS project on March 25, Cabucgayan Biliran Visit Rainforestation Farms in connection with the VSU KALAHI-CIDSS project on May 02, Cabucgayan Biliran Conduct regular site monitoring and assessment in Liptong Woodland and to establish a long term monitoring plots in Mantiquil, Siaton, Negros Oriental on June 4-12, 2022 Landscape Program: Learning Visit on June 13-15, 2022, Sponsored by Red Cross						
	Percentage of good quality broodstock of tilapia as a result of effective hatchery management	EDE, HRM, OCC	80%	100%	OCC (tilapia broodstock with good quality); JOP (good quality seedlings produced and distributed)						
MFO 5	SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services										
	PI 1. Number of faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted*	EDE, JOP	1	1	Ms. Angelita B. Orias on study leave for her MS Degree Program at UP, Tacloban stating 1st Sem SY 2021-2022						0.625%

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 2. Additional Outputs*										
	Attendance to trainings/seminars			3	EDE (2): Webinar National River Basin Summit 2022 on March 15, 2022; Online Pollution Control Officer Training from March 21-25, 2022 KJGL (1): Regional Workshop on DNA Barcoding of Common Vascular Plants in the Tropics sponsored by the (ACB) ASEAN Centre for Biodiversity in Quezon City, Philippines on April 18-22, 2022						
	OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 3. Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	EDE	2	5	Part-time instructors for the 2nd Sem. AY 2021- 2022					Conducted teaching demo & screening of part-time applicants. The following were hired as part-time instructors: FJAmestoso, JCruza, LCCeniza, KLIsaac, Foreign GTA, Percy Charles Maguchu	0.125%
	OVPI MFO 3. Faculty Evaluation Services										
	PI 4. Number of seminars/trainings/conventions/workshops coordinated for entire university*	EDE	1	1	ITEEM 3-day Webinar Series: Marine and Coastal Erosion by Dr. Humberto R. Montes, Jr.; Social Impact Studies in Relation to Climate Change by DR. Guiraldo C Fernandez, Jr.; Disaster Risk Reduction by DR. Dennis P. Peque; Geology and Pedology of Leyte Island by Dr. Victor B. Asio; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas by Prof. Emeritus, Dr. Paciencia P. Milan						0.25%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 5. Number of seminars/trainings/conventions/workshops coordinated outside of the university*	EDE, MMB, JOP, KJGL	1	1	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;						0.25%
	PI 6. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	EDE, MMB, JOP, KJGL	50%	100%	Based on the TPES report for the 2nd sem SY 2021-2022, 66.67% (6) of the faculty with a very satisfactory while 33.33% (3) with an outstanding ratings;						0.75%
	PI 7. Number of in-house seminars/trainings/workshops/reviews conducted*	EDE, MMB, JOP, KJGL		2	Conducted workshop on ITEEM OTPs, ROAM & SWOT Analysis (Feb. 4, 2022); Workshop on 2022 OPCR Targets (Jan. 3, 2022);						0.25%
	PI 8. Additional outputs*										0.25%
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 9. 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*	Director & all faculty & staff	zero non-conformity	zero non-conformity							2.50%
	PI 10. Additional output										
	AACCUP compliance report monitored, supervised and prepared, taskforces for 2 programs (BSES & MSTREC) and change of nomenclature for BSES submitted for Level III accreditation	Director & all faculty & staff		12	Key Areas compliance report (9); Programs (BSES and MSTREC) Taskforces list (2); and BSES change of nomenclature submitted (1)						
MFO 6	GENERAL ADMIN. & SUPPORT										
	PI 1. Submission of College/Department PPMP for the following year within deadline as	EDE, EBG, CMB	submitted on time	submitted on time							1%
	PI 2. Zero percent complaint from clients served	EDE, faculty and staff	Zero % complaint	Zero % complaint							2%
	PI 3. Number of coaching sessions among faculty & staff**	EDE, faculty and staff	3	8							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	EDE, faculty and staff	3	8							
	PI 5. Number of monthly/special faculty & staff meetings conducted**	EDE, faculty and staff	4	10	ITEEM conducted meetings (8) and CFES regular meeting attended (2)						
	PI 6. Percentage of NCs received and acted	EDE, faculty and staff	-	-							
	PI 7. Percentage of CARs received and acted	EDE, faculty and staff	-	100%	Corrective Action Reports (2): CAR 22-100 (non-submission of OPCR Targets); and, CAR 22-041 (late submission of grades)						
	PI 8. Additional Outputs										2%
	Attendance to various virtual and face-to-face meetings and webinars	EDE, faculty and staff	5	71	EDE (43); KJGL (2); EBG (14); CMB (11); OCC (1)					Please refer to IPCR January-June 2022 Accomplishments re list of meetings	
	NAPB Representative	EDE		1	Interview, Screening and Evaluation of Applicants for Agricultural Technician position on June 8, 2022						
	Number of activities conducted/organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	EDE, faculty and staff	2	20	EBG, as BAC TWG (5); OCC, as VSU CAT Proctor (1); KJGL as institute Secretary, Alumni Communicator, Graduate Focal Person, CFES/ITEEM GAD Coordinator, Department Based Guidance Facilitator (6); EDE Performs tasks assigned as SWM Chairperson (5); and as Institutional Accreditation committee taskforce member under Area 8: Infrastructure and other Learning Resources (3);						
	Designs administration/management related activities and other outputs to implement new normal	EDE, faculty and staff	1	4	Conducted webinar series of lectures in celebration of the 24th ITEEM Founding Anniversary; Coastal tree planting; Team building; Culmination Program by giving recognition awards to project partners						
	Number of personnel efficiently supervised and monitored	EDE	30	36							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of documents prepared, reviewed, acted upon and processed:										
	<i>Number of outgoing ISO-aligned documents reviewed/controlled and registered</i>	<i>dDRC, Alternate dDRC</i>	100+	200+							
	<i>Number of faculty workloads prepared, reviewed, finalized and approved (Projected Faculty Workload, Actual Faculty Workload, Individual Faculty Workload, Report of Actual Teaching Load)</i>	EDE, all faculty and EBG	7	14	- Projected Faculty Workload (1-with the part-time's'; 1-adjusted workloads for renewal of Longatang & Orias, based on the request for additional instructors); - Individual Faculty Workload (4 regular, 4 part-time, 2 GTA); - Report of Actual Teaching Loads (2)						
	<i>Number of OPCR and IPCR prepared, reviewed, acted, consolidated, and submitted</i>	EDE, faculty and staff concerned	24	57	-OPCR & IPCR accomplishments + exhibits for IPCR, Jul-Dec 2021; -OPCR & IPCR targets, Jan-Dec 2022						
	<i>Number of contracts for JO personnel, prepared and acted</i>	EDE, CMB	10	74							
	<i>Number of project/research, and affiliate faculty appointments prepared and acted</i>	EDE, EBG	40	130	-Res. and ext. appointments (incl. recommendation and OP appointment for each appointee) (129); -Affiliate faculty appointments (1 only, as others' appointments took effect beg. the 1st sem of the current SY)						
	<i>Number of memoranda, notices, communications prepared, reviewed and acted</i>	EDE, faculty and staff	10	80+							
	<i>Number of documents for travel of personnel prepared and acted</i>	EDE, CMB, OCC	40	141							
	<i>Number of documents for the acquisition of office/ field/laboratory supplies, materials etc., prepared and</i>	EDE, CMB, OCC	40	50+							
	<i>3-5 minutes retrieving of documents filed efficiently</i>	CMB, dDRC, Alternate dDRC, EBG, OCC	Files, 3-5 minutes retrievable	Files, 1-3 mins. Retrieval							
	<i>Number of reports reviewed, finalized, consolidated, laid-out/designed</i>	EDE, MMB, JOP, KJGL, EBG	1	2	Annual Report 2021 (1, <i>ongoing</i>); PASAR Assessment Report (1)						

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	<i>Number of IMs, IEC materials, markers, posters, signages etc., conceptualized, designed and laid-out for administration, instruction, research and extension functions of the Institute</i>	EDE, EBG	3	79	TED Marker (1); Signage, "No Fishing" (1); Biodiversity Center logo designs (13); Biodiversity Center label designs (2); Biodiversity Center letterhead and branding designs (3); VSU-Nagoya Lab label (1); IMFARMC/SWELA Meeting backdrop (1); Draft, BSES brochure (1); ITEEM Anniversary: Certificate designs (2); Mugs (42); Culmination Program backdrop (1); FB page banner (3); Clean up drive (1); Program (1); Tree planting activity banner (1); VSU personnel IDs (6)						
	<i>Number of outgoing documents/ communications reviewed, recorded and forwarded to concerned offices and/or processed</i>	ASB, OCC, CMB	100+	200+							
	<i>Number of incoming documents stamped and countersigned received</i>	CMB, dDRC, Alternate dDRC	50	80							
	<i>Number of DTRs generated</i>	CMB, EBG	30								
	Number of fund allocations monitored (project, and general funds)	EDE, CMB	2	8	CHED; NRCRM; NRTSP; Kalahi; Nature Park; NRM P1719-3; Aquilaria project; and, ITEEM funds						
	<i>Number of financial reports of project and general fund allocations secured from the accounting office and submitted to the project leaders and the ITEEM Director, respectively (at least by quarter)</i>	EDE, CMB, EBG	-	5	ITEEM General Funds (2); Nature Park (1); Kalahi (1); NRCRM (1)						
	Per cent promptness and effectiveness in answering, responding, acting, and/or relaying of messages thru any format (phone calls, IP, e-mails, SMS, messenger etc.)	EDE, faculty and staff	90%	100%							
	Number of diving tasks conducted in assistance to the extension and research functions of the Institute	OCC	15	40							
	Number of SCUBA tanks filled for research and extension use	OCC	10	104							

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of driving tasks completed and served with utmost safety	COA	30	41							
	Number of documents reproduced/ photocopied in compliance to specific	ASB, CMB, OCC	100+	100+							
	Percentage of functionality of office/lab equipment monitored and maintained	OCC, JOP, ASB, CMB, EBG	90%	100%							
	Percentage daily of cleaning and tidying-up of office and its surroundings conducted	ASB, OCC	90%	100%							
	Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before office closes	ASB, OCC, concerned faculty and staff	No report/ claims received	No report/ claims received							
	Total Over-all Rating										100%
	Average Rating										
	Adjectival Rating										

Received by:

Calibrated by:

Approved:

TONI MARC L. DARGANTES
Head, Planning Office

DANIEL LESLIE S. TAN
Chairman, PMT

EDGARDO E. TULIN
President

DATE: _____

DATE: _____

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