

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 (100%)			
b. Students			
Total for Instruction	40%	4.88	1.95
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%	5.00	1.00
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION			
TOTAL			4.95

EQUIVALENT NUMERICAL RATING: 4.95

Add: Additional Points, if any :

TOTAL NUMERICAL RATING : 4.95

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


KLEER JEANN G. LONGATANG
Instructor I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

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 January to June, 2021.


KLEER JEANN G. LONGATANG
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

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 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2.78	5	5	5	5	TREC 205/BIOL 205
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware	Prepares Instructional module (Learning guide)	-	1	5	5	5	5	TREC 205
		Flexible instructional materials	Converts the on-line ready courseware to modules	-	On-going	4	4	4	4	TREC 205

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>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, and pre-recorded presentations	1	6	5	5	5	5	2 ppt, 1 video clip; 3 recording
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learnings	1	3	5	5	5	5	term exam, analysis report, oral presentation
		A 7. Number of virtual classroom created and operational	<i>Co-creator of virtual classroom using Google Classroom</i>	-	1	4	4	4	4	TREC 205 <i>Need to shift to mobile classroom</i>

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	<i>Handles and teaches courses assigned</i>	1	25.05	5	5	5	5	
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet (Lec) and submits on or before deadline	1	7	5	5	5	5	Envi 11 - 6 sections, Envi 200
	A12. Number of trainings attended related to instruction	Attend mandated trainings	-	4	5	5	5	5	Navigating the digital shift: Instructional Materials to Support the University's Flexible Learning (March 18); Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference (March 15-16); TURNITIN Instructor's Training (May 31); VSU EE Virtual Classroom Management (April 6)
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	510	5	5	5	5	Envi 11 - 2 long exam for 222 students; Envi 110- 1 long exam, 1 midterm for 33 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	
		A14. Number of learning tasks, and motivation questions administered and checked	Prepares and checks learning tasks and motivational questions	10	4317	5	5	5	5	Envi 11 - 3 LT, 16 MQ for 222 students; Envi 110- 3 LT for 33 students
		A15. Number of lab reports and requirements checked and graded	Administer and check lab reports and requirements	2	204	5	5	5	5	Envi 114n - 3 lab exercise for 22 students; Envi 116n - 2 laboratory exercise 1, 4 reflection papers for 23 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	10	5	5	5	5	Gavan, A.M., Modina, J.M., Lee, O.H., Naldo, D.P., Gualvez, J., Moran, J.M. and academic advisees
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	Advises, and corrects research outline and thesis manuscript	1	1	5	5	5	5	Maat, K.M.
		As SRC Member	Advises and corrects research outline and thesis manuscript	-	1	4	4	4	4	Merafuentes, M.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	314	5	5	5	5	Academic advisees and students under the classes handled this semester
	PI 9: Number of student organizations advised/ assisted*	A 19. Student organizations advised	Advise and monitors activities of the students organization	-	1	5	5	5	5	Helpers of Outreaching Mother Earth's Stability (HOMES)
		A 20. Student organizations assisted on student related activities	Advise and monitors activities of the students organization	-	1	5	5	5	5	Helpers of Outreaching Mother Earth's Stability (HOMES)

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	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		<i>On-line ready courseware</i>	Prepares and submits Learning Module for review	1	4					Envi 11, Envi 110, Envi 116n, (Lab), Envi 114n (Lab)
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	8					Envi 116n - 1 ppt; Envi 11 - 3 ppt; Envi 110 - 3 ppt; Envi 114n – recordings
		<i>Flexible instructional materials</i>	Prepares instructional materials	-	1					Envi 11
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	1	11					Envi 116n - term exam, oral presentation, reflection paper; Envi 11 - Long exam, term exam, MQ, LT; Envi 110-LT, Long Exam and term exam, presentation
		A 23 : 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	-	1					Envi 11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using Moodle (editing faculty)	1	4					Envi 11, Envi 110, Envi 116n, Envi 114n
UMFO 3 . RESEARCH SERVICES										
	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 as study leader	-	On-going					Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)

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 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-refereed or CHED recognized journal within the year <i>In refereed nat'l/regional journals</i>	Writes publishable materials out of research outputs and submits for publication	-	1	✓	✓	✓	✓	Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte (Abstract only)
	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 *								
		<i>In nat'l/regional fora/conferences</i>	Submit and present research papers in scientific conferences	-	1	✓	✓	✓	✓	The 12th International Conference on Environmental and Rural Development (ONLINE), March 5-6: Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Act as study leader and facilitate the implementation of the project	50%	100%	✓	✓	✓	✓	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP); VSU funded Research, ELTI funded Research
	PI 6. Additional outputs*	<i>Other outputs implementing the new normal due to covid 19</i>	Participation to research related webinars that facilitate and enhance interest and knowledge to the interested area for research	-	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		
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	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	1	8	✓ 5	✓ 5	✓ 5	✓ 5	LGU (Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag), Life Giving Forest Foundation, Carigara Water District	
	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	5	176	✓ 5	✓ 5	✓ 5	✓ 5	ITEEM 3-day Webinar Series: Impacts of Mining (151 views); Effects of Mining to Coastal Ecosystem (158 views); Information Drive: IRR of Baybay on Waste Management (571 views); ECO-DRR (51 participants)	
	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	-	3	✓ 5	✓ 5	✓ 5	✓ 5	refer to the attached lists of extension projects (Component Leader-3)	
	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	80%	99%	✓ 5	✓ 5	✓ 5	✓ 5	School-on-the-Air on Rainforestation Farming <i>DYBK-FM (Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima)</i>	
	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								

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	
	Resource Persons	Resource Persons	Act as resource person	-	1	5	5	5	5	ITEEM Webinar Series: KJGL: Introduction to DRR
	Convenor/Organizer	Convenor/Organizer	Provide assistance during the preparation and implementation of events	1	7	5	5	5	5	Earth Day Webinar; ITEEM Webinar Series; Final Exam of School-in-the-Air; Community Consultation in Brgy. Pinamanagan, Brgy. Mahayahay, Brgy. Tinokolan; VSU Beach Coastal Clean-up and Tree Planting Activity
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation; Conduct of webinar	-	2	5	5	5	5	Writing of rainforestation module for Eco-DRR and Significant Change of Rainforestation Adopters in Negros
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*	Assist 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	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	5	5	5	5	

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 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	A 47. Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	4	7	5 5	5 5	5 5	5 5	
	PI 6: Additional Outputs	A 48. Attendance to various virtual and face-to-face meetings	Attend the virtual ISO Surveillance	-	1	5 5	5 5	5 5	5 5	VSU-ISO 9001 First Surveillance Audit (Feb 4-5)
Total Over-all Rating						4.95	4.95	4.95	4.95	

Average Rating (Total Overall rating divided by 4)		4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Keep up the good work, and continue to shine.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC
AFFAIRS

DATE

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

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*	Over-all 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Acts as the academic adviser for BSEM students; Serves as adviser and SRC member for BSEM 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
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 sets, 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
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 	Research project implemented, presented in scientific fora/ conferences, and	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

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
	• Design research-related activities and other outputs to implement new normal.	publishable papers written						
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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Very satisfactory	
6.	• 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
7.	• Provides customer friendly frontline services to clients.	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

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

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

Prepared by:


E. LIZA D. ESPINOSA

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. ELIZA D. ESPINOSA
NAME OF FACULTY	MS. KLEER JEANN G. LONGATANG

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Feb. 18, 2021		Notice of meeting	Submission of the students' final grade for first semester 2020- 2021.
					Final Individual Performance Commitment and Review (IPCR) targets for January to December 2021.
		Feb. 23, 2021		Notice of meeting	Attendance to workshop on the Computation of Grades for Environmental Science courses for uniformity.
		Feb. 28, 2021		Notice of meeting	Follow up MSTREC Key Area documents/ requirements preparation and submission for RQAT Evaluation
	March 4, 2021				Follow up assigned task for the pre-requisites of the courses offered by other departments.
		March 23, 2021		Notice of meeting	Assign actual teaching load for the 2 nd semester 2020-2021 to include Envi 110 (Lec and Lab) and Envi 116n (Lab) for BSES 4 th year students.
		March 29, 2021		Notice of meeting	Updates on the Course Syllabus for the courses handled this 2 nd semester 2020-2021 for DIMC review, CFES Dean verification and OIMD approval.
	March 30, 2021				Follow up status on the assigned task regarding course description of the Envi 110 based on the


					CMO for BS Agriculture from the Department of Soil Science.
		March 31, 2021		Notice of meeting	Online enrolment of students to VSUEE
		May 7, 2021		Notice of meeting	Follow up quarterly Research and Extension project report submission.
	May 10, 2021				Attendance to Career Guidance Seminar
		May 21, 2021		Webinar Series Program	Conduct of webinar lecture on the Eco-DRR (Ecosystem-based Disaster Risk Reduction) in celebration of ITEEM Anniversary for the month of May 2021.
		May 24, 2021		Notice of meeting	Updates on MSTREC RQAT evaluation assignments (Instrument E, Minimum Requirements).
		May 30, 2021		Grade Sheets	Submission of the midterm grades.
		June 14, 2021	OP MC #68, series of 2021	Notice of meeting	Deferred grades (2 nd Semester SY 2019-2020) submission deadline on July 16, 2021 to the registrar based on the memo from the office of the President.
COACHING		Feb. 3, 2021		Notice of meeting	Revise Virtual Classroom Monitoring Report with attached individual access logs at VSUEE for the courses handled for the 1 st semester of 2020-2021.

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

Conducted by.


ELIZA D. ESPINOSA
 Immediate Supervisor
 Director, ITEEM

Noted by.


DENNIS P. PEQUE
 Next Higher Supervisor
 Dean, College of Forestry & Environmental Science (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 2021

Target Date: Jan 2021

First Step: One-on-one discussion to take advance 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 the training online (due to pandemic) by next year (2022) and apply for PhD by 2023 1st Semester.

Date: Jan 2022

Target Date: July 2022

Next Step: Submit application requirements for advance training on time and apply for PhD program by 2023 in International Universities like The Czech Republic.

Outcome: Advanced skills on biodiversity conservation and PhD on Invert Ecology.

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

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


KLEER JEANN G. LONGATANG
Ratee