

EXHIBIT K

Summary of Individual Ratings of Faculty Members
with Multiple Functions

Name of Office INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEEM)

Name of Faculty Member **MARLITO M. BANDE**

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Instruction			
a. Head/Dean (50%)	12.5%	4.74	0.59
b. Students (50%)	12.5%	5.00	0.63
TOTAL			
2. Research	22.5%	5.00	1.13
3. Extension	22.5%	5.00	1.13
4. Administration	30.0%	5.00	1.50
5. Production			
TOTAL			4.97

EQUIVALENT NUMERICAL RATING : 4.97

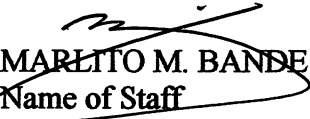
Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : _____

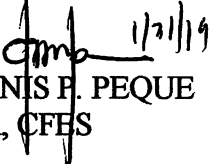
FINAL NUMERICAL RATING : 4.97

ADJECTIVAL RATING : OUTSTANDING

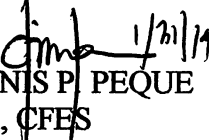
Prepared by:


MARLITO M. BANDE
Name of Staff


Reviewed by:


DENNIS P. PEQUE
Dean, CFES

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Summary of Individual Ratings of Faculty Members
with Multiple Functions

Name of Office: INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEM)

Name of Faculty Member: MARILITO M. BANDA

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Instruction			
a. Head/Dean (50%)	15.5%		
b. Students (50%)	15.5%		
TOTAL			
2. Research	25.5%		
3. Extension	25.5%		
4. Administration	30.0%		
5. Production			
TOTAL			

EQUIVALENT NUMERICAL RATING:

Add Additional Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

ADJUSTED RATING:

Proposed by:

MARILITO M. BANDA

Name of Staff

Witnessed by:

DENNIS A. PEOPLE

Dean, CES

Recommended by:

DENNIS A. PEOPLE

Dean, CES

Approved:

BEATRIZ S. DEL OMBIA

Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLITO M. BANDE, of the INSTITUTE OF TROPICAL ECOLOGY & 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 JULY to DECEMBER, 2018.

MARLITO M. BANDE
RATEE

Approved:

DENNIS P. PEQUE
UNIT HEAD

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1	ADVANCED EDUCATION SERVICES								
ITEEM MFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	Supervise the offering and monitoring on the implementation of the MSc. program	1	1	4	4	4	4	MS TREC
PI 2	Total FTE monitored	Teaches the following courses, SY 2018-2019 (1st sem): TREC 209 (lec. & lab)	2	7.08	5	5	5	5	TREC 209 (17 students/5 hrs a week)
PI 3	Number of graduate curricular program evaluated by AACUP		1	1	4	4	4	4	MSTREC - Level 2
PI 5	Number of graduate students enrolled	Monitor and facilitate the processing of the certificate of registration during enrollment	6	17	5	5	5	5	
PI 6	Number of instructional materials developed	Revised existing course syllabi	-	1	4	4	4	4	TREC 209
ITEEM MFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/assistantship	Connect with potential funding agency that provide financial support/scholarship/assitanship to students	1	8	5	5	5	5	K. J. Galgo (GTA); L. Pelino (ZSL); M.A. Bravo, M. Entuna, M. V. Latras, A. Serenino, W. Siarot (DOST); S. Villacorta (CHED)
PI 2	Number of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Facilitate the application and processing of student scholarship. Monitor the student performance and responsibility as reflected in the scholarship grant agreement.	1	2	5	5	5	5	M.A. Bravo, M. Entuna, A. Serenino

DEPT. OF COMMERCE

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WILLIAM B. B. B. B.

of the Institute for Iron and Steel Technology (IIST) could be to develop and solve to the best of its ability the problems of iron and steel technology.

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MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 4	Number of graduate students advised (adviser/GAC member)	Serve as thesis adviser and GAC member	2	9	✓	✓	✓	✓	K. J. Galgo; L. Pelino; M.A. Bravo, M. Entuna, M. V. Latras, A. Serenino, W. Siarot; S. Villacorta, J. Hijada; M. Loreto
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Teaches the following courses SY 2018-2019 (1st semester) Envi 113 (lec); Envi 123 (lec)	1	2	✓	✓	✓	✓	Envi 113 (2 students, 2 hrs/week); Envi 123 (18 students, 2 hrs./week)
PI 2	Number of undergraduate curricular program evaluated by AACUP		1	1	✓	✓	✓	✓	BSEM - Level 2
PI 3	Number of new undergraduate curricular program compliant to CMO, approved and offered	Prepare the necessary requirements needed for RQAT evaluation	1	1	4	4	4	4	BSES
PI 4	Number of existing curriculum proposal subjected to evaluation (RQAT) and compliant to CMO		1	1	4	4	4	4	BSES
PI 5	Number of undergraduate students enrolled	Monitor and facilitate the processing of the certificate of registration during enrollment	40	87	✓	✓	✓	✓	
PI 6	Number of undergraduate students who graduated within prescribed period	Supervise and monitor the academic performance and requirement for graduation of the graduating students	1	3	✓	✓	✓	✓	1st sem SY 2018-2019: A. Torregosa, R. A. Bagaslao, M.M. Molabola
PI 7	Number of academe/industry linkage established	Connect with potential industry that may provide financial support/scholarship/assitanship to students	2	4	✓	✓	✓	✓	PASAR, SPMI, PSPI, SC Global
PI 8	Number of students advised (thesis adviser/SRC Chairman or member)	Served as thesis adviser and SRC member of undergraduate students	3	7	✓	✓	✓	✓	Adviser: K.Florentino, G.Pepito, R.Bagaslao,K.Tenio; SRC: D.Dupal,M.Desamparado,G.Gardon
PI 10	Number of instructional materials developed	Revised existing course syllabi	1	2	✓	✓	✓	✓	Envi 113 (Lec); Envi 123 (Lec)
PI 11	Additional outputs:								
PI 11.1	Number of student honors/awards received	Monitor the student's academic performance to maintain the necessary grades (average) for <i>Latin Honor</i> . Facilitate the application of students for <i>Latin Honor</i> and and processing of documents as required by the registrar office.	1	2	✓	✓	✓	✓	K. F. Tenio, M. Desamparado
PI 11.2	Number of faculty honors/awards received	Monitor the concerned faculty's academic performance and provide the necessary support needed to maintain the academic excellence award	1	1	✓	✓	✓	✓	ED Espinosa - Academic Excellence (PhD) MSU-IIT, Iligan Campus

BI 113	Number of faculty proposals/awards received	faculty award submitted to maintain the academic excellence and provide the necessary monitor the continuing faculty academic achievement by the registrar office and the processing of documents as the application of students for entry Award Degrees (awarded) for Entry Award Degree achievement to maintain the necessary monitor the student's academic	1	1						1980-1981 CD Education Awarding Degree (1980-1981)
BI 111	received Number of student proposals/awards		1	2						K. E. Jeter M. DeSautels
BI 11	Academic excellence									
BI 10	Number of instructional materials developed	faculty selected course design of undergraduate students received as these studies and GAC member	1	3	1					Edna IT3 (from IT3 1980)
BI 8	Number of students awarded (thesis)	awarded to students bachelor (bachelor) (bachelor) by conduct with necessary requirements (1980-1981)	1	1	1					2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 7	Number of students/industry linkage	awarded to students bachelor (bachelor) (bachelor) by conduct with necessary requirements (1980-1981)	1	1	1					2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 6	Number of students awarded (thesis)	awarded to students bachelor (bachelor) (bachelor) by conduct with necessary requirements (1980-1981)	1	1	1					2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 5	Number of undergraduate students enrolled	Number of undergraduate students enrolled	10	20						
BI 4	Number of students awarded (thesis)	Number of students awarded (thesis)	1	1						2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 3	Number of students awarded (thesis)	Number of students awarded (thesis)	1	1						2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 2	Number of students awarded (thesis)	Number of students awarded (thesis)	1	1						2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 1	Number of students awarded (thesis)	Number of students awarded (thesis)	1	1						2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)
BI 0	Number of students awarded (thesis)	Number of students awarded (thesis)	1	1						2000-2001 (from IT3 1980) 2000-2001 (from IT3 1980) Awarded to students of degree (1980-1981)

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 3	RESEARCH SERVICES								
PI 1	Number of published papers in internationally indexed/CHED accredited journals	Co-author	1	5	✓	✓	✓	✓	Productivity & Sustainability of Coconut Production and Husk Utilization in the Philippines: Coconut Husk Availability and Utilization; Agroecological Assessment of Different Cultural Practices of Pineapple, Ananas Comosus, (Linn) Mer. (Var.Red Spanish) for Sustainable Fiber Production in Geo-Textile Industry in Balete, Aklan; Policy and Socio-ecological Assessment of the Integrated Social Forestry Program after 25 Years of Implementation in St. Bernard, Southern Leyte, Impact of Anthropogenic Disturbance on Anurans Habitat and Species Richness in Silago, Southern Leyte, Philippines; Rainforestation Implementation and Durkheim's Notion of Mechanical Solidarity: From the Experiences of the Pioneering Adopter's of the Cienda-San Vicente Farmers Association in Baybay City, Leyte
PI 3	Number of research project/study conducted	Serve as Project/Study Leader	2	9	✓	✓	✓	✓	Conducted: 4 studies in Inopacan; 4 studies TED; 2 studies in Cabucgayan; 1 Negros (all of the studies are registered in OVPRE); Pinoy Tannin
PI 4	Number of research proposals submitted	Prepare and submit the project proposal to potential funding agency	1	1	✓	✓	✓	✓	Swiss Programme for Research on Global Issues for Development
PI 5	Number of research proposals approved	Proponent of the research project	1	1	✓	✓	✓	✓	Swiss Programme for Research on Global Issues for Development
PI 7	Number of research studies externally funded		1	1	✓	✓	✓	✓	Swiss Programme for Research on Global Issues for Development
PI 8	Number of research studies institutionally funded	One project approved (with 4 studies) which is funded by VSU-OPRE	1	4	✓	✓	✓	✓	Assessment of Artificial Reef in the 5th district of Leyte (HRM), Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal Infected Dipterocarp Seedlings Planted in the marginal Uplands in Inopacan, Leyte (MMB); Effect of Leaf Litter Addition to the Growth Performance and Soil Organic Carbon of Early Successional Species (ABO); Species Combination-Site Condition Matching of Early successional Species (JOP)
PI 9	Additional outputs:								
PI 9.1	Number of exchange scholars/researchers/visiting professors assisted	Focal Person	1	3	✓	✓	✓	✓	3 Professors/ Researchers from Nagoya University, Japan;
PI 9.2	Number of research articles submitted for publications	Co-author	1	2	✓	✓	✓	✓	IJERD; American Journal of Research (Life Science and Humanities)
UMFO 4	EXTENSION SERVICES								
PI 1	Number of person-days trained weighted by length of training	Act as resource person or technical expert during the training	75	218	✓	✓	✓	✓	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU,

UNIT NO.	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 1	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 2	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 3	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 4	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 5	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 6	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 7	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 8	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 9	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS
UNIT 10	RESEARCH PROJECT	RESEARCHER'S NAME	RESEARCH INSTITUTION	RESEARCH FIELD	RESEARCH OBJECTIVE	RESEARCH METHOD	RESEARCH RESULTS	RESEARCH PUBLICATIONS	RESEARCH ACHIEVEMENTS

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
									Biliran, Inopacan, Hindang); Farm Planning in Cabucgayan, Biliran (DSWD-KALAH I CIDSS)
PI 2	Number of trainings conducted	Resource Preson/Coordinator/ Faciliator	-	5	✓	✓	✓	✓	RF Training (Naval, Baybay, Villaba); Training on Biodiversity Assessment (VSU); Farm Planning in Cabucgayan, Biliran (DSWD-KALAH I CIDSS)
PI 4	Number of beneficiaries served	Technical Person/Facilitator	50	133	✓	✓	✓	✓	
PI 5	Number of technical/expert services	Serve as technical expert	1	29	✓	✓	✓	✓	RISE of HIPEDAC in Hindang, Development of RF in Hindang, Bio-physical Assessments (Cabucgayan-KALAH I Project)
PI 6	Number of extension projects/components conducted	Serve as project leader/component leader	1	26	✓	✓	✓	✓	Mainstreaming of Rainforestation Technology in the Philippines; Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster- Prone Areas in the Visayas; Natural Resource Management-Based Extension Program; Development of a Rainforestation Research and Training Site to Scale-up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Environmental Education and Advocacy through Capacity Building and Cross visits to the VSU Nature Park; Environmental Consciousness Drive for Senior High School Faculty and Students of Baybay City Division of the Department of Education; Empowerment of Local Stakeholders through Capacity Building and Development of VsU Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map; Training on Climate Change and Disaster Risk Reduction Management in 18 Municipalities of Leyte and Biliran under the Yolanda Rehabilitation and Recovery Program
PI 7	Number of extension proposals submitted	Prepare and submit the project proposal to potential funding agency	1	2	✓	✓	✓	✓	YRRP DA RFU-8, DSWD KALAH I CIDSS
PI 8	Number of extension proposals approved	Serve as project leader/proponent	1	2	✓	✓	✓	✓	YRRP DA RFU-8, DSWD KALAH I CIDSS
PI 9	Number of extension projects externally funded	Prepare and submit the project proposal to potential funding agency	1	2	✓	✓	✓	✓	YRRP DA RFU-8, DSWD KALAH I CIDSS
PI 10	Number of extension projects institutionally funded	Serve as project leader/proponent	2	8	✓	✓	✓	✓	NRM, CHED, RF, Climate Change (VSU)
PI 11	Additional outputs:								
PI 11.2	Number of seedlings distributed	Approve the letter request of RF adopters re: planting materials	1,000	9,000	✓	✓	✓	✓	
PI 11.3	Area (hectares) of RF adopters farm established	Conduct regular monitoring and evaluation of the newly established RF sites with corresponding signed and notarized MOA	1	4	✓	✓	✓	✓	

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 11.4	Number of farmers association/individual RF adopters monitored and assisted	Conduct regular monitoring and consultation of RF adopters (i.e., individual or farmers association/ cooperative) regarding the status of there farms	5	17	✓	✓	✓	✓	PRA, CSVFA, NAKASI, PENNAGMANAKI, KICFA, PHILFEDA, KUFA, HIPEDAC, FEA, R Vendiola, M Posas, M Romano, N Fuentes, F Boladula, S Atoy, Buga-buga Farmers Association (BUFA), G. Fernandez
PI 11.5	Number of RF network organized	Serve as one of the founding members of the Rain Forest Restoration Initiative (RFRI)	1	3	✓	✓	✓	✓	RFRI Luzon Cluster; RFRI Visayas Cluster; RFRI Mindanao Cluster
PI 11.7	Number of in-house seminars/trainings/workshops/reviews conducted/attended		1	2	✓	✓	✓	✓	CNRD Network Review in Koln, Germany, YRRP Orientation Seminar
UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
PI 1	Number of faculty/staff pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted	Recommend the application to the scholarship committee and monitor the academic performance of the concern faculty	1	2	✓	✓	✓	✓	EDE (PhD) & SJC (MSc) CHED Scholarship
PI 2	Number of seminars/trainings/conventions/workshops coordinated for entire university	Resource person/coordinator	-	3	✓	✓	✓	✓	Abaca Summit, YRRP Seminar, AAACU
PI 3	Number of seminars/trainings/ conventions/workshops coordinated outside the university	Resource person/coordinator	1	9	✓	✓	✓	✓	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang); Farm Planning in Cabucgayan, Biliran (DSWD-KALAHI CIDSS)
PI 4	Additional outputs:								
PI 4.1	Number of faculty/staff/awards/honors received related to operational support	Awardee	1	2	✓	✓	✓	✓	Lingkod Bayan Award (National and Regional Awards)
PI 4.2	Number of activities organized/attended/ assisted/participated/facilitated		-	5	✓	✓	✓	✓	AAACU, Training on Biodiversity Assessment, RQAT Evaluation, ACCUP, Cross-visits of GE Courses to RF
ITEEM MFO 2	Faculty Recruitment/Hiring Services								
PI 1	Number of faculty recruited/hired aligned with ISO standards		NA	NA					Request for additional faculty was disapproved
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Individual Faculty Students Evaluation	Serve as instructor.	VS	Outstanding	✓	✓	✓	✓	Teaching Performance Evaluation by Students, 1st Sem 2018-2019 Rating: Envi 113 (lec) – Outstanding; Envi 123 (lec) – Outstanding; TREC 209 – Outstanding
ITEEM MFO 4	Admission & Registration Services								
PI 1	Number of undergraduate students enrolled and validated within scheduled regular registration period	Monitor, sign and facilitate the processing of the certificate of registration during enrollment .	40	87	✓	✓	✓	✓	

[illegible]

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 2	Number of graduate students enrolled and validated within scheduled regular registration period	Monitor, sign and facilitate the processing of the certificate of registration during enrollment	6	17	✓	✓	✓	✓	
ITEEM MFO 5	Guidance and Counselling & Support to Students Services								
PI 3	Number of students awarded scholarship and grants & thesis supports	Connect with potential funding agency that provide financial support/scholarship/assitanship to students	2	8	✓	✓	✓	✓	Kleer Jeanne Galgo (GTA), Ken Florentino & Genevieve Pepito (ELTI & NatureLife International Thesis Support), Kit Felian Tenio, Jessa Flores, Lilibeth Pelino (ZSL); Kit Felian Tenio, Mikah Desamparado (University Scholarship Program)
PI 4	Number of best practices on students services implemented	Implement, document, monitor and evaluate the best practices on student services	1	7	✓	✓	✓	✓	Internship Program for International Students, Thesis support program by project collaborators, Department-Based Guidance Facilitator, Institutionalization of Rainforestation Knowledge Center and Learning Site, Support to Student Tree Planting & Biodiversity Conservation Activities, Presentation of course-related requirement to stakeholders, Bridging students to collaborate with international research partners during the conduct of their thesis
ITEEM MFO 7	Program and Institutional Accreditation Services								
PI 1	Number of degree programs which passed accreditation/evaluation at least Level 2	Prepare the necessary documents needed for AACUP evaluation and facilitate the evaluation visit.	2	2	✓	✓	✓	✓	BSEM & MSTREC
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1	Number of admin and research staff hired		2	9	✓	✓	✓	✓	K. Isaac, S.Gonzales, K. Almencion, L. Ceniza, A. Romo, A. Camacho, R. Matinao, V. Bagarinao, R. Matinao, + 7 nursery laborer
PI 2	Number of faculty/staff supervised and monitored (including project based staff)		5	24	✓	✓	✓	✓	
PI 3	Number of management meetings conducted/attended	Preside and attend regular management meeting	6	20	✓	✓	✓	✓	Regular montly ITEEM and CFES faculty meeting, University committee meetings, UAC meetings
PI 4	Number of documents evaluated and approved	Evaluate and approve the documents	100	400	✓	✓	✓	✓	
PI 10	Number of office and laboratory equipment purchased	Recommend the purchase of laboratory equipment to the Univerity management cocern	5	10	✓	✓	✓	✓	
PI 12	Number of university committees/boards/council chaired & coordinated	Serve as chairman/member of the institute/collge/ university committees	1	6	✓	✓	✓	✓	UAC Committee, AACUP Task Force Committee, Abaca Summit Committee, CFES Curriculum Committee
PI 13	Percentage of apparatus/equipment maintained	Sign/approve letter request for equipment repair and maintenance	100%	100%	✓	✓	✓	✓	

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MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 14	Number of College policies, protocols, guidelines/procedures made, approved and implemented	Proponent	1	3	✓	✓	✓	✓	CFES Research Protocol, Equipment and Room Users Guidelines, TED Laboratory and Learning Sites User's Procedure
PI 15	Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously								
PI 16	Zero percent complaint from clients served	Facilitate complaint of any faculty/staff and monitor actions taken	100%	100%	✓	✓	✓	✓	
PI 17	Best practices/new initiatives implemented	Implement, document, monitor and evaluate the best practices/new initiatives to enhance general administration support services	1	6	✓	✓	✓	✓	Faculty/staff daily time record, logbook supported by biometrics; equipment and room use permit; regular general cleaning activity (both Aquatic & Terrestrial Division); archive "library" user's logbook; regular faculty and staff consultation in relation to administration support service
TOTAL OVER-ALL RATING					4.97	4.97	4.97	4.97	

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:


✓ Keep up the good work!

Evaluated & rated by:

✓ 
DENNIS P. PEQUE
 DEAN, CFES


 DATE

Recommending Approval:

✓ 
DENNIS P. PEQUE
 DEAN, CFES
 1/31/19

 DATE

Approved:


BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR INSTRUCTION

 DATE

DATE
DEVI'S
DEVI'S PEOPLE
EVALUATED & rated by

DATE
DEVI'S
DEVI'S PEOPLE
Recommendations Approved

DATE
DEVI'S
DEVI'S PEOPLE
Approved

ADJECTIVE RATING		
FINAL RATING		
Approved additional points (with copy of approval)		
Comments		
Additional Points		
Average Rating (Total Over-all rating divided by 4)		

Comments & Recommendations for Development Purpose

TOTAL OVER-ALL RATING									
BI 1A	Best Practices now implemented	services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1B	Zero percent compliance with current service	monitor actions taken	100%	100%					
BI 1C	and current service based configurations ensured to be customer friendly & efficient	number of routine services monitored and							
BI 1D	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1E	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1F	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1G	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1H	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and
BI 1I	implemented	number of collected service protocols							services to enhance DevOps administration support, evaluate the best practices and implement changes, monitor and

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
HEAD OF OFFICE	Dr. Dennis P. Peque
NAME OF FACULTY	MARLITO M. BANDE


ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
				September 13, 2018	Visit in the Office
				October 12, 2018	Visit in the Office
COACHING					

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

Conducted by:

 1/31/19
DENNIS P. PEQUE
Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
Next Higher Supervisor

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2099	2100

NAME OF OFFICE	NAME OF FACULTY
NAME OF OFFICE	NAME OF FACULTY
NAME OF OFFICE	NAME OF FACULTY

[illegible]

NOTE: Please indicate the date in the appropriate box when the information was collected.

4/10/2000

ELUCIDATION OF
TOPOGRAPHIC INFORMATION

2410166 2 NLP ADD
-noisy and noisy 10M

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	DR.MARLITO M. BANDE
PERFORMANCE RATING	OUTSTANDING

AIM	To improve leadership capability as new Director of ITEEM
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Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: July 2018

Target Date: September 2018

First Step:

Encouraged Dr. Malito M. Bande to attend seminar on leadership and management seminar to improve his function as Director.

Result:

Dr. Bande actively participated in committee meetings and seminars such as PRIME-HRM, ISO, coaching and mentoring, etc.

Date: October 2018

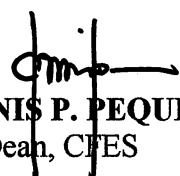
Target Date: December 2018

Next Step: To apply the leadership strategy learned from the seminar

Outcome: Dr. Bande has improved his knowledge, skills and attitude in leading the Institute of Tropical Ecology & Environmental Management by being able to prepare documents for CHED, AACCUP, and being able to effectively managed his administrative, research, and extension staff.

Final Step/
Recommendation: Dr. Bande may seek advice from experienced staff or higher VSU authorities on other essential elements needed to improve ITEEM.

Prepared by:

 1/21/19
DENNIS P. PEQUE
Dean, CFES

Conforme:


MARLITO M. BANDE
Ratee

Employee Development Plan

NAME OF EMPLOYEE: DIAMANTO, ALFONSO	
PRESENT RANK: 1LT	
DATE: July 2018	
PURPOSE: To improve leadership capability as new Director of THRM	
PROPOSED INTERVENTIONS: Propose interventions to improve performance under command and supervision to ensure higher responsibility.	
Target Date: September 2018	First Step: Promoted by Major Al Brando to attend seminar on leadership and management seminar at Department of Defense.
Result: The Brando family participated in numerous meetings and seminars such as THRM-THRM, EDO, condition and monitoring, etc.	
Target Date: December 2018	Other: October 2018
First Step: To apply the leadership strategy learned from the seminar.	
Outcome: Dr. Brando has improved his knowledge, skills and attitude in leading the Institute of Tropical Ecology & Environmental Management by being able to prepare documents for THRM, AADOL, and being able to effectively manage his administrative, research and extension staff.	
First Step: The Brando may seek advice from experienced staff on higher VSU authorities on other essential elements needed to improve THRM.	

Prepared by

DIAMANTO, ALFONSO
1LT

DIAMANTO, ALFONSO
1LT