

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ELIZA D. ESPINOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (100%) <i>50%</i>		<i>4.96 x 50% = 2.48</i>	
b. Students <i>50%</i>		<i>4.50 x 50% = 2.25</i>	
Total for Instruction	40%	<i>4.73</i>	<i>1.89</i>
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	<i>5</i>	<i>1.50</i>
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	20%	<i>4.92</i>	<i>0.98</i>
4. ADMINISTRATION	10%	<i>4.92</i>	<i>0.50</i>
5. PRODUCTION			
TOTAL			<i>4.87</i>

EQUIVALENT NUMERICAL RATING: *4.87*
 Add. Additional Points, if any : *0*
 TOTAL NUMERICAL RATING : *4.87*
 ADJECTIVAL RATING : *Outstanding*

Prepared by.

ELIZA D. ESPINOSA
 Associate Professor I
 ITEEM

Reviewed by.

Dennis P. Peque
 DENNIS P. PEQUE *1/15/21*
 Dean, CFES

Recommending Approval.

Dennis P. Peque
 DENNIS P. PEQUE *1/15/21*
 Dean, CFES

Approved.

Beatriz S. Belonias
 BEATRIZ S. BELONIAS
 Vice-President for Academic Affairs

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZA D. ESPINOSA, 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 July to December, 2021.

ELIZA D. ESPINOSA

RATEE

Approved:

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 1. Graduate Degree Program Management Services										
	PI 1: Graduate school faculty engaged in research work	Percentage of graduate school faculty engaged in research work applied in any of the following:								
		Pursuing advanced research degree program (PhD)*								Concerned faculty will proceed his PhD next year (1 st Sem, AY 2022-2023) based on the approved Faculty Development Plan (Jimmy O. Pogosa)
		Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Conducts basic and applied scientific research	25%	100%					CHED Research Program: - Seagrasses and Seaweeds of Camotes and Cuatro Islands; Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs

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						Q	E	T	A	
										of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs
		<i>Producing technologies for commercialization or livelihood improvement</i>	Technology transfer to adopters and users for commercialization	25%	100%					Production of Tilapia fingerlings
		<i>Whose research resulted in an extension program</i>	Transfer of technology from research to potential adopters and users as part of the extension	50%	100%					Artificial Reef as alternative to Coral Reef
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Graduate students enrolled in research degree programs	Percentage of graduate students enrolled in research degree programs*		100%	100%					Giuraldo Fernandez, Jonathan Hijada, Pelino Lilibeth enrolled in research study on 1st sem 2021-2022
	PI 2: Accredited graduate programs*	Percentage of accredited graduate programs*		100%	100%					MSTropical Ecology is AACUP (Level 2) and RQAT (CHED National Technical Committee) evaluated. Status, waiting for COPC to be released
	PI 3: Graduate degree specializations offered and monitored*	Number of graduate degree specializations offered and monitored*	Monitors graduate degree program offered	1	1					MS Tropical Ecology (MS TREC)
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles courses assigned, coordinated and monitored	1.75	3.74	5	5	5	5	BIOL 205 – 11 students TREC 205 – 9 TREC 209 – 7
		Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade.	-						

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	PI 5: Increase in number of graduate students enrolled*	Percentage increase in number of graduate students enrolled*	Monitors increase in number of graduate students enrolled in the program	3%	43%					Second sem, SY 2020-2021 (1 new student enrolled in July 2021 (7%) First sem, SY 2021-2022 (5 new students) officially enrolled in Aug. 2021 (36%)
	PI 6: Increase in number of students who graduated within prescribed period *	Percentage increase in number of students who graduated within prescribed period *	Monitors increase in number of students who graduated within prescribed period	13%	40%					Mercado graduated on July (1st sem, SY 2020-2021) and Ocoy graduated on September (2 nd Sem, SY 2020-2021)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	-	3	5	5	5	5	Sultan, Hijada, Jose
		A3. Number of students advised on thesis:								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis manuscript	-	2	5	5	5	5	JHijada, Latoreno
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	4	5	5	5	5	JHijada, RALatoreno, FJose, Sultan
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready courseware's developed and submitted for review:								
		<i>On-line ready courseware</i>	Prepares online courseware for review	1	2	5	5	5	5	TREC 205 (Lec & Lab) & TREC 209 (Lec)
		<i>Flexible instructional materials</i>	Converts the existing instructional materials into flexible instructional materials	1	2	5	5	5	5	TREC 205 & TREC 209

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		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	33	5	5	5	5	8 ppt; 1 video clip; 3 recordings, 20 published articles, 1 paper critique
		<i>Assessment tools</i>	Prepares and design assessment tools to assess the student's learning	2	5	5	5	5	5	term exam, analysis report, pre-recorded oral presentation, paper critique, pre-recorded PowerPoint presentation
		A7: Number of virtual classrooms created and operational	Creator & co-creator of virtual classroom using MOODLE & Google Classroom	1	2	5	5	5	5	TREC 205 (creator); TREC 209 (co-creator)
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 2: Percentage of graduates (2 years prior) that are employed*	Percentage of graduates (2 years prior) that are employed	Monitors employed graduate students	10%	100%					SY 2018-2019 - 11 graduates (BSEM) SY 2019-2020 - 2 graduates (BSEM) <i>Note: BSES is still on their senior level (1st Sem)</i>
	PI 3: Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs*	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs*		80%	100%					1st Semester (2020-2021) - 99 Students 2nd Semester (2020-2021) - 89 Students 1st Semester (2021-2022) - 120 Students
	PI 4: Percentage of undergraduate programs with accreditations*	Percentage of undergraduate programs with accreditations*	Ensures and facilitate accreditation of the undergraduate program	100%	100%					BSES is a new program with COPC approved this October 29, 2021 BSEM, an old program was changed to BSES due to no

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										<i>CHED approved CMO however, it was accredited by AACUP (level 2)</i>
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	4.2 + 155.4 = 159.6	5	5	5	5	EDE (4.2): Envi 115n - 20 students (Lec); Envi 114n – 22 students (Lec) Part-time & GTA (155.4): Envi. 11 (Lec) & Env 115n (Lab)
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	5 + 39 = 44	5	5	5	5	EDE (5): Envi 200-3 grade sheets, Envi 114n, Envi115n Part-timer & GTA (39)
		A11. Number of INC and deferred grade submitted within prescribed period	Prepare and submit INC and deferred grade	-	3	5	5	5	5	Envi 124 - 3 students
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5	Mandatory Orientation and Re-Oriented of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents-July 21-22, 2021; Orientation on the Use of Google Sites and Shared Drive for RQAT Documentation on August 5, 2021; VSU EE Virtual Classroom Management (Onboarding on the Flexible Learning Modality) on Aug.19, 20,23, 2021
		A13. Number of long and midterm examinations administered and checked	Administers and checks long examination and midterm exam for subjects taught	3	100	5	5	5	5	2nd sem 2020-2021 Envi 114n (40) – 1 long exam for 20 students, 1 final exam for 20 students 1st sem 2021-2022 Envi 115n (60)- 2 long exams for 20 students, Midterm exam for 20 students

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						Q	E	T	A	
		A14. Number of learning task, motivation questions administered and check	Prepares and checks learning tasks and motivation questions	10	182	5	5	5	5	Envi 114n (22): 1 Learning Task; Envi 115n (160): 7 LTs & 1 Reaction Paper for 20 students
		A15. Number of lab reports and requirements checked and graded	Administer and check lab reports and requirements	1	180					Part-time: Envi115n (180) – 8 Lab Exercises & 1 Scientific presentation for 20 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	26	5	5	5	5	2 nd Sem, SY 2020-2021 & 1 st Sem SY 2021-2022
		A17. Number of students advised on thesis:								
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5	SLMakiling, ABacus, VCabusas, JGualvez, ALumaad, LSalve
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5	KMMAat, Naldo, Yordan, Santianez, Moralda
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	4	4	4	4	Bendanillo, C.M.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	58	5	5	5	5	Academic advisees during enrollment, thesis advisees, thesis SRC committee and students under the subjects handled during the 2nd Sem, SY 2020-2021 & 1st Sem SY 2021-2022
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware	Prepares and review the Instructional module submitted by faculty members	1	14	5	5	5	5	EDE: Envi 114n, Envi 115n, Envi 111e (Marine Component) Core Faculty: Envi 11, Envi 11e, Envi 111e, Envi 111n, Envi 110,

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						Q	E	T	A	
										Envi 116n, Envi 198, Envi 117n, Envi 121n, Envi 119n, Envi 113n
		<i>Flexible instructional materials</i>	Prepares and review instructional materials	-	3	5	5	5	5	Envi 11, Envi 111e, Envi 111n (Co-Author) IMs updated every academic year
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation and provided video clips and other learning resources</i>	1	35 + 11 = 45	5	5	5	5	EDE (35): Envi 114n - 1 ppt, 14 recorded lecture & 1 Video clip (embedded in the lecture); Envi115n – 2 ppt, 14 recorded lectures, 1 pre-recorded lecture, 1 video film; Envi 111e - 1 ppt Part-time (11): Envi115n (Lab) – 9 recorded lectures, 2 pre-recorded lectures
		<i>Assessment tools</i>	Prepares assessment tools used to assess the students' learning	-	8	5	5	5	5	Envi 114n: Long Exam, LT, term exam, MQ; Envi 115n (Lec): LT, Oral Report, LE, Term Exam, Reaction Paper
		A 23: Number of on-line course were reviewed by TRP & edited by MMDC editor	Review the submitted course were as Chair of TRP	1	12	5	5	5	5	Envi 11, Envi 11e, Envi 111e, Envi 111n, Envi 110, Envi 116, Envi 114n, Envi 115n, Envi 198, Envi 119n, Envi 121n, Envi 113n
	PI 11: Number of virtual classrooms created and operationalized	Number of online ready courseware developed and operationalized	Creator, co-creator and editing faculty of virtual classrooms using Moodle	1	12	5	5	5	5	Creator: Envi 114n, Envi 115n, Co-creator: Envi 11, Envi 11e, Envi 111e, Envi 111n, Envi 110, Envi 116n, Envi 198, Envi 113n, Envi 119n, Envi 121n
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	-	3	5	5	5	5	CHED Research Project in Cuatro Islas and Camotes Islands; Artificial Reefs (ARs) in Baybay and Selected Coastal Municipalities in the 5th District of

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	industry or by other beneficiaries *									Leyte; Tilapia Production (LGU's of Inopacan and Baybay City, Leyte)
	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	1	Research ongoing					CHED Research Program: Seagrasses and Seaweeds of Camotes and Cuatro Islands; Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs
	PI 5. Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Prepares and submit research proposals, submits and follows up its approval for immediate implementation	-	3					Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Internationalization Project, Study 3); VSU funded (AR's); Research Project Proposal funded by industry (PASAR)
	PI 6. Additional outputs*	A 33. Establish research collaborative partnership	Active research collaborative partnership with Palompon Institute of Technology (PIT)	-	On-going					Existing CHED DARE TO Project collaboration
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	10	5	5	5	5	PASAR, DA-BFAR, DENR, LGU 5th District of Leyte (6) & VSU Internationalization Program (Baybay)

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						Q	E	T	A	
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training								
	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	Implementers duly approved extension projects which are designed for 1 year implementation and monitoring	-	2					CRM: Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia and Distribution at the Visayas State University; Conducted Monitoring of Marine Flora and Fauna in the Vicinity of PASAR, Isabel, Leyte (Oct. 2021)
	PI 5. Number of technical/ expert services	A 40. Number of technical/expert services as/in: <i>Research Mentor</i>	Provides the technical and expert services requested by beneficiaries as Research Mentor	1	6	5	5	5	5	Aquatic Ecosystems Division: Research Assistants/Aide/Admin: KAlkuino, EEstallo, OCapin, JFAmestoso, JC Cabugwason, ISosmena
	PI 8. Percent of extension proposals approved*	A 41. Percentage of extension proposals prepared submitted and approved	Prepares, submit and implement approved extension proposals	50	100%	5	5	4	96%	Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University; Monitoring of Marine Flora and Fauna in the Vicinity of PASAR, Isabel, Leyte
	PI 11. Additional outputs:	A 41. Experiential learning activities and other outputs to implement new normal	Designs experiential learning activities and other outputs to implement new normal:							
		<i>Number of attendance/ participations to webinar meetings</i>	<i>Act as academe representative & Technical Working Group Chairperson of CIPLS-PAMB</i>	-	3	5	5	5	5	Attendance to webinar DENR-CIPLS-PAMB meeting (regular & special) as academe PAMB representative (Oct. 5 & Dec. 3, 2021 and TWG-PAMB Meeting as Chairperson (Dec. 1, 2021)

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						Q	E	T	A		
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 1. Faculty Development Services											
	PI 1. Number of faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted*	Number of faculty pursuing advanced research degree programs (MSc) facilitated, monitored and assisted*	Facilitate, monitor and assist faculty pursuing advance research degree programs	1	1	4	4	4	4	Concerned faculty in the person of Ms. Angelita B. Orias has start her study leave on the 1st Sem, AY 2021-2022	
	PI 11. Attendance to webinar trainings/seminars	Faculty development	Participation to webinar trainings/seminars	-	2	5	5	5	5	CSC 2021 Service Excellence Summit for Leaders (SESL) on Sept. 9 – 10, 2021; Webinar on Ecotourism in Protected Areas Towards Green Recovery on Sept. 17 & 24 and Oct. 1, 2021.	
OVPI MFO 2. Faculty Recruitment/Hiring Services											
	PI 2. Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Hires/recruits faculty	1	5	5	5	5	5	Conducted two (2) rounds teaching demo & screening of part-time applicants for the 1 st Sem. AY 2021- 2022. The following were hired as part-time instructors: FJAmestoso, JCruza, LCCeniza, SBernaldez, KLIsaac,	
OVPI MFO 3. Faculty Evaluation Services											
	PI 3. Number of seminars/ trainings/conventions/ workshops coordinated for entire university*	Number of seminars/ trainings/conventions/ workshops coordinated for entire university	Assist in the coordination of seminars/ trainings/conventions/ workshops for entire university	1	-					No F2F seminar/ convention allowed due to pandemic.	
	PI 4. Number of seminars/ trainings/conventions/ workshops coordinated outside of the university*	Number of seminars/ trainings/conventions/ workshops coordinated outside of the university	Assist in the coordination of seminars/ trainings/conventions/ workshops outside of the university	1	-					No F2F seminar/ convention allowed due to pandemic.	

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						Q	E	T	A	
	PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Reminds and follow-ups students for faculty evaluation	50%	100%	5	5	5	5	Result is based on the student's evaluation report for the 2 nd semester AY 2020 – 2021 received just this Jan. 18, 2022.
	PI 6. Number of in-house seminars/ trainings/ workshops/reviews conducted*	Number of extension & research outputs in-house seminars/ trainings/ workshops/reviews conducted*	Presents research and extension outputs during RDE in-house review	-	1	5	4	5	4.67	Extension and Research Projects, entitled, Integrated Coastal Resource Management were presented in the annual RDE in-house review on August 31-September 03, 2021.
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 Score processes of the university under ISO 9001:2015*	Ensures 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					
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1. Submission of Institute PPMP for the following year within deadline as prescribed by BAC*	Submission of Institute PPMP for the following year within deadline as prescribed by BAC*	Reviews, acts and submits PPMP of the Institute (GOP and project funds)	submitted on time	submitted on time					
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					

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	PI 3. Number of coaching sessions among faculty & staff**	Number of coaching sessions among faculty & staff	Conducts coaching sessions among faculty & staff	3	8	5	5	5	5	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Number of planning sessions, tracking and monitoring of targets, etc. conducted	Conducts Institute's planning sessions, tracking and monitoring of targets	3	8	5	5	5	5	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended**	A 46. Meetings conducted	Conduct ITEEM monthly and emergency meeting	4	8	5	5	5	5	Minutes of meetings are available for verification
	PI 6. Additional outputs:	Attendance to various virtual and face-to-face meetings	Attends/participate various virtual and face-to-face meetings as Unit Head	5	43	5	5	5	5	July 2021: <ol style="list-style-type: none"> Partnership in the Mainstreaming of Native Species (BINHI Program) with Albert Azarcon (July 9) CHED SIKAP Grant/CHED Graduation Education Presentation for the Agricultural, Forestry, Fisheries and Veterinary Programs (July 13) Consultation/cascading of OVPREI Quality Procedure – Extension RDE meeting (July 23) Graduate School Council Meeting (July 28) Times Higher Education Masterclass Impact Ranking following OP MC No. 509, s. 2021 (July 29 - 30) Mandatory Orientation and Re-orientation of Academic

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						Q	E	T	A	
										<p>Advisers, Dept. Enrollment, Focal Persons, College Hotlines Agents (July 29 - 30)</p> <p>Aug. 2021:</p> <p>7. Orientation on the Use of Google Sites and Shared Drive for RQAT Documentation (Aug. 5)</p> <p>8. Extension Project Leader Meeting in preparation for the 2020 Extension In-House Review (Aug. 12)</p> <p>9. THE Impact Ranking 2022 Preparation Meeting (Aug. 16)</p> <p>10. Graduate School Onboarding for Faculty and Students (Aug. 24)</p> <p>11. CFES Meeting (Aug. 9 & 31)</p> <p>Sept. 2021:</p> <p>12. Virtual tour video editing in preparation for CFES Onboarding for faculty and students (Sept. 1)</p> <p>13. Discussions on the documents needed to support SDG#14 for VSU participation in THE Impact Ranking (Sept. 3)</p> <p>14. 121st Philippine Civil Service Anniversary, Introduction and Oath Taking of New Appointees (Sept. 6)</p> <p>15. Extension In-House Review (Sept. 6)</p> <p>16. CSC 2021 Service Excellence Summit for Leaders (SESL) (Sept. 9&10)</p>

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						Q	E	T	A	
										17. ISO 9001:2015 Awareness and Re-awareness Webinar (Sept. 13) 18. CFES Faculty and Students Onboarding (Sept. 14) 19. Virtual Mid-Year Performance Assessment 2021 (Sept. 15) 20. Briefing on Remote Internal Quality Audit and Navigation of QMS Portal (Sept. 17) 21. Document Review Meeting on the Quality Procedures of OVPAA, ODIE and OIMD (Sept. 20) 22. Annual VSUFA General Assembly (Sept. 24) 23. Final Briefing for the 3 rd Remote/Virtual Internal Quality Audit Preparations (Sept. 24) 24. Orientation on the Preparation of the 2022 GAD Plan and Budget (Sept. 24) 25. Opening Meeting 3 rd Internal Quality Audit (Sept. 27) 26. Graduate School Faculty Meeting (Sept. 28) 27. Participated the 121 st VSU Family Day and 121 st Philippine Civil Service Month Culmination Program (Sept. 29) 28. Virtual VSU Graduation 2020: The 68 th Commencement Exercises (Sept. 30) Oct. 2021: 29. Institute 3 rd ISO Internal Audit (Oct. 8)

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	
										30. SDG 14 Committee meeting on final evidences for THE Impact Ranking (Oct. 11) 31. Graduate Council Meeting (Oct. 13) 32. Project proposal update of the capital outlay for 2023 (Oct. 22) 33. CFES Faculty meeting (Oct. 22) Nov. 2021: 34. VSU Faculty meeting on the NBC 461 draft guidelines (Nov. 2) 35. Pre-Planning VSU-EDC Arboretum MOA Signing Program (Nov. 12) 36. Public Consultation on Joint DBM-CHED Guidelines on Reclassification of Faculty Positions (Nov. 10) 37. Orientation and overview of monitoring of accomplishments, CY 2021 (Nov. 18) 38. Closing for the 3 rd ISO Internal Quality Audit (Nov. 22) Dec. 2021: 39. Continuation of the meeting on Monitoring of OTPs, OPCR, etc.; Action Plans for NCs and OFIs of OVPAA (Dec. 3/morning) 40. CFES Meeting (Dec. 3 / afternoon) 41. Annual Internationalization Project Evaluation (Dec. 10)

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	
										42. Operational Planning Workshop and Reframing Strategic Plan (Dec. 15) 43. CFES Consultation Meeting re Implementation of Limited Face to Face Classes (Dec. 14)
		APB Representative	Attends and acts as APB evaluator during the Teaching Demo and Screening of Applicants	-	1	5	5	5	5	Teaching Demo and Screening of Applicants (Regular and Part-time Instructors) of DBS (July 19)
		NAPB Representative	Attends and acts as NAPB evaluator during the Interview and Screening of Applicants for Admin Aide position	-	1	5	5	5	5	Interview and Screening of Applicants for Admin Aide position (Aug. 11)
		Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission	Prepares and submits the Waste Management Profile of the University	-	1	5	5	5	5	As Chairman of the VSU Waste Management and Pollution Control Team
		Designs administration/ management related activities and other outputs to implement new normal	Implements OP Memo Circular # 101, s., 2021 and the IATF health protocol	-	1	5	5	5	5	All faculty & staff are required to report on skeletal workforces following OP Memo Circular # 101, s., 2021 and the IATF health protocol
		Remote RQAT evaluation	Facilitates, prepares & presents documents during Remote RQAT evaluation of MS TREC program of the institute	-	1	5	5	5	5	Prepared and presented MS TREC Program for COPC application with CHED-R08 Technical Review Committee on Biology (Aug. 20)

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	
		Implementation of Limited Face to Face Classes	Conducts BSES students, parents and faculty consultation meeting/survey re Implementation of Limited Face to Face Classes in the 2 nd semester of AY 2021-2022	-	1	5	5	5	5	
		Request for schedule of regular calibration of laboratory/field equipment	Facilitates request for schedule of regular calibration of laboratory/field equipment	-	1	5	5	5	5	Submitted a request for schedule of regular calibration of laboratory/field equipment used for instruction/research and extension activities of the institute, addressed to the VP for Admin. and Finance, thru the Instrumentation Unit
		Responding to the onslaught of the super typhoon Odette	Evaluate and assess the damages caused by the Typhoon Odette on the affected ITEEM faculty and staff; facilitate and conduct clearing and cleaning operations of the ITEEM research and instruction facilities, and relief distribution to students and their families affected by the typhoon.	-	3	5	5	5	5	The following was facilitated and conducted: 1. Clearing operation at the ITEEM grounds on Dec. 20 – 23; 2. Relief distribution operation to Southern Leyte on Dec. 29 – 30; 3. Evaluation and assessment on the damages caused by the typhoon on the affected ITEEM faculty and staff; submitted a request (and was approved) for lumber from trees toppled down to aid the affected personnel, at least to defray some cost needed for the repairs.
Total Over-all Rating										

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Continue leading by example
to your staff.

Evaluated & rated by:


 DENNIS P. PEQUE

DEAN, CFES

1/5/2022

DATE

Recommending Approval:


 DENNIS P. PEQUE

DEAN, CFES

1/15/2022

DATE

Approved:


 BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

2/28/22

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ELIZA D. ESPINOSA

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 MTREC and BSES 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	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSES students; Serves as an adviser, chairman, and member for MSTREC & BSES including BSEM (old curriculum) students' graduate & 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	July 1, 2021	December 31, 2021	December 31, 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	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research implemented, presented in scientific fora/ conferences, and	July 1, 2021	December 31, 2021	December 31, 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
	<ul style="list-style-type: none"> Serves as project and study leader of several research projects of the Institute; Acts as a peer reviewer of journal articles/scientific papers, review the paper received and returns duly reviewed paper; and Design research-related activities and other outputs to implement new normal. 	publishable papers were written						
5.	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Prepares and submit extension project proposals and follow up its approval for immediate implementation; 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 Provides quality and relevant training and offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
6.	<ul style="list-style-type: none"> Performs as the Director of the ITEEM; Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	Efficiently managed, administered, and governed the ITEEM office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
7.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients; Initiates/introduces improvements in performing functions resulting in best practice; and 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 1, 2021	December 31, 2021	December 31, 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
	• Designs administration/ management related activities and other outputs to implement new normal							
8.	• Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the ITEEM.	Conducted monthly meetings and updated activities of the AED and TED of the Institute	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
9.	• Supervises and mentors administrative staff and JO workers in implementing administrative, research and extension activities of the Institute	Well-organized activities and well-developed staff	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	
10.	• Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and the institute; and • Serves as a member of the VSU Federated Faculty Association.	Affiliated and involvement in the University-wide activities	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	

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

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

Prepared by:


DENNIS P. PEQUE

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)
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF FACULTY	DR. ELIZA D. ESPINOSA

MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
		July 2021	OP MC #s 75 & 77, series of 2021	Email and group chat	Follow up implementation of the OP Memo Circulars #s 75 & 77, s., 2021 re: Extension of Deadlines/ Change of Schedules for Submission of Course Requirements and Extension of the Academic Ease Policy in the 2 nd Sem, SY 2020-2021
		August 2021	OP MC # 526 s. 2021	Email and group chat	Integration if Mental Content in the Curriculum of all Degree programs
				Email and group chat	follow up on submission of lacking documents to COA
		August 9, 2021		Notice of meeting	Submission of OPCR 2021 accomplishments, citizen's charter, administrative matters, , and RDEI Agenda
		October 29, 2021		Notice of meeting	Results of the 3 rd ISO Internal Quality Audit, GAD Related Projects, and Infrastructure and Development Projects of CFES
		November 2021			Reminded to participate in the back to back workshop on writing research papers and research proposals, Reminded to attend seminar on recruitment, selection, and placement for 2 nd Sem AY 2021-2022


		December 3, 2021		Notice of meeting	Action Plans for NCs and OFIs
		December 14, 2021		Notice of meeting	Consultation Meeting for the limited face to face classes
		December 2021	CFES Memo 21-001		Submission of IPCR and OPCR
				Email and group chat	Reminded on the submission of Semi-Annual Report and Annual Report of RDE, Encourage to attend the Operational Planning Workshop and Reframing of Strategic Plan.
COACHING		August 2021		Notice of Meeting	Preparation Meeting on CFES Students Onboarding
				Emails and group chat	Arrangement of Work From Home Schedule, Reminded to attend the Awareness and Re-awareness Webinar of ISO 9001:2015

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

Conducted by:


DENNIS P. PEQUE
 Immediate Supervisor
 Dean, CFES

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor
 Vice President for Academic Affairs