

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: KLEER JEANN G. LONGATANG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.73 x 50% = 2.37	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	40%	4.62	1.85
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.71	0.94
4. ADMINISTRATION	10%	4.80	0.48
5. PRODUCTION			
TOTAL			4.77

EQUIVALENT NUMERICAL RATING: 4.77
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.77
 ADJECTIVAL RATING : Outstanding

Prepared by:


KLEER JEANN G. LONGATANG
 Instructor
 ITEEM

Reviewed by:


TEOFANES A. PATINDOL
 Director

Recommending Approval:


DENNIS P. PEQUE
 Dean, CFES


Approved:


BEATRIZ S. BELONIAS
 Vice-President for Academic Affairs


"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KLEER JEANN G. LONGATANG, *Instructor I* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2023.


KLEER JEANN G. LONGATANG
 RATEE
 DATE 1/20/24


TEOFANES A. PATINDOL
 DIRECTOR, ITEEM
 DATE 1/20/24


DENNIS P. PEQUE
 DEAN, CFES
 DATE 2/17/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)	
						Q	E	T	A		
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
	PI 1. Graduate school faculty engaged in research work	Percentage of graduate school faculty engaged in research work applied in any of the following:									
		Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research, social science research)	Conducts basic and applied scientific research	25%	100%	5	5	5	5	Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP) Study 3: Assessment of Insect Fauna Associated with A. malaccensis in Plantations and Wild Populations in Leyte Island	
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	1	11	5	5	5	5	TREC 205 (22 students)	

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)
						Q	E	T	A	
		Number of grade sheets submitted within the prescribed period	Prepares grade sheet (Lec) and submits on or before the deadline.	-	1	4	4	4	4	TREC 205
	PI 8: Number of graduate students advised	Number of graduate students advised as academic adviser	Advises MS students for courses to take	1	2	5	5	5	5	Ygot, Cuta
		Number of students advised on thesis as GAC Member	Advises, and corrects research outline and a thesis manuscript	1	3	5	5	5	5	Pelino, Gundemaro, Maguchu
		Number of students entertained for consultation purposes	Entertained students for consultation purposes	1	26	5	5	5	5	Trec 205 students (22), Pelino, Gundemaro, Florentino, Ygot, Cuta
	PI 9: Number of instructional materials developed *	Number of on-line ready courseware developed and submitted for review								
		<i>On-line ready courseware</i>	Prepares Instructional module (Learning Guide)	-	1	4	4	4	4	TREC 205
		<i>Flexible instructional materials</i>	Converts the on-line ready courseware to modules	1	1	4	4	4	4	TREC 205
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, and pre-recorded presentations	1	3	5	5	5	5	2 ppt, 1 video clip/documentary.
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learnings	1	5	5	5	5	5	Reflection paper, analysis report, oral presentation, paper critique, final exam
	PI 10: Number of virtual classrooms created and operational	Number of virtual classrooms created and operational	<i>Co-creator of virtual classroom using MOODLE</i>	1	1	4	4	4	4	TREC 205
	PI 11: Additional Output	Number of course checklist revised	Participated in and acted as one of the working committees	-	1	4	4	4	4	MSTREC

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)
						Q	E	T	A	
			that revised the checklist of the MSTREC.							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	Handles and teaches courses assigned	10	27.15	5	5	5	5	Envi 111e (72 students) (Lec & Lab), Envi 11e (37 students)
		Number of grade sheets submitted within the prescribed period	Prepares grade sheet (Lec) and submits on or before the deadline	5	5	4	4	4	4	Envi 11e, Envi 111e (2), Envi 200.2, Envi 200.4
		Number of trainings attended related to instruction	Attends mandated training.	1	2	5	5	5	5	1. VSU Faculty Online Onboarding. 2. Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents
		Number of long and term examinations administered and checked	Administers and checks long and term examinations for subjects taught	10	218	5	5	5	5	Envi 11e (long exam, final exam) Envi 111e (long exam and final exam)
		Number of assessments (quizzes, write-up), learning tasks, and motivation questions administered and checked	Prepares and checks assessments (quizzes, write-ups), learning tasks, and motivation questions	10	255	5	5	5	5	Envi 11e, Envi 111e
		Number of lab reports and requirements checked and graded	Administer and check lab reports and requirements	5	72	5	5	5	5	Envi 111e
	PI 8: Number of students advised: *	Number of students advised as Academic Adviser to students.	Acts as an academic adviser to students	10	87	5	5	5	5	See name of student in OUR
		Number of students advised on thesis as Thesis Adviser	Advises and corrects research outline and thesis manuscript	3	7	5	5	5	5	Cuares, Merafuentes, Canciller, Abrillo, Villareal, Gay, Lopez

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)
						Q	E	T	A	
		Number of students advised on thesis as SRC Chairman	Advises and corrects research outline and thesis manuscript	3	3	4	4	4	4	Balili, Cagoyong, Camarines
		Number of students advised on thesis as SRC Member	Advises, and corrects research outline and thesis manuscript	5	14	5	5	5	5	Pening, Agsoy, Moralda, Trinidad, Ladica, Pino, Daguplo K., Magallanes, Mades, Sarong, Celebrado, Dayon, Zamora, Belas
		No. of approved manuscript submitted within prescribed period	Reviews and approves thesis manuscript	2	2	4	4	4	4	Cuares, Merafuentes
		<i>On consultation</i>	Entertains students consulting on the subject taught, thesis and grades	5	120	5	5	5	5	All academic advises, students enrolled in subject, and students under SRC committee.
	PI 9: Number of student organizations advised/ assisted*	<i>Student organizations advised</i>	Advise and monitor activities of the student organization	1	2	5	5	5	5	HOMES, CFES-SSC
		<i>Student organizations assisted on student related activities</i>	Advise and monitor activities of the student organization	1	2	5	5	5	5	HOMES, CFES-SSC
	PI 10: Number of instructional materials developed *	Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	Prepares, updates and review instructional materials (Learning Module)	4	5	5	5	5	5	Envi 11e, Envi 111e, Envi 200.2, Envi 200.4
		<i>Flexible instructional materials</i>	Prepares, updates and review instructional materials (Learning Module)	4	5	5	5	5	5	Envi 11e, Envi 111e, Envi 200.2, Envi 200.4
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	3	10	5	5	5	5	Envi 11e (6), Envi 111e (4)

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)
						Q	E	T	A	
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	5	218	5	5	5	5	<i>Envi111e (144)</i> – 1 long exams and 1 term exam for 72 students <i>Envi 11e (74)</i> - 1 long exam for 37 students and 1 term exams for 37 students
		<i>Number of lab reports and requirements checked and graded</i>	Administer and check lab reports and requirements	-	144	5	5	5	5	<i>Envi 111e</i>
	PI.11 Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Creates virtual classroom using Moodle (editing faculty)	2	2	4	4	4	4	Envi 11e, Envi 111e
	PI.12 Additional Outputs	Number of course checklist revised	Participates in and acted as one of the working committees who revised the checklist of the BSES	-	1	5	5	5	5	BSES 4.73

UMFO 3. RESEARCH SERVICES

	PI.1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	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	5	5	5	5	Rainforestation technology
	PI.4. Number of research outputs presented in regional/national/ int'l fora/conferences	Number of research outputs presented								
		<i>In national and institutional</i>	Submits research papers in scientific in the Annual in-House Review.	-	1	5	5	5	5	Eco-SAP
	PI.5. Percent of research proposals approved	Percentage of research proposals prepared, submitted and approved	Acts as study leader and facilitates the implementation of the project	50%	100%	5	5	5	5	Eco-SAP
	PI.6. Additional outputs	Number of biodiversity assessment conducted	Conducts a biodiversity assessment	-	1	5	5	5	5	At the <i>Aquilaria</i> plantation sites in Abuyog, Leyte on Dec 1-6

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)	
						Q	E	T	A		
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	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	2	2	4	4	4	4	(1) VSU and LGU Barili (2) VSU and LGU Quinapondan	
	PI 2. Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	20	5	5	5	5	Duyan-duyan sa kinaiyahan	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number of extension programs/projects implemented	Implements duly approved extension projects	1	2	5	5	5	5	NRM-Based Extension Project (VSU Nature Park) Phase II: Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park KALAH-CIDSS Project: -Monitoring and Sustainability Assessment of RF Adopter's Farm Using RISE (Response-Inducing Sustainability Evaluation) Tool	
	PI 4: Number of extension outputs presented in:	Number of extension outputs presented in: c) Regional or Institutional Conferences	Submits and participates in the poster presentation during the regional RDE held in VSU	-	1	5	5	5	5	35 th Joint VICARP-RRDEN Regional RDE Symposium with the poster entry nos. 22 "Development of a Province-Wide Learning Site on Rainforestation through KALAH-CIDSS Program in Cabucgayan, Biliran	
	PI 5. Number of technical/expert services	Number of technical/expert services	Acts as a resource person	1	1	4	4	4	4	Duyan-duyan sa Kinaiyahan	
	PI 8 Percent of extension proposals approved*	Percent of extension proposals approved*	Assists the project leader in drafting extension proposals	50%	100%	5	5	5	5	NRM-Based Extension Project (VSU Nature Park) Phase II: Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park	
	PI 11. Additional outputs	Number of biodiversity assessment conducted	Conducts biodiversity assessments	-	3	5	5	5	5	• Watershed areas and proposed Eco-Park in Quinapondan, Eastern Samar on Dec 16-20	

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)
						Q	E	T	A	
										<ul style="list-style-type: none"> Proposed learning site in Palompon, Leyte on Dec 21-23 Proposed learning site in Silago Southern Leyte on December 26-30, 2023
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 3. Faculty Evaluation Services										
	PI 6. Number of in-house seminars/trainings/workshops/reviews conducted*	Number of in-house seminars/trainings/workshops/reviews conducted*	Presents research and extension outputs during RDE review of the University	-	2	5	5	5	5	<ul style="list-style-type: none"> NRM-Based Extension Project (VSU Nature Park) Phase II; KALAH-CIDSS Project
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*	Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Assists the preparation in ensuring that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	4	4	4	4	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	4	4	4	4	
	PI 4. Planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets	Participates in the Institute's planning sessions, tracking, and monitoring of targets conducted	-	5	5	5	5	5	
	PI 5. Attendance to monthly/special staff meetings	Attendance to monthly and emergency meetings	Participates in the institute's monthly and emergency meetings	-	5	5	5	5	5	Regular ITEEM meeting

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)
						Q	E	T	A	
	PI 6. Activities conducted/ organized, and/or actions performed as committee member/chairperson in support to the attainment of the university's mission	Number of activities conducted/organized, and/or actions performed	Performs tasks assigned in a committee	-	2	5	5	5	5	Department-based Guidance Facilitator Deputy Documents Records Controller (dDRC)
	PI 9. Preparation of documents for processing	Number of documents prepared, reviewed, acted upon, and processed								
		<i>Number of Individual Faculty Workload reviews and signs</i>	Reviews and signs Individual Faculty Workload	-	1	5	5	5	5	July to Dec IFW
		<i>Number of OPCR and IPCR prepared, reviewed, and acted upon</i>	Prepares, reviews and submits OPCR and IPCR	-	1	5	5	5	5	July to Dec IPCR
		<i>Number of reports prepared</i>	Prepares project activity	-	1					Accomplishment Report NRM
	PI 12. Effectiveness in responding/relaying of official calls/messages	Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages thru any format (phone calls, IP, e-mails, SMS, messenger etc.)	Answers, response and relays messages through any format (phone calls, IP, e-mails, SMS, messenger etc.)	90%	100%	5	5	5	5	
	PI 16. Maintaining the functionality of office and lab equipment assigned	Percentage of the functionality of office/lab equipment monitored and maintained	Supervises, monitors and maintains the functionality of office/lab equipment	90%	100%	5	5	5	5	
Total Over-all Rating						4.8	4.8	4.8	4.8	

Average Rating (Total Overall rating divided by 4)	19.24	4.81
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		outstanding

Comments & Recommendations for Development Purpose:

Keep up the good work!

Evaluated & rated by:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

1/25/2024

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

2/13/24

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

Feb 13, 2024

DATE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

"EXHIBIT I"

Performance Monitoring Form

NAME OF EMPLOYEE: KLEER JEANN G. LONGATANG


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> Teaches assigned subjects for the MSTREC and BSEM programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; and Checks test papers and submit student's grades within the prescribed period. 	Well-educated and well-trained students	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> Acts as the academic adviser for BSES students; Serves as an adviser, SRC member for BSES including BSEM (old curriculum) students' undergraduate thesis; and Guides, advise & correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
3.	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems set, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement new normal 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement new normal. 	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
5.	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Implements duly approved extension projects; Serves as project leader of extension projects of the Institute; Designs extension related activities and other outputs to implement new normal; and Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
6.	<ul style="list-style-type: none"> Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
7.	<ul style="list-style-type: none"> Provides customer-friendly frontline services to clients. 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


TEOFANES A. PATINDOL
 Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
✓	4 th	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF STAFF	KLEER JEANN G. LONGATANG

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				Logbook; DTR	October to December
Attendance to university activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms	October to November
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Submission of required reports and documents.	Staff Consultation				As needed

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


TEOFANES A. PATINDOL

Immediate Supervisor
Director, ITEEM

Noted by:


DENNIS P. PEQUE

Next Higher Supervisor
Dean, CFES

Employee Development Plan

NAME OF EMPLOYEE	KLEER JEANN G. LONGATANG
PERFORMANCE RATING	
AIM	To develop and enhance her skills in instruction, research, and extension.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Jan 2024

Target Date: Jan 2024

First Step: One-on-one discussion to take advanced international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics and pursue PhD career.

Result: The agreement was to apply for training this year 2024 and apply for PhD next to Engr. Jimmy O. Pogosa by 2025 1st Semester.

Date: July 2024

Target Date: August 2024

Next Step: Submit application requirements for advanced training on time this year (2024) and apply for PhD program by 2025 in International Universities like The Czech Republic.

Outcome: Advanced skills in biodiversity conservation and PhD in Invertebrate Ecology, and consider taking the program on Environmental Health.

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to participate in the seminar/training and PhD degree.

Prepared by:


TEOFANES A. PATINDOL
Unit Head

Conformé:


KLEER JEANN G. LONGATANG
Ratee