

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		$4.81 \times .50 = 2.41$	
b. Students (50%)		$4.30 \times .50 = 2.15$	
<b>Total for Instruction</b>	<b>40%</b>	<b>4.56</b>	<b>1.82</b>
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	<b>15%</b>	<b>4.59</b>	<b>0.69</b>
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	<b>15%</b>	<b>4.88</b>	<b>0.73</b>
<b>4. Administration</b>	<b>30%</b>	<b>4.92</b>	<b>1.48</b>
<b>5. Production</b>			
<b>TOTAL</b>			<b>4.72</b>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.72


ADJECTIVAL RATING:

Outstanding


Prepared by:

  
**DENNIS P. PEQUE**  
Name of Faculty 1/23/23


Reviewed by:

  
**DENNIS P. PEQUE**  
Dean 1/23/23

Recommending Approval:

  
**DENNIS P. PEQUE**  
Dean 1/23/23

Approved:

 1/24/23  
**BEATRIZ S. BELONIAS**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following in accordance accomplishments with the indicated measures for the period July to December 2022.

Approved:

ANATOLIO N. POLINAR  
Associate Professor V  
Date: 12/22/22

DENNIS P. PEQUE  
College Dean  
Date: 12/22/22

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	1	2.22/1 (222%)	5	4.5	5	4.83	FOR Y 205
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2/1 (200%)	5	4.5	4.5	4.67	Doria, Flores
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2/1 (200%)	4.5	4.5	5	4.67	Doria, Flores
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	3	5/3 (167%)	5	5	5	5	Soria, Suyom, Peliño, Katangkatang, Olimberio
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	15/4 (375%)	5	5	5	5	Soria, Suyom, Peliño, Katangkatang, Olimberio, Espejon, Doria, Omoso, Nabong, Wales, Lopez, Paña, Flores, Porazo, Cadiz
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1/1 (100%)	4.5	4.5	4.5	4.5	FOR Y 205
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1/1 (100%)	4.5	4.5	5	4.67	FOR Y 205
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3/1(300%)	5	4.5	5	4.83	FOR Y 205
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4/1 (400%)	5	4.5	5	4.83	FOR Y 205
		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							



A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moodle or Google Classroom	1	1/1 (100%)	5	5	5	5	FORY 205
PI 10: Additional outputs:	A 8: Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
PI 5: Total FTE, coordinated, implemented and monitored *	A9: Actual Faculty's FTE		Handles and teaches courses assigned	6.5	17.15/6.5 (264%)	5	5	5	5	FGov 136, FSci 112, FGov 135, ForE 139
	A10: Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	2	7/2 (350%)	4.5	5	4.5	4.67	FGov 136, FSci 112, FGov 135, ForE 139, FORY 205, FORY 200A, FORY 200
	A11: Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1/1(100%)	5	5	5	5	Saludo
	A12: Number of trainings attended related to instruction		Attend mandated trainings	1	4/1 (400%)	4.5	5	4.5	4.67	OUR documentation review, Mandatory orientation and re-orientation of academic advisers, Faculty on-boarding, Supervisory training course
	A13: Number of long examinations administered and checked		Administers and checks long examination for subjects taught	4	6/4 (150%)	5	5	5	5	FGov 135, ForE 139, FMgt 137, FMgt 143n
	A14: Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	4	10/4 (250%)	5	5	5	5	FGov 135, ForE 139, FMgt 137, FMgt 143n
	A15: Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	4	6/4 (150%)	5	4.5	5	4.83	FGov 135, ForE 139, FMgt 137, FMgt 143n
PI 8: Number of students advised: *	A16: Number of students advised:		Acts as academic adviser to students	10	15/10 (150%)	5	5	5	5	BSF Students
	A17: Number of students advised on thesis/ field practice/special problem:			4	7/4(175%)	4.5	5	4.5	4.67	Permangel, Gales, Sudaria, Gervacio, Salvaleon, Bidon, Caindoc
	As SRC Chairman		Advises, and corrects research outline and thesis/SP manuscript	2	7/2 (350%)	4.5	5	4.5	4.67	Permangel, Gales, Sudaria, Gervacio, Salvaleon, Bidon, Caindoc
	As SRC Member		Advises and corrects research outline and thesis/SP manuscript	2	5/2 (250%)	5	4.5	4.5	4.67	Tayom, Rubas, Caballes, Pamanian, De Paz
	A18: Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	25	75/25 (300%)	5	5	5	5	BS Forestry students
PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised		Advises student organizations recognized by USOO	1	1/1 (100%)	4.5	4.5	4.5	4.5	Forestry Student Society (FSS)
	A20: Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1/1(100%)	4.5	4.5	4.5	4.5	Forestry Student Society (FSS)
PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	2	2/2(100%)	4.5	5	5	4.83	FGov 135, ForE 139
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2/2 (100%)	4.5	5	4.5	4.67	FGov 135, ForE 139
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	10/8 (125%)	5	5	5	5	FGov 135, ForE 139
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6/4 (150%)	5	5	5	5	FGov 135, ForE 139, FMgt 137, FMgt 143n

49  
10

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2/2 (100%)	5	5	5	5	FGov 135, ForE 139
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1/1(100%)	5	5	4.5	4.83	MS Forestry Level III AACUP Accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2/1 (200%)	4.5	5	4.5	4.67	Leyte Reforestation Project (LRP), Kananga and MASIPAG (NGO)
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	2/1 (200%)	4.5	5	4.5	4.67	Bambusetum researches (VSU_DENR Project), Tree Species Preferences (ACIAR)
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1 (100%)	4.5	4.5	4.5	4.5	Drafted and finalized the article about Tree species composition and diversity in Northern Cebu
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										

94.18  
21

9.17  
2



PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	5	8/5 (160%)	5	5	5	5	NAGMATA, BTFAI, HIMASACA, PNCA, PRA & LGU's
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	2/1 (200%)	5	4.5	5	4.83	ATI Bamboo training and PMPI Tree Identification
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	2/1 (200%)	4.5	5	4.5	4.67	ATI Bamboo training and PMPI Tree Identification
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	75%	95%/75%(127%)	5	5	5	5	Bamboo Production and Tree Identification Training
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	4	6/4 (150%)	5	5	5	5	NAGMATA, BTFAI, ATI, PMPI, HIMASACA, LRP
Research Mentoring	Research Mentor		2	7/2 (350%)	5	5	5	5	Permangel, Gales, Sudaria, Gervacio, Salvaleon, Bidon, Caidoc
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	2/1 (200%)	5	5	5	5	ATI and PMPI
Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings in Northern Cebu (Catmon, Borbon, Tabogon)	1	3/1 (300%)	4.5	4.5	4.5	4.5	Bamboo Production (ATI); Tree Identification Training (PMPI); Farmers Cross visit in NAGMATA, Tabogon, Cebu (ACIAR Project)
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	2/1(200%)	4.5	5	5	4.83	MASIPAG Scientists and Farmers Forum; Environmental Forum (VISERDAC)
		Number of farmers /PO members and officers communicated/advised	30	70/30 (233%)	5	5	5	5	ATI Farmers, PMPI cooperators, ACIAR Projects PO's, LGU's
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	1	100% compliant	5	5	5	5	MS Forestry AACUP Accreditation
	On program accreditations		1	100% compliant	5	5	5	5	MS Forestry AACUP Accreditation

46.83  
60

16  
62

		On institutional accreditations							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
P1.2.	Zero percent complaint from clients served	A.46 Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	Zero % compliant	5	5	5	5
P1.3:	Additional Outputs	A.47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1/1 (100%)	4.5	5	4.5	4.47
		A.48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1/1 (100%)	5	5	5	5
		Number of Meeting attended	CFES	2	3/2 (150%)	5	5	5	5
			DfS	3	5/3(167%)	5	5	5	5
			Committee	2	6/2(300%)	5	5	5	5
			University	1	1/1(100%)	4.5	5	5	4.47
			Project	5	6/5(120%)	5	4.5	5	4.57
Total Over-all Rating		254.91							
Average Rating		4.44							
Adjectival Rating		Satisfactory							
									1. Has to publish research articles. 2. Submit online courseware to MMDC for editing.

Evaluated & Rated by:

Recommending Approval

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction

## PERFORMANCE MONITORING FORM

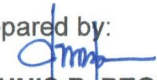
Name of Employee: ANATOLIO N. POLINAR

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Submit more publications
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Attentively attended virtual meetings

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

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

Prepared by:

  
**DENNIS P. PEQUE**  
 Dean, CFES

1/23/23



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar  
Performance Rating : 4.72 (Outstanding) July - December 2022

Aim: To improve research and extension capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2022

Target Date: September 2022

First Step:

Required Dr. Polinar to conduct research on tree diversity assessments and domestication in selected sites in Visayas.

Result:

Actively conducted research on the topics mentioned above.

Date: October 2022

Target Date: December 2022

Next Step:

Prepared, collected and analyzed research data and reports about tree diversity assessments and domestication.


Outcome:

Dr. Polinar is submitting articles for review and possible publication.


Final Step/Recommendation:

Dr. Polinar may write more research proposal especially on the topic Silviculture and Dendrology

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES  
6/23/23

Conforme:

  
**ANATOLIO N. POLINAR**  
Ratee  
6/20/23