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	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	6.59
b. Students (50%)	12.5%	1.00	0.63
TOTAL			,
2. Research	22.5%	1.00	1.13
3. Extension	22.5%	1.00	1.13
4. Administration	30.0%	1.00	i. fo
5. Production			,
TOTAL			4.97

EQUIVALENT NUMERICAL RATING	:	1.97
Add: Additional Points, if any	:	
TOTAL NUMERICAL RATING	:	W
FINAL NUMERICAL RATING	:	4.97
ADJECTIVAL RATING	:	OWSTANDING

Prepared by:

MARLITO M. BANDE Name of Staff

Reviewed by:

DENNIS P. PEQUE

Dean, CFHS

Recommending Approval:

Dean, CFE

Approved:

Vice-President for Instruction

Summary of Individual Metings of Faculty Members with Multiple Functions

ENVIRONMENTAL		STITUTE OF TROPIC	
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EQUIVALENT NUMERICAL PATING (2 x 3)	MUMERICAL RATING (RATING x %) (3)	PERCENTAGE DEIGHT OF INVOLVEMENT (2)	PROGRAM INVOLVEMENT
			i. Instruction
	and the second s	12.5%	a. Head/Dean (50%)
		12.5%	b. Students (50%)
			TOTAL
		22.5%	2. Research
		22.5%	3. Extension
		30.0%	4. Administration
			5. Production
			TOTAL
		y : 2246 :	EQUIVALENT NUMERICA Add: Additional Points, if no TOTAL NUMERICAL RAT FINAL NUMERICAL RATI
			ADH-CTIVAL RATING
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MARLITO M. BANDE</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY</u> to <u>DECEMBER</u>, 2018.

MARLITO M. BANDE RATEE

Approved: DENNIS P. PEQUE

UNIT HEAD

	MFO Description &			Actual		Rat	ting		
MFO No.	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q¹	E ²	T³	A ⁴	Remarks
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	1	7	TREC 209 (17 students/5 hrs a week)
PI 3	Number of graduate curricular program evaluated by AACCUP		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	J	7	5	(
PI 6	Number of instructional materials developed	Revised existing course syllabi	-	1	4	4	4	4.	TREC 209
ITEEM MFO 2	Graduate Students				1				
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	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	(7	M.A. Bravo, M. Entuna, A. Serenino

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	MFO Description &			Actual		Ra	ting		
MFO No.	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q¹	E ²	T³	A ⁴	Remarks
PI 4	Number of graduate students advised (adviser/GAC member)	Serve as thesis adviser and GAC member	2	9	T	5	7	1-	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	٤	5	7	7	Envi 113 (2 students, 2 hrs/week); Envi 123 (18 students, 2 hrs./week)
PI 2	Number of undergraduate curricular program evaluated by AACCUP		1	1	3	1	7	7	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	.7.	5	7	5	
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	4	5	5	(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	2	1	7	~	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	3	7	5	1	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	7	1	7	1	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	5	1	1	7	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	3,	1	~	\	ED Espinosa - Academic Excellence (PhD) MSU-IIT, Iligan Campus

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379 IE 680 K	C. J. Galgo, L. Pollino, M. A. Brako, M. Lattino, N. V. Larino, A. Serenino, M. S. and L. Miskouta, J. Higoda. M. Coreto.			\$ 0.551, his quewy, at Statestute S) \$10, wild show and Catherine Show and Catherine Shows and States and Stat	5 leval - M3-62		8888			outo red in Miscopyano F. A. 2020. 8195 VS restriction	R400 30 (1992) SASA (1992)	chettijoskepeisi jotgalič vestrevohil reakuik pobročitjosenspracedlič teginiji i ORA	(sed) EXI with (sed) EXI with	The second secon	Spaningment of State 13.3	TB USA /QR9, gun3boyê birneba.A. gamba dispila

MFO Description &			Actual	T	Ra	ting		
Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q¹	E ²	T³	A ⁴	Remarks
RESEARCH SERVICES								
Number of published papers in internationally indexed/CHED accredited journals	Co-author	1	5	7	7	Ţ	1	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 Socioecological 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 Prioneering Adopter's of the Cienda-San Vicente Farmers Association in Baybay City, Leyte
Number of research project/study conducted	Serve as Project/Study Leader	2	9	7.	(5	5	Conducted: 4 studies in Inopacan; 4 studies TED; 2 studies in Cabucgayan; 1 Negros (all of the studies are registered in OVPRE); Pinoy Tannin
Number of research proposals submitted	Prepare and submit the project proposal to potential funding agency	1	1	5	7	7	7	Swiss Programme for Research on Global Issues for Development
Number of research proposals approved	Proponent of the research project	1	1	3	ζ.	2	~	Swiss Programme for Research on Global Issues for Development
Number of research studies externally funded		1	1	3	5	5	5	Swiss Programme for Research on Global Issues for Development
Number of research studies institutionally funded	One project approved (with 4 studies) which is funded by VSU-OPRE	1	4	٦	I	1	5	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)
Additional outputs:								
Number of exchange scholars/researchers/ visiting professors assisted	Focal Person	1	3	2	5	5	~	3 Professors/ Researchers from Nagoya University, Japan;
Number of research articles submitted for publications	Co-author	1	2	3	1	5	T	IJERD; American Journal of Research (Life Science and Humanities)
EXTENSION SERVICES								
Number of person-days trained weighted by length of training	Act as resource person or technical expert during the training	75	218	3	1	7	7	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU,
	Number of published papers in internationally indexed/CHED accredited journals Number of research project/study conducted Number of research proposals submitted Number of research proposals approved Number of research studies externally funded Number of research studies institutionally funded Additional outputs: Number of exchange scholars/researchers/visiting professors assisted Number of research articles submitted for publications EXTENSION SERVICES Number of person-days trained weighted by	Number of published papers in internationally indexed/CHED accredited journals Number of research project/study conducted Number of research proposals submitted Number of research proposals submitted Number of research proposals approved Number of research studies externally funded Number of research studies institutionally funded Number of research studies institutionally funded Number of research studies institutionally funded Additional outputs: Number of exchange scholars/researchers/ 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Number of research proposals approved Number of research studies externally funded Number of research studies institutionally funded Additional outputs: Number of exchange scholars/researchers/ visiting professors assisted Number of research articles submitted for publications EXTENSION SERVICES Number of presearch articles submitted for publications EXTENSION SERVICES Number of presearch articles table interest of person-days trained weighted by Act as resource person or technical expert Act as resource person or technical expert Target packages and Accomposition plained Act as resource person or technical expert Target packages packages assigned Target packages packages assigned Target packages packages assigned Target packages packages assigned Target packages packages packages packages packages plained packages p	Success/Performance Indicator (PI) RESEARCH SERVICES Number of published papers in internationally indexed/CHED accredited journals Number of research project/study 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	MFO Description &			Actual		Ra	ting		
MFO No.	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q¹	E ²	T³	A ⁴	Remarks
									Biliran, Inopacan, Hindang); Farm Planning in Cabucgayan, Biliran (DSWD-KALAHI CIDSS)
PI 2	Number of trainings conducted	Resource Preson/Coordinator/ Faciliator	-	5	5	5	7	1	RF Training (Naval, Baybay, Villaba); Training on Biodiversity Assessment (VSU); Farm Planning in Cabucgayan, Biliran (DSWD-KALAHI CIDSS)
PI 4	Number of beneficiaries served	Technical Person/Facilitator	50	133	Š	5	1	1-	
PI 5	Number of technical/expert services	Serve as technical expert	1	29	7	7	1	1	RISE of HIPEDAC in Hindang, Development of RF in Hindang, Bio-physical Assessments (Cabucgayan- KALAHI Project)
PI 6	Number of extension projects/components conducted	Serve as project leader/component leader	1	26	1	5	1	7	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	7	I	5	5	YRRP DA RFU-8, DSWD KALAHI CIDSS
PI 8	Number of extension proposals approved	Serve as project leader/proponent	1	2	7	I	7	5	YRRP DA RFU-8, DSWD KALAHI CIDSS
PI 9	Number of extension projects externally funded	Prepare and submit the project proposal to potential funding agency	1	2	ک	7	8	1	YRRP DA RFU-8, DSWD KALAHI CIDSS
PI 10	Number of extension projects institutionally funded	Serve as project leader/proponent	2	8	5	5	8	1	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	Ī	5	7	1-	
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	È	1	7	7	

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				[33	5	Technical Person/Facilitator	Manabel of parieticianos serves	5.74
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	MFO Description &			Actual		Ra	ting		
MFO No.	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q ¹	E ²	T ³	A ⁴	Remarks
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	5	5	5	(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	5	(7-	5	RFRI Luzon Cluster, RFRI Visayas Cluster, RFRI Mindanao Cluster
PI 11.7	Number of in-house seminars/trainings/ workshops/reviews conducted/attended		1	2	7	J	1	1	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 montor the academic performance of the concern faculty	1	2	(7	1	1	EDE (PhD) & SJC (MSc) CHED Scholarship
PI 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	Resource person/coordinator	-	3	7	7	(5	Abaca Summit, YRRP Seminar, AAACU
PI 3	Number of seminars/trainings/ conventions/ workshops coordinated outside the university	Resource person/coordinator	1	9	7	2	((-	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	5	5	7	(Lingkod Bayan Award (National and Regional Awards)
PI 4.2	Number of activities organized/attended/ assisted/participated/facilitated		-	5	1	1	1	1_	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	7	5	7	7	Teaching Performance Evaluation by Students, 1st Sem 2018-2019 Rating: Envi 113 (lec) – Outstanding; Envi 123 (lec) – Outstanding; TREC 209 – Outstanding
ITEEM MFO 4	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	5	5	1	5	



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RADE SERVICES - VIVE SEE SUN						• • • • • • • • • • • • • • • • • • •	The second secon	The same of the sa	
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PR.A. CSVEA, MASS ST, PENNACH GALVEL ALGEN FORLESIA, KUPA, PIPEROCK STA, R.V. MINEL (A.A. Etsan M. Romanov M. Poudes, J. Lohnton, G. Loge Paga bugo Farouss Association (Bulk), re Fernancez					\	2	Conduct regular fabilitioning and consultation of RF adopters (Ln., individ. al or farmers association) or operative) regarding the status of there forms	Number of farmers oscociation/Individual RF adopters monitored ond assisted	4.1736
M Ri Lizon Classor, 1849 Veryas Chriter, RES. Mindvin D. Testa				i i	£.	Â	Serve as one of the founding members of the Bain for eat Restoration initiative (1470)	Number of RF network organized	Pills
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g testadus 6500 (284) 20 % (985) 534		}	- · • · · ·			<u>.</u>	Recommend the application to the scholarship connuities and monton the academic performance of the concent faculty.	Number of Jacoby/staft purcuing advanced research degree programs (PhD, MSc) facilitated, monitored cod counted	P) 1
Abaca Sun nag, yakif Sananar AwaCt.	*** *** * * * *	1				·		Number of seminars/trainings/	
		i i			8		Kesource person, reardinater	conventions/workshop) courdinated for ship of university	5 14
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					·) - 1.1.1		Arlditional outputs:	\$1.4
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AAACU, Terreirey on Brodiversity Ac., symenty RQAT sydloarany Childley Cross visits of Gir Colones to RA					1 8		<u></u>	Number of activities organicac/attended/ assisted/participated/facificated	97.7.2
			I		de la la la camana de la camana	Paris I representation and a second con-	·	Faculty Recruitment/Wining Services	ITEEM MED 2
Reyoust for additional family was of angroyed					AM T	Aps		Number of faculty recruited infred aligned with ISO standards	Pi 1
<u></u>						J.,	2	Faculty Frakanion Services	g oam maeti
Taciding Personance Evoluation by Students Inc. Same POS 2019 Callege East 112 acc) - Sentineding Envi 128 Pac) - Substanting, IREC 173 - Outstanding, IREC 173 - Outstanding					Calybrading	3.4	Serve as instructe.	findividual Euculty Students Evaluation	f Y
						and the second second		Admission & Registration Services	rtegia med 4
					V8	.04	Moniton sign and facilitize the processing or the certificate of in distraction during emoltment	Number of undergraduate students enrolled and validated within scheduled regular registration period	£ 16

	MFO Description &			Actual		Ra	ting		
MFO No.	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accom- plishment	Q¹	E ²	T³	A ⁴	Remarks
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	5	5	5	1-	
ITEEM MFO 5	Guidance and Counselling & Support to Stud	ents 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	ك	5	7	1	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	<u>I</u>		5	5	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 Servi	ices							
PI 1	Number of degree programs which passed accreditation/evaluation at least Level 2	Prepare the necessary documents needed for AACCUP evaluation and facilitate the evaluation visit.	2	2	5	2	2	1	BSEM & MSTREC
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT				· · · · · · · · · · · · · · · · · · ·			<u> </u>	
PI 1	Number of admin and research staff hired		2	9	1	5	7	7	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	Ú	7	5	1-	
PI 3	Number of management meetings conducted/attended	Preside and attend regular management meeting	6	20	5	7	1	1-	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	3	5	5	5	
PI 10	Number of office and laboratory equipment purchased	Recommend the purchase of laboratory equipment to the Univerity management cocern	5	10	ک	7	5	5	
PI 12	Number of university committees/boards/council chaired & coordinated	Serve as chairman/member of the institute/collge/ university committees	1	6	(J	1	1	UAC Committee, AACCUP 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%	3	1	1	1	

Med No.	Sphills S.19	Method a cara Many	odmuki S. dranba	betreschigni	·!-	TARREST TO A DECEMBER.	Musus Merosa	0.000 C 0.0000	edetaM IN	otinos;	Pt 3 Kunhe	PLA Speciowed	ылкінавец ылкінавец	o redunition ST M seedimento ST M bejselimento	
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्रित्रधक्ष			Klaer Learne Galgo (FEA), Ken Florenhook Klaer Learner Galgo (EEE) & Nature Life Flores, Carlos Learner (EEE) of the Short Flores Flores (SES) Kit Faffan Fenio (Mich Bengaran) & Carlos Flores Flores (SES) Kit Faffan Ferio (Mich Program)	These strip Program in the present Structure, and sense in the season of	32907 114/0 10		SERVINE MATERIAL SERVINE SERVI	The second secon	K. Franc, S.Gonzales, K. Almendan, L. Coniza, A. Romo, A. Camados, M. Matinao, A. Sagarinao, A. Matinao, A. Matina		Regular moutly ITEEN and CES (aculty carefug), Anomaraty committee, needings, UAC mestings	The second of th		San Connection AND AND Submittee Casts Connection of Casts C	the same and the company of the comp

		T	I	Actual		Pad	ing			
MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned		Accom- plishment	Q ¹	E ²	T ³	A ⁴	Remarks	
PI 14	Number of College policies, protocols, guidelines/procedures made, approved and implemented	Proponent	1	3	5	7	7	1-	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%	7	~	5	5		
PI 17	Best practices/new initiatives implemented	Implement, document, monitor and evaluate the best practices/new initiiatives to enhance general administration support services	1	6	3	5	1	7	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 RAT	TING			497	997	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	OMSTANDING

Comments & Recommendations for Development Purpose:

Keep up the good work!

Evaluated & rated by:	Recommending Approval:	Approved:
DENNIS P. PEQUE	DENNIS P. PEQUE	BEATRIZ S. BELONIAS
DEAN, CFES	DEAN, CFES	VICE-PRESIDENT FOR INSTRUCTION
DATE	DATE	DATE

1 – Quality

2 - Efficiency

3 - Timeliness

4 - Average

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PI 10	Zero percent complaint from clients served	Facilitate complaint or any factify/staff and monitor actions taken	100%	160%				
bi 72	Number of froutline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously							
bl 75	Number of College policies, protocels, guidelines/procedures made, approved and implemented.	Propy nont	1					CFES Research Protocol, Equipment and Room Users Guidelines, ThO Laboratory and Learning She User's Protection:
8490 No.	NIPO Description & Success/Performance Indicator (Pl)	Tasks Assigned	Targ 20	ingoparena greense wasnes	G ₁	fis Res	 Va	Remarks

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	DENNIS P. PEQUE	BEATRIZ V. BELONIAS	
	Recommending, Approval:	Approved:	
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And the second s		Comments & Recommendations for Development Purpose:	
			DENNIS PEQUE BEATRIZ V. BELONIAS

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DVJE

Performance Monitoring and Coaching Journal

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NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Dennis P. Peque
NAME OF FACULTY	MARLITO M. BANDE

ACTIVITY MONITORING	MEET	ING	MEMO	OTHERS	REMARKS	
	ONE-ON-ONE	GROUP	MEMO	(Please specify)		
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:

DENNIS P. PEQUE

Immediate Supervisor

Noted by:

BEATRIZ'S. BELONIAS

Next Higher Supervisor

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DI NNIS LI PEQUE Imediate Supervisor

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EXHIBIT L

Employee Development Plan

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

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AIM	To improve leadership capability as new Director of ITEEM	

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:

DENNIS P. PEQUE
Dean, CIES

Conforme:

RLITO M. BANDE

## J 7/图/65页

## Employee Developinent Plan

- DRIMARUMO ME BANDIO NAME OF EMPLOYEE

BOM/WACAMER

To improve leadership capability as new Dinferer of HEEM

Proposed interventions to improve profesance and/or consensuou and quelficence to excuralighter responsibilities:

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Target Date: September 3013

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Onte: Onabo 2018

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Next Stept To apply the leadership strategy its erred from the seminar

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Dr. Pande may seeb advice Bont experienced sieff en higher VSU.

Recemmendation:

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