


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 (50%)		4.8 x 50% = 2.4	
b. Students (50%)		4.6 x 50% = 2.3	
Total for Instruction	40%	4.7	1.9
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.8	1.4
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.7	0.9
4. ADMINISTRATION	10%	4.5	0.5
5. PRODUCTION			
TOTAL			4.7

EQUIVALENT NUMERICAL RATING: 4.7
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.7
 ADJECTIVAL RATING : Outstanding


Prepared by:


KLEER JEANN G. LONGATANG
 Instructor III
 ITEEM


Reviewed by:


TEOFANES A. PATINDOL
 Director

Recommending Approval:


ARTURO E. PASA
 Dean, CFES


Approved:


ROTACIO S. GRAVOSO 10-4-24
 Vice-President for Academic Affairs

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KLEER JEANN G. LONGATANG, *Instructor III* 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 2024.


KLEER JEANN G. LONGATANG
 RATEE
 DATE 7/12/24

Approved: 
TEOFANES A. PATINDOL
 DIRECTOR, ITEEM
 DATE 7/12/24


ARTURO E. PASA
 DEAN, CFES
 DATE 7/12/24

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	
MFO 1.	ADVANCED EDUCATION SERVICES									
	PI 1: Total FTE coordinated, implemented & monitored*	PI 1. Actual Faculty's FTE	Handles and teaches courses assigned.	1	2.56	5	5	5	5	TREC 205 (3), BIOL205(7) TREC 299 (3)
MFO 2.	HIGHER EDUCATION SERVICES									
	PI 1: Total FTE coordinated, implemented & monitored*	PI 1. Actual Faculty's FTE	Handles and teaches courses assigned.	1	11.1	5	5	5	5	Envi 114 (37)(Lec and Lab)

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)
	PI 9. Percentage of faculty rated by students with at least a very satisfactory rating in 50% of the subjects evaluated*	PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	Reminds and follow up students in the teaching performance evaluation by students	50%	91.40%	5	5	5	5	
	PI 10. Percentage of faculty rated by students with at least a very satisfactory rating by supervisor.	PI 10. Percentage of faculty rated at least VS by supervisor	Performs tasks assigned by the supervisor	70%	90%	4	4	4	4	
	PI 11: Percentage of courses offered with approved course syllabi	PI 11: Percentage of courses offered with approved course syllabi	Prepares, updates and reviews course syllabus	85%	100%	4	4	4	4	Envi 114, Envi 11
	PI 12: Percentage of courses with approved IMs	PI 12: Percentage of courses with approved IMs	Prepares, updates and reviews instructional materials (Learning Module)	85%	100%	4	4	4	4	Envi 114, Envi 11
	PI 13: Percentage of courses offered with final grades submitted within the allowable period	PI 13: Percentage of courses offered with final grades submitted within the allowable period	Prepares grade sheet (Lec) and submits on or before the deadline.	100%	100%	4	4	4	4	Envi 114, Envi 200,
	PI 14: Percentage of undergraduate students who graduated within the prescribed period	PI 14: Percentage of undergraduate students who graduated within the prescribed period	Acts as Thesis Adviser and assists students in graduating within the prescribed period.	10%	80%	5	5	5	5	4 out of 5 because 1 advisee has behind courses
	PI 15: Number of undergraduate thesis	PI 15: Number of undergraduate thesis students supported by	Advised student's thesis funded by ITEEM projects.	1	2	5	5	5	5	Abrillo, Canciller (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)
	students supported by CFES research project	CFES research project								
	PI 16: Percentage of undergraduate students enrolled on schedule	PI 16: Percentage of undergraduate students enrolled on schedule	Advised BSES student's during enrolment on schedule.	25%	100%	5	5	5	5	
	PI 18: Number of instructional materials approved by the UIMRC	PI 18: Number of instructional materials approved by the UIMRC	Submits instructional materials duly reviewed by TRP for editing by MMDC editor	1	2	5	5	5	5	Envi 114, Envi 11
MFO 3	RESEARCH SERVICES (10%)									
	PI 1. Percent of research proposals submitted	PI 1. Percent of research proposals submitted	Prepares research proposals, submits and follows up its approval for immediate implementation	25%	100%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo-SAP) Study 3: Assessment of Insect Fauna Associated with <i>A. malaccensis</i> in Plantations and Wild Populations in Leyte Island (Study Leader)
	PI 2. Percent of research proposals approved	PI 2: Percent of research proposals approved	Act as study leader and facilitate the implementation of the project	25%	100%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo-SAP)

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)
										Study 3: Assessment of Insect Fauna Associated with <i>A. malaccensis</i> in Plantations and Wild Populations in Leyte Island (Study Leader)
	PI 3: Number of approved research projects/studies implemented	PI 3: Number of approved research projects/studies implemented	Conducts research (study leader) for possible utilization by industry or other beneficiaries.	1	1	4	4	4	4	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo-SAP) Study 3: Assessment of Insect Fauna Associated with <i>A. malaccensis</i> in Plantations and Wild Populations in Leyte Island (Study Leader)
	PI 5: Amount of research money obtained from internal sources	PI 5: Amount of research money obtained from internal sources	Help generate research money from internal sources	50K	P845,910.00	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo-SAP) Study 3: Assessment of Insect Fauna Associated with <i>A. malaccensis</i> in Plantations and Wild Populations in Leyte Island

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)
										(Study Leader)
MFO 4.		EXTENSION SERVICES								
	PI 1: Number of extension proposals submitted	PI 1: Number of extension proposals submitted	Submits extension proposal (study leader) for possible utilization by industry or other beneficiaries.	25%	100%	5	5	5	5	<p>Natural Resource Management-Based Extension Program (VSU Nature Park) Phase III: Development of VSU Nature Park as a Learning Site on Sustainable Agriculture and Natural Resource Management and Empowerment of Local Stakeholders through Capacity Building and Biodiversity Conservation</p> <p>Development of a Provincewide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAHI-CIDSS Program in Cabucgayan, Biliran</p> <p><i>Aquilaria</i> Learning Site (ALS-Silago): Its Role in the Conservation of the Philippine <i>Aquilaria</i></p>

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)
										Threatened Species and Development of Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise for Forest Dependent Communities
	PI 2: Number of extension proposals approved	PI 2: Number of extension proposals approved	Act as study leader and facilitate the implementation of the project	25%	100%	5	5	5	5	NRM KALAHI CIDDS ALS Silago
	PI 3: Number of approved extension projects implemented	PI 3: Number of approved extension projects implemented	Implements duly approved extension projects.	25%	100%	5	5	5	5	NRM KALAHI CIDDS ALS Silago
	PI 5: Number of extension activities conducted	PI 5: Number of extension activities conducted	Act as study leader and facilitate the implementation of the project	1	3	5	5	5	5	NRM KALAHI CIDDS ALS Silago
	PI 6: Number of training, seminars and fora conducted	PI 6: Number of training, seminars and fora conducted	Conducts training among beneficiaries of technologies for transfer.	1	1	4	4	4	4	Trainers training on Rainforestation-Aquaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on June 17-22, 2024
	PI 7: Number of expert services rendered:	PI 7: Number of expert services rendered:								
	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	Acts as a Resource Person and provides the technical and expert services requested by beneficiaries.	1	1	4	4	4	4	Trainers training on Rainforestation-Aquaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in

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)
	<i>conferences, convenor, organizer, facilitator)</i>									Region VIII on June 17-22, 2024
	PI 13: Amount of extension money obtained from internal sources	PI 13: Amount of extension money obtained from internal sources	Helps generate extension money from internal sources	50K	420k	5	5	5	5	NRM-150K Biliran-120K ALS-SILAGO-150K
	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	Identifies and links with probable partners for extension activities and maintains this active partnership.	1	2	5	5	5	5	LGU Barili and LGU Quinapondan
	PI 15: Number of trainees weighted by the length of training	PI 15: Number of trainees weighted by the length of training	Conducts training among beneficiaries of technologies for transfer.	10	94	5	5	5	5	Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on June 17-22, 2024
	PI 16: No. of extension programs and projects consistent with VSUs mandated and priority programs	PI 16: No. of extension programs and projects consistent with VSUs mandated and priority programs	Implements duly approved extension projects.	1	3	5	5	5	5	NRM Biliran ALS Silago
	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	50%	97.45%	4	4	4	4	Trainers training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-

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)
	relevance									Friendly Enterprise in Region VIII on June 17-22, 2024 (47 participants)
MFO 5.	SUPPORT TO OPERATIONS									
OVPAA MFO 1.	Faculty Development Services									
	PI 7: Number of faculty sent to trainings, seminars and conferences	PI 7: Number of faculty sent to trainings, seminars and conferences	Attend training, seminars and conferences	1	6	5	5	5	5	<p>Faculty On-boarding Second Semester 2023-2024</p> <p>VSU CAT 2024 Proctors Training and Orientation</p> <p>Workshop on Scientific Writing and Illustration Lay-outing for Publication on February 16-17,2024</p> <p>Book Editing workshop on the "Arthropods in Leyte" April 26, 2024</p> <p>Book Editing workshop on the "Leyte Island's Native Orchids" April 26, 2024</p> <p>Stakeholders Consultation Workshop for the Crafting of the Cave Management Plans of Cag-Maanghit and Higantes Caves at Brgy. San Isidro, Hilongos Leyte</p>

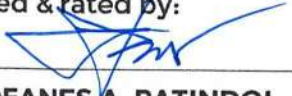


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
										on May 23,2024
OVPAAMFO 3.	Faculty Evaluation Services									
OVPAAMFO 4.	Program and Institutional Accreditation Services									
	PI 1 : Percent compliance to all requirements through the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	PI 1 : Percent compliance to all requirements through the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department 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	4	4	4	4	
	PI 2: Compliance to all requirements of the program and institutional accreditations	PI 2: Compliance to all requirements of the program and institutional accreditations	Assist the preparation in ensuring all the requirements of the program and Institutional accreditations are complied with in the performance of his/her functions as faculty member	100% compliant	100% compliant	4	4	4	4	
OVPAAMFO 5.	Registration Services									
	PI 1: Percentage of students enrolled and validated within the registration period	PI 1: Percentage of students enrolled and validated within the registration period	Act as an academic adviser in enrolling and validating students within the registration period	40%	100%	5	5	5	5	
	PI 2: Number of students advised during the	PI 2: Number of students advised during the registration period	Act as an academic adviser in enrolling and validating students	20	83	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)
	registration period		within the registration period							
OVPAAMFO 6.	General Admin. & Support Services (GASS)									
	PI 2: Number of management meetings conducted	PI 2: Number of management meetings conducted	Participate in the institute's monthly and emergency meetings	1	3	5	5	5	5	
	PI 3: Number of committee meetings conducted	PI 3: Number of committee meetings conducted	Participate in the institute's monthly and emergency meetings	1	3	5	5	5	5	
	PI 4: Number of routinary documents acted	PI 4: Number of routinary documents acted	Performs tasks assigned in a committee	2	5	5	5	5	5	
	PI 5: Number of requests acted	PI 5: Number of requests acted	Performs tasks requested.	1	5	5	5	5	5	Visits to VSU Nature Park: Field visit of Mindanao State University on March 2024; Visit of Bethel April 2024 International Coastal Clean-Up Environmental Jamboree
	PI 7: Percentage of IFWs submitted to OVPAA September 30	PI 7: Percentage of IFWs submitted to OVPAA September 30	Prepares, reviews and signs Individual Faculty Workload	100%	100%	4	4	4	4	
	PI 8: Percentage of Report of Actual teaching loads submitted to	PI 8: Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start	Prepares, reviews and signs Individual Faculty Workload	100%	100%	4	4	4	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)
	OVPA 30 days after the start of classes	of classes								
	PI 9: Percentage of faculty and staff submitted a dtr every month	PI 9: Percentage of faculty and staff submitted a dtr every month	Prepares DTR every month	100%	100%	4	4	4	4	
	PI 10: Percentage of complaints, if any, addressed on time	PI 10: Percentage of complaints, if any, addressed on time	Answers and responds to complaints, if any, addressed on time	40%	100%	5	5	5	5	
	PI 12: Monthly accomplishment report submitted on time.	PI 12: Monthly accomplishment report submitted on time.	Prepares monthly accomplishment report submitted on time	1	1	4	4	4	4	NRM Extension Report (First Quarter)
	PI 16: Responses to NCs and CARs issuances	PI 16: Responses to NCs and CARs issuances								
	Percentage of NCs received and acted	Percentage of NCs received and acted	Answers and responds to NCs, if any, addressed on time	0%	0%	4	4	4	4	
	Percentage of CARs received and acted	Percentage of CARs received and acted	Answers and responds to CARs, if any, addressed on time	0%	0%	4	4	4	4	
		Total Over-all Rating							4.72	

Average Rating (Total Overall rating divided by 4)		4.72
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Keep up the good work!

Evaluated & rated by:				Recommending Approval:		Approved:	
							
TEOFANES A. PATINDOL				ARTURO B. PASA		ROTACIO S. GRAVOSO	
DIRECTOR, ITEEM				DEAN, CFES		VICE-PRESIDENT FOR ACADEMIC AFFAIRS	
DATE <u>7/16/24</u>				DATE <u>7/16/24</u>		DATE <u>10-4-24</u>	
1 – Quality	2 – Efficiency	3 – Timeliness	4 – Average				

"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. TEOFANES A. PATINDOL
NAME OF STAFF	KLEER JEANN G. LONGATANG

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				HRIS-DTR; Logbook	January to June
Attendance to university activities/programs/seminars/ workshops			Memoranda, and invitations	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms, and HRIS	January to June
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Submission of required reports and documents; instruction, research, and extension functions	Staff Consultation				As needed

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

Conducted by:


TEOFANES A. PATINDOL

Immediate Supervisor
Director, ITEEM

Noted by:


ARTURO E. PASA

Next Higher Supervisor
Dean, CFES

"EXHIBIT I"

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*	Overall 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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
2.	<ul style="list-style-type: none"> Acts as the academic adviser for BSES students; Serves as an adviser, SRC member for BSES including BSEM (old curriculum) 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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
3.	<ul style="list-style-type: none"> Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems set, 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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall 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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
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	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
7.	• Provides customer-friendly frontline services to clients.	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
8.	• Attends meetings by ITEEM and CFES	Active participation, updated on the institute's activities, directed on the tasks	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	

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

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

Prepared by:


TEOFANES A. PATINDOL
 Immediate Supervisor

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 2024

Target Date: Jan 2024

First Step: One-on-one discussion to take advanced 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 training this year 2024 and apply for PhD next to Engr. Jimmy O. Pogosa by 2025 1st Semester.

Date: July 2024

Target Date: August 2024

Next Step: Submit application requirements for advanced training on time this year (2024) and apply for PhD program by 2025 in International Universities like The Czech Republic.

Outcome: Advanced skills in biodiversity conservation and PhD in Invertebrate Ecology, and consider taking the program on Environmental Health.

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

Prepared by:


TEOFANES A. PATINDOL
Unit Head

Conformé:


KLEER JEANN G. LONGATANG
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: LONGATANG, KLEER JEANN G.

Department: Institute of Tropical Ecology & Environmental Mgt

College: College of Forestry and Environment

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
TREC205	BIO-DIVERSITY OF TROPICAL ECOSYSTEMS	LAB	4.00	Very Satisfactory	80.0%
Envi 11e	GENERAL PRINCIPLES OF ENVIRONMENTAL SCIENCE	LEC	4.00	Very Satisfactory	80.0%
Envi 111e	FUNDAMENTALS OF ENVIRONMENTAL SCIENCE	LEC	5.00	Outstanding	100.0%
Envi 111e	FUNDAMENTALS OF ENVIRONMENTAL SCIENCE	LAB	5.00	Outstanding	100.0%
Envi 111e	FUNDAMENTALS OF ENVIRONMENTAL SCIENCE	LEC	5.00	Outstanding	100.0%
Envi 111e	FUNDAMENTALS OF ENVIRONMENTAL SCIENCE	LAB	5.00	Outstanding	100.0%
TREC205	BIO-DIVERSITY OF TROPICAL ECOSYSTEMS	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.57	Outstanding	91.43%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

LONGATANG, KLEER JEANN G.

Name and Signature of Faculty

Date: 8-8-24

Distribution of copies: ODIE, College, Department, Faculty

TRACKING TOOL FOR MONITORING TARGETS

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
MFO 1. ADVANCED EDUCATION SERVICES (20%)										
PI 1. Total FTE monitored	Handles and teaches courses assigned.	Director, Faculty & Staff	Jan-June 2024	Prepared and revised lecture guides	Conducted laboratory classes	Conducted laboratory classes	Followed-up students re: lab output preparation	Followed-up students re: lab output finalization	Followed up students re: lab output finalization	MMB-2.67: [TREC 208 (8)] KJGL- 2.56: [TREC 205 (3), BIOL 205(7), TREC 299 (3)] HVO- 2.56: [TREC 205 (3), BIOL 205(7)] SAC-2.56: [TREC 205 (3), BIOL 205(7)]
PI 2. Number of graduate degree programs/ specializations offered and monitored	Offers and monitors degree programs	Director, Faculty & Staff	Jan-June							MS Tropical Ecology
PI 3. Percentage increase in graduate students enrolled	Further the promotion of the program	Director, Faculty & Staff	Jan-June							(11/8)Sebidos Al Helal Siddique
PI 5. Number of graduate students awarded with scholarship/assistantship	Advised student's thesis	Director, Faculty & Staff	Jan-June							P. Maguchu-GTA Nierves-DOST Florentino-Gerry Roxas Foundation
PI 7: Number of graduate student supported by CFES research projects	Advised student's thesis funded by ITEEM/ Biodiversity Center projects.	Director, Faculty & Staff	Jan-June							ECoSAP- Pelino, Gundemaro
PI 8: Number of new international students enrolled	Assess international students' applications for admission	Director, Faculty & Staff	Jan-June							Abu Sayed Helal, Abu Bakkar Siddique

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
MFO 2. HIGHER EDUCATION SERVICES (50%)										
PI 1: Total FTE monitored	Handles and teaches courses assigned.	Director, Faculty & Staff	Jan-June	Prepared lecture materials and laboratory guides	Reviewed lecture materials and laboratory guides.	Conducted regular classes	Conducted regular classes	Conducted regular classes Follow-up students in their lacking requirements of their INCs	Conducted regular classes. Prepare and administer midterm exams	MMB- 5.7 ABO- 14.55 KJGL-11.1
PI 5: Number of programs with COPC		Director, Faculty & Staff	Jan-June							BSES
PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	Reminds and follow up students in the teaching performance evaluation by students	Director, Faculty & Staff	Jan-June	Performed tasks with utmost accuracy and efficiency.						Mean – 4.47% VS
PI 10. Percentage of faculty rated at least VS by supervisor	Performs tasks assigned by the supervisor	Director, Faculty & Staff	Jan-June							Mean – 4.6% O
PI 11. Percentage of courses offered with approved course syllabi	Prepares, updates and reviews course syllabus	Director, Faculty & Staff	Jan-June							100% with approved course syllabi
PI 12. Percentage of courses with approved IMs	Prepares, updates and reviews instructional materials (Learning Module)	Director, Faculty & Staff	Jan-June							100% with approved IMs
PI 13: Percentage of courses offered with final grades submitted within the allowable period	Prepares grade sheet and submits on or before the deadline.	Director, Faculty & Staff	Jan-June							
PI 14: Percentage of undergraduate students who	Assists students in graduating within	Director, Faculty & Staff	Jan-June							22/22

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
graduated within the prescribed period	the prescribed period.									
PI 15: Number of undergraduate thesis students supported by CFES research project	Advised student's thesis funded by ITEEM	Director, Faculty & Staff	Jan-June							ECo-SAP (6): Compendio, Daguplo, Pino, Ladica, Canciller, Abrillo Biliran Project (1): Belas
PI 16: Percentage of undergraduate students enrolled on schedule	Assists students enrolling	Director, Faculty & Staff								
PI 17: Percentage of graduate students employed (2 years prior)	Conducts graduate tracer	Director, Faculty & Staff	Jan-June	Constant tracing of BSEM and BSES graduates, maintained.						14/14 are employed
MFO 3. RESEARCH SERVICES (10%)										
PI 1: Percent of research proposals submitted	Prepares research proposals, submits and follows up its approval for immediate implementation	Director, Faculty & Staff	Jan-June							Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP)
PI 2: Percent of research proposals approved	Facilitate the implementation of the project	Director, Faculty & Staff	Jan-June							
PI 3: Number of approved research projects/studies implemented	Conducts research for possible utilization by industry or other beneficiaries.	Director, Faculty & Staff	Jan-June							
PI 5: Amount of research money obtained from internal sources	Helps generate research money from internal sources	Director, Faculty & Staff	Jan-June							VSU Internationalization Program ECo-SAP VSU-IP-2021-9 - January to June- P845,910.00 2 SRA@22,000 3 SRAide@14,720.00 4 Laborers @9000 CA-100,950.00

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
PI 6. Number of research outputs presented in:		Director, Faculty & Staff	Jan-June							
<i>a. International Conferences</i>										
<i>b. National Conferences</i>										
<i>c. Regional or Institutional Conferences</i>										Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP)
PI 10. Number of research articles derived from approved research in the university, submitted	Conceptualizes and submits article..	Director, Faculty & Staff	Jan-June							MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Reforestation
PI 11: Number of research articles derived from approved research in the university, published	Submits article for publication	Director, Faculty & Staff	Jan-June							Native Tree Forest Restoration. 2024
PI 12. Number of research outputs utilized by the industry or by other beneficiaries	Conducts constant monitoring activities and continued technical support	Director, Faculty & Staff	Jan-June							Reforestation Technology
MFO 4. EXTENSION SERVICES (10%)										
PI 1: Number of extension proposals submitted	Submits extension proposal for possible utilization by industry or other beneficiaries.	Faculty & Staff	Jan-June							(3) ¹

¹-*Aquilaria* Learning Site (ALS-Silago): Its Role in the Conservation of the Philippine *Aquilaria* Threatened Species and Development of Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise for Forest Dependent Communities
- Natural Resource Management-Based Extension Program (VSU Nature Park), Phase III: Development of VSU Nature Park as a Learning Site on Sustainable Agriculture and Natural Resource Management and Empowerment of Local Stakeholders through Capacity Building and Biodiversity Conservation
- Development of a Provincewide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Reforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
PI 2: Number of extension proposal approved	Facilitate the implementation of the project	Director, Faculty & Staff	Jan-June							NRM,Biliran, ALS Silago
PI 3: Number of approved extension projects implemented	Implements duly approved extension projects.	Director, Faculty & Staff	Jan-June							NRM,Biliran, ALS Silago
PI 4: Number of extension outputs presented in:		Director, Faculty & Staff	Jan-June							
a. International Conferences										
b. National Conferences										
c. Regional or Institutional Conferences										Annual In house Review, NRM, Biliran, ALS Silago
PI 6: Number of trainings, seminars and fora conducted	Conducts training among beneficiaries of technologies for transfer.	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants; 97.45% Training evaluation
PI 7: Number of expert services rendered:										
a. peer reviewer of journal/book										
b. reviewer of research and extension proposals										
c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	Acts as a Resource Person and provides the technical and expert services requested by beneficiaries.	Director, Faculty & Staff	Jan-June							ABO, KJGL, MMB
d. accreditor										

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<i>e. consultancy</i>										
PI 13: Amount of extension money obtained from internal sources	Generates extension money from internal sources	Director, Faculty & Staff	Jan-June							NRM-150K BILIRAN-120K ALS-SILAGO-150K
PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	Identifies and links with probable partners for extension activities and maintains this active partnership.	Director, Faculty & Staff	Jan-June							LGU Barili and LGU Quinapondan
PI 15: Number of trainees weighted by the length of training	Conducts training among beneficiaries of technologies for transfer	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants
PI 16: No. of extension programs and projects consistent with VSUs mandated and priority programs	Implements duly approved extension projects	Director, Faculty & Staff	Jan-June							NRM, Biliran, ALS Silago,
PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
MFO 5. SUPPORT TO OPERATIONS (10%)										
OVPA MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degree		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
PI 3: Number of faculty granted with external scholarship		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
PI 5: Number of faculty granted with sabbatical leave		Director, Faculty & Staff	Jan-June							EDE
PI 7: Number of faculty sent to trainings, seminars and conferences	Actively participates/ attends trainings, seminars and conferences	Director, Faculty	Jan-June							Trainings, seminars and conferences attended/ participated ²
OVPA MFO 4. Program and Institutional Accreditation Services										
PI 1: 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	Comply all the requirements to maintain and improve the QMS of the core processes of the Institute under ISO 9001:2015	Director, Faculty & Staff	Jan-June	QMS core processes of the university are complied with in the daily performance.						Zero non-conformity
PI 2: Compliance with all requirements of the program	Comply with all requirements of the program and	Director, Faculty & Staff	Jan-June	Requirements of the program and institutional accreditations are complied with in the daily performance.						100% compliant

² • Faculty Onboarding 2nd Sem/2023-2024

- Workshop on Scientific Writing and Illustration Lay-outing for Publication on Feb 16-17
- Book Editing workshop on the "Arthropods in Leyte" April 26
- Book Editing workshop on the "Leyte Island's Native Orchids" April 26
- VSU CAT 2024 Proctors Training and Orientation
- Stakeholders Consultation Workshop for the Crafting of the Cave Management Plans of Cag-Maanghit and Higanes Caves at Brgy. San Isidro, Hilongos Leyte on May 23

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
and institutional accreditations	institutional accreditations									
OVPAA MFO 5. Registration Services										
PI 1: Percentage of students enrolled and validated within the registration period	Validate enrollees registrations on time	Director, Faculty & Staff	Jan-June	Enrollees are registered within the registration period						MMB-23 ABO- 57 KJGL-83
PI 2: Number of students advised during the registration period	Assist enrollees in their registration concerns	Director, Faculty & Staff	Jan-June							
MFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
PI 1: Number of departments/institutes/offices supervised	Manages/supervises other unit	Faculty	Jan-June	Designation is performed with utmost efficiency, at all time.						MMB, as Director of the Biodiversity Center
PI 2: Number of management meetings conducted	Actively participate in the institute's monthly and emergency meetings	Director, Faculty & Staff	Jan-June	Faculty regular monthly meeting	Faculty regular monthly meeting					
PI 3: Number of committee meetings conducted	Actively participate in committee meetings	Director, Faculty & Staff	Jan-June							
PI 4: Number of routinary documents acted	Prepares documents for processing, reviews, acts, assigns control numbers, barcodes for tracking, and follow up status	Director, Faculty & Staff	Jan-June	Prepares documents for processing, reviews, acts, assigns control numbers, barcodes for tracking, and follow up status.						
PI 5: Number of requests acted	Performs tasks requested.	Director, Faculty & Staff	Jan-June	<ul style="list-style-type: none"> • Visits to VSU Nature Park: • Field visit of Mindanao State University on March 2024; • Visit of Bethel April 2024 • International Coastal Clean-Up • Environmental Jamboree 						

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
PI 7: Percentage of IFWs submitted to OVPAA September 30	Submits Individual Faculty Workload on time	Director, Faculty & Staff	Jan-June		IFWs, submitted					
PI 8: Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes	Submits Report of Actual Teaching Loads on time	Director, Faculty & Staff	Jan-June		RATL, Submitted					
PI 10. Percentage of complaints, if any, addressed on time	Answers and responds to complaints, if any, addressed on time	Director, Faculty & Staff	Jan-June	No complaints received.						
PI 11. Percentage of action plans implemented and monitored as scheduled	Supervises the action plans that are implemented and monitored as scheduled	Director, Faculty & Staff	Jan-June	Action plans are implemented as scheduled.						
PI 12. Monthly accomplishment report submitted on time.	Prepares monthly accomplishment report submitted on time	Director, Faculty & Staff	Jan-June	Monthly reports are regularly submitted.						
PI 14: Percentage of budget utilization from GAA	Monitors budget utilization	Director, Faculty & Staff	Jan-June	PPMP for annual budget utilization, submitted	Prepared and submitted PRs; Requests for petty cash advances approved and utilized; Requests for acquisitions thru bidding are regularly followed-up					
PI 16. Responses to NCs and CARs issuances		Director, Faculty & Staff	Jan-June							
<i>Percentage of NCs received and acted</i>	Answers and responds to NCs, if any, addressed on time	Director, Faculty & Staff	Jan-June	Daily performance is to it that required QMS processes are complied with.						100% compliant
<i>Percentage of CARs received and acted</i>	Answers and responds to CARs, if any, addressed on time	Director, Faculty & Staff	Jan-June							100% compliant

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
PI 10. Additional outputs										
Number of OPCR and IPCR (targets and accomplishments) and exhibit attachments prepared	Prepares IPCR and OPCR targets and accomplishments, including all exhibit attachments of IPCR accomplishments	Director, Faculty & Staff	Jan-June	Submitted IPCR accomplishments of July-Dec 2023; Submitted OPCR & IPCR targets, 2024 Targets are regularly monitored, and accomplished.						
Number of research/extension project and affiliate faculty appointments prepared	Prepares RDE appointment recommendations and requests for affiliates	Director, Faculty & Staff	Jan-June	Prepared RDE appointment recommendations for project/study/component leaders; Prepared requests for affiliations of faculty to handle subjects, or serve as thesis advisers of graduating BS or MS students of programs offered by the Institute						

Prepared by:



TEOFANES A. PATINDOL
Director, ITEEM