

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

| Program Involvement<br>(1)             | Percentage Weight<br>of Involvement<br>(2) | Numerical Rating<br>Rating x %<br>(3) | Equivalent Numerical<br>Rating<br>(2x3) |
|--|--|---------------------------------------|---|
| 1. Instruction                         |  |                                       |   |
| a. Head/Dean (50%)                     |  | $4.86 \times 50\% = 2.43$             |   |
| b. Students (50%)                      |  | $5.450\% = 2.5$                       |   |
| Total for Instruction                  | 50%  | 4.93                                  | 2.47                                    |
| 2. Research                            |  |                                       |   |
| a. Client/Dir. for Research (50%)      |  |                                       |   |
| b. Dept. Head/Center Director<br>(50%) |  |                                       |   |
| Total for Research                     | 20%  | 5                                     | 1                                       |
| 3. Extension                           |  |                                       |   |
| a. Client/Dir. for Extension (50%)     |  |                                       |   |
| b. Dept. Head/Center Director<br>(50%) |  |                                       |   |
| Total for Extension                    | 20%  | 5                                     | 1                                       |
| 4. Administration                      | 10%  | 4.87                                  | 0.49                                    |
| 5. Production                          |  |                                       |   |
| TOTAL                                  |  |                                       | 4.96                                    |

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.96  
0


4.96

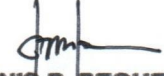
ADJECTIVAL RATING:

OUTSTANDING

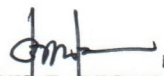
Prepared by:

Reviewed by:

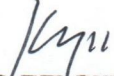
  
ANATOLIO N. POLINAR  
Name of Faculty

  
DENNIS P. PEQUE  
Department Head

Recommending Approval:

  
DENNIS P. PEQUE  
Dean

Approved:


  
BEATRIZ S. BELONIAS  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANATOLIO N. POLINAR**, Faculty of the Department of Forest Science commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2019**.

  
**ANATOLIO POLINAR** 4/10/19  
Kathee

Approved:


  
**DENNIS P. PEQUE** 8/15/19  
Dean, CFES

| MFO's/PAPs                           | Success Indicators   | Assigned Task                | Target | Actual Accomplishment | Rating         |                |                |                | Remarks   |
|--------------------------------------|--|------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|                                      |  |                              |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| Advanced & Higher Education Services | Full Time Equivalent (FTE)                                       |                              | 10.30  | 20.90/10.30 (202.91%) |                |                |                |                | Fsci 112 (Lec/lab), Fgov 136 (Lec/Lab)  |
|                                      | Vacation/Sick Leave Status                                       | Teaching                     |        |                       |                |                |                |                |   |
|                                      | Number of Instructional Materials Developed/Revised and Utilized | Lecturer                     |        |                       |                |                |                |                |   |
|                                      | Update Lecture Handouts  |                              | 1      | 3/1 (300%)            | 5              | 5              | 5              | 5              | Fsci 112, Fgov 136, wtec 137  |
|                                      | Update Lab exercises/Manuals                                     |                              | 1      | 2/1 (200%)            | 5              | 5              | 5              | 5              | Fsci 112, Fgov 136  |
|                                      | No. of lecture hand-outs given                                   |                              | 2      | 2/2 (100%)            | 4              | 4              | 4              | 4              | Fsci 112, Fgov 136  |
|                                      | Update/revised Syllabi   |                              | 1      | 2/1 (200%)            | 5              | 5              | 5              | 5              | Fsci 112, Fgov 136  |
|                                      | No. of hours spent in student consultation                       |                              | 80     | 120/80 (150%)         | 5              | 5              | 5              | 5              | Fsci 112, Fgov 136, Fory 2008, Fory 300   |
|                                      | No. of exams, quizzes and assignments given                      |                              | 17     | 22/17 (129.41%)       | 5              | 5              | 5              | 5              | Fsci 112, Fgov 136  |
|                                      | No. of student Research and Field Practice Advising              | As thesis/manuscript adviser | 6      | 12/6 (200%)           | 5              | 5              | 5              | 5              | Pantnople, Obiso, Arrajo, Sotto, Villasecos, Batican, Mercadal, Aquino, Clores, Lopez, Tenlio, Gato, Ogardo |
| Research                             | Number of project terminal reports drafted/prepared              | As project leader            | 2      | 3/2 (150%)            | 5              | 5              | 5              | 5              | Bambusetum-DENR, ACIAR, Forshore  |
|                                      | Number of proposals drafted/updated or prepared                  | As Study leader              | 2      | 3/2 (150%)            | 5              | 5              | 5              | 5              | ACIAR-Rehabilitation, DENR-Bambusetum   |
|                                      | Number of research articles drafted                              | As Author                    | 2      | 3/2 (150%)            | 5              | 5              | 5              | 5              | Diversity, Tree Domistation   |

| MFO's/PAPs            | Success Indicators                                    | Assigned Task                | Target | Actual Accomplishment | Rating |    |    |       | Remarks   |
|-----------------------|---|------------------------------|--------|-----------------------|--------|----|----|-------|---|
|                       |   |                              |        |                       | Q1     | E1 | T1 | A1    |   |
| Extension Services    | Number of trainings/seminars attended                 | As Participant               | 3      | 5/3 (166%)            | 5      | 5  | 5  | 5     | ACIAR, DENR   |
|                       | Number of nursery operators/PO's communicated/advised | As faculty/extension officer | 16     | 21/16 (131%)          | 5      | 5  | 5  | 5     | PNCA, PAGGFA, PRA, SLRP, NAGMATRA, BTFA, Himasaka, PMPI |
|                       | Number of farmer's communicated/ advised              | As faculty/extension officer | 30     | 45/30 (150%)          | 5      | 5  | 5  | 5     | Monthly, Emergency, Regular                             |
| Administration        | Number of CFES meetings attended                      | As Faculty member            | 3      | 5/3 (166%)            | 5      | 5  | 5  | 5     | PNCA, PAGGFA, Himasaka, & Nagmata                       |
|                       | Number of DFS meetings attended                       | As Faculty member            | 3      | 5/3 (166%)            | 5      | 5  | 5  | 5     | Regular and Emergency                                   |
|                       | Number of committee meetings attended                 | Member                       | 4      | 6/4 (150%)            | 5      | 5  | 5  | 5     | ACIAR, DENR, VSU  |
|                       | Number of University meetings attended                | Member                       | 2      | 3/2 (150%)            | 5      | 5  | 4  | 4.67  | ACIAR, Academic Council                                 |
|                       | Number of project meetings attended                   | Study leader                 | 5      | 8/5 (160%)            | 5      | 5  | 4  | 4.47  | ACIAR, DENR   |
| Total Over-all Rating |   |                              |        |                       |        |    |    | 88.74 |   |

|  |             |   |
|--|-------------|---|
| Average Rating (Total Over-all rating divided by 4)    | 4.91        | <b>Comments &amp; Recommendations for Development Purpose:</b><br>Endeavor to work research results into your lab activities. |
| Additional points:                                     |             |   |
| Approved Additional Points (with copy of the approval) | 0           |   |
| FINAL RATING   | 4.91        |   |
| ADJECTIVAL RATING                                      | Outstanding |   |


Evaluated by:

  
 DENNIS P. PEQUE 9/14/19  
 Unit Head  
 Date: 9/14/19

Recommending Approval:

  
 DENNIS P. PEQUE 9/14/19  
 Dean, CFES  
 Date: 9/14/19

Approved by:

  
 BEATRIZ S. BELONIAS 11/21/19  
 Vice President  
 Date: 11/21/19

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


**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 | January 1, 2019 | June 30, 2019               | June 30, 2019            | Very Impressive    | Outstanding                     |                        |
| 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 | January 1, 2019 | June 30, 2019               | June 30, 2019            | Very Impressive    | Outstanding                     |                        |
| 3        | Attends meetings and makes letters as per instructed by Immediate Head.  | Very Impressive | January 1, 2019 | June 30, 2019               | June 30, 2019            | Very Impressive    | Outstanding                     |                        |
| 4        | Performs other functions such as; member of VSU Academic Council and etc.  | Very Impressive | January 1, 2019 | June 30, 2019               | June 30, 2019            | Very Impressive    | Outstanding                     |                        |

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

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

Prepared by:

  
**DENNIS E. PEQUE**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar  
 Performance Rating : 4.96 (Outstanding) January - June 2019

Aim: To improve research capability of faculty member

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

Date: January 2019

Target Date: March 2019

First Step:

Required Dr. Polinar to conduct research on phenology and kaingin farms in VSU and diversity of regenerations in grasslands of Biliran

Result:

Actively conducted research on the topics mentioned above

Date: April 2019

Target Date: June 2019

Next Step:

Prepared reports related to the research conducted


Outcome:

Dr. Polinar is planning to publish scientific articles

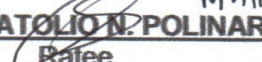
Final Step/Recommendation:

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

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head

Conforme:

  
**ANATOLIO N. POLINAR**  
 Ratee