


## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: MARLITO M. BANDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.7 x 50% = 2.3	
b. Students (50%)		4.4 x 50% = 2.2	
Total for Instruction	40%	4.5	1.8
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.5	1.4
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.6	0.9
4. ADMINISTRATION	10%	4.7	0.5
5. PRODUCTION			
<b>TOTAL</b>			<b>4.6</b>

EQUIVALENT NUMERICAL RATING: 4.6  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.6  
 ADJECTIVAL RATING : Outstanding

**Prepared by:**

  
**MARLITO M. BANDE**  
 Associate Professor V

**Reviewed by:**

  
**TEOFANES A. PATINDOL**  
 Director, ITEEM

**Recommending Approval:**

  
**ARTURO E. RASA**  
 Dean, CFES

**Approved:**

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

**"EXHIBIT B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MARLITO M. BANDE, *Associate Professor IV* 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.

**MARLITO M. BANDE**

RATEE

DATE 7/15/24

**Approved:**

**TEOFANES A. PATINDOL**

DIRECTOR, ITEEM

DATE 7/16/24

**ARTURO E. PASA**

DEAN, CFES

DATE 7/18/24

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	2.67	5	5	5	5	TREC208 (8 students)
	PI 5: Number of graduate students awarded with scholarship/assistantship	PI 5. Number of graduate students awarded with scholarship/assistantship	Advised student's thesis	1	2	5	5	5	5	Florentino (Gerry Roxas Foundation) Nierves (DOST)
	PI 7: Number of graduate thesis students supported by CFES(ITEEM)/ Biodiversity Center research project	PI 7. Number of graduate students supported by CFES(ITEEM)/Biodiversity Center research projects	Advised student's thesis funded by ITEEM/ Biodiversity Center projects.	2	2	4	4	4	4	ECo-SAP (2): Peliño., Gundemaro



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						Q	E	T	A	
MFO 2. HIGHER EDUCATION SERVICES										
	PI 1: Total FTE coordinated, implemented & monitored*	PI 1. Actual Faculty's FTE	Handles and teaches courses assigned.	5	5.7	4	4	4	4	Envi 198 (38 students)
	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%	88%	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%	5	5	5	5	
	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%	5	5	5	5	Envi 11, Envi 198
	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%	5	5	5	5	Envi 11, Envi 198
	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 198 and 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.	80%	60%	4	4	4	4	Envi 200 (3 out of 5 assisted graduating students within the prescribed period; 2 graduating students still on their thesis)
	PI 15: Number of undergraduate thesis students supported by	PI 15: Number of undergraduate thesis students supported by	Advised student's thesis funded by ITEEM/ Biodiversity Center projects.	2	7	5	5	5	5	ECo-SAP (6): Compendio, Daguplo, Pino, Ladica, Canciller, Abrillo  Biliran Project (1): Belas

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	
	CFES(ITEEM)/Biodiversity Center research project	CFES(ITEEM)/Biodiversity Center research project								
	<b>PI 18:</b> Number of instructional materials approved by the UIMRC	<b>PI 18:</b> 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 198, Envi 11
<b>MFO 3. RESEARCH SERVICES (10%)</b>										
	<b>PI 1.</b> Percent of research proposals submitted	<b>PI 1.</b> 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</i> through Sustainable Agarwood Production (ECo-SAP) <i>Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of Aquilaria-based Agroecological Production Systems in Leyte Island (Study Leader)</i>
	<b>PI 2.</b> Percent of research proposals approved	<b>PI 2:</b> 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</i> through Sustainable Agarwood Production (ECo-SAP) <i>Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of Aquilaria-based Agroecological Production Systems in Leyte Island (Study Leader)</i>
	<b>PI 3:</b> Number of approved research projects/studies implemented	<b>PI 3:</b> 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</i> through Sustainable Agarwood Production (ECo-SAP) <i>Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of Aquilaria-based Agroecological Production Systems in Leyte Island (Study Leader)</i>
	<b>PI 5:</b> Amount of research money obtained from internal sources	<b>PI 5:</b> Amount of research money obtained from internal sources	Help generate research money from internal sources	500K	4M	5	5	5	5	VSU Internationalization Program ECo-SAP VSU-IP-2021-9 Php 4,463,963.00



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	
		Additional outputs:								
		<i>Number of exchange students conducting collaborative research related to biodiversity conservation</i>	Advised exchange students whose conducting collaborative research related to biodiversity conservation	1	1	4	4	4	4	Christopher Klapperich, Ludwig-Maximilians-Universität München (Munich, Germany)
		<i>Number of international research experts conducting collaborative research related to biodiversity conservation</i>	Facilitates international research experts whose conducting collaborative research related to biodiversity conservation	1	1	4	4	4	4	Prof. Dr. Michiko Nakagawa, Nagoya University (Nagoya, Japan)
<b>MFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of extension proposals submitted	<b>PI 1:</b> 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><i>Aquilaria</i> Learning Site (ALS-Silago): Its Role in the Conservation of the Philippine <i>Aquilaria</i> Threatened Species and Development of Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise for Forest Dependent Communities</p> <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>

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 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; Biliran Project; 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; Biliran Project; 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; Biliran Project; 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-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:	PI 7: Number of expert services rendered:								
	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	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-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants; 97.45% Training evaluation rate
	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	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other	Identifies and links with probable partners for extension activities and maintains this active partnership.	2	2	4	4	4	4	LGU Barili and LGU Quinapondan



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	
	stakeholders as a result of extension activities	stakeholders as a result of extension activities								
	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.	20	94	5	5	5	5	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	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 Project; ALS Silago
	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	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	80%	97.45%	4	4	4	4	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 rate
<b>MFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPA MFO 1. Faculty Development Services</b>										
	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	4	5	5	5	5	Faculty Onboarding Second Semester 2023-2024  Workshop on Scientific Writing and Illustration Lay-outing for Publication on February 16-17, 2024  Book Editing workshop on the "Arthropods in Leyte" April 26, 2024  Book Editing workshop on the "Leyte Island's Native Orchids" April 26, 2024

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						Q	E	T	A	
OVPAAs MFO 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	
OVPAAs MFO 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%	90%	5	5	5	5	
	PI 2: Number of students advised during the registration period	PI 2: Number of students advised during the registration period	Act as an academic adviser in enrolling and validating students within the registration period	20	23	4	4	4	4	2 <sup>nd</sup> semester SY2023-2024



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	
OVPA MFO 6. General Admin. & Support Services (GASS)										
	<b>With ITEEM:</b>									
	<b>PI 7:</b> Percentage of IFWs submitted to OVPA September 30	<b>PI 7:</b> Percentage of IFWs submitted to OVPA September 30	Prepares, reviews and signs Individual Faculty Workload	100%	100%	4	4	4	4	
	<b>PI 8:</b> Percentage of Report of Actual teaching loads submitted to OVPA 30 days after the start of classes	<b>PI 8:</b> Percentage of Report of Actual teaching loads submitted to OVPA 30 days after the start of classes	Prepares, reviews and signs Individual Faculty Workload	100%	100%	4	4	4	4	
	<b>PI 9:</b> Percentage of faculty and staff submitted a dtr every month	<b>PI 9:</b> Percentage of faculty and staff submitted a dtr every month	Prepares DTR every month	100%	100%	4	4	4	4	
	<b>With the Biodiversity Center:</b>									
		<b>PI 1:</b> Number of departments/institutes/offices supervised		1	1	4	4	4	4	Biodiversity Center as Director
	<b>PI 2:</b> Number of management meetings conducted	<b>PI 2:</b> Number of management meetings conducted	Participate in the institute's monthly and emergency meetings	6	6	4	4	4	4	6 Monthly regular meeting
	<b>PI 3:</b> Number of committee meetings conducted	<b>PI 3:</b> Number of committee meetings conducted	Participate in the institute's/center's monthly and emergency meetings	2	1	4	4	4	4	1 meeting re: Preparation for Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024)
	<b>PI 4:</b> Number of routinary documents acted	<b>PI 4:</b> Number of routinary documents acted	Performs tasks assigned in a committee	20	26	5	5	5	5	Communications (i.e., courtesy visits, letter requests, etc.)
	<b>PI 5:</b> Number of requests acted	<b>PI 5:</b> Number of requests acted	Performs tasks requested.	15	18	5	5	5	5	Request visits to the Biodiversity Center from letters and calls
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	Answers and responds to complaints, if any, addressed on time	90%	100%	5	5	5	5	


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 11. Percentage of action plans implemented and monitored as scheduled	PI 11. Percentage of action plans implemented and monitored as scheduled	Supervised the action plans that are implemented and monitored as scheduled	90%	100%	4	4	4	4	
	PI 12: Monthly accomplishment report submitted on time.	PI 12: Monthly accomplishment report submitted on time.	Prepares monthly accomplishment report submitted on time	1	2	5	5	5	5	ECo-SAP 1 <sup>st</sup> quarter report; and ALS-Silago 1 <sup>st</sup> quarter report
	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	100%						
	Percentage of CARs received and acted	Percentage of CARs received and acted	Answers and responds to CARs, if any, addressed on time	0%						
Total Over-all Rating									4.43	




Average Rating (Total Overall rating divided by 4)		4.03
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		Very Satisfactory

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


Evaluated & rated by:

  
**TEOFANES A. PATINDOL**  
 DIRECTOR, ITEEM  
 7/14/24  
 DATE

Recommending Approval:

  
**ARTURO E. PASAD**  
 DEAN, CFES  
 7/18/24  
 DATE

Approved:

  
**ROTACIO S. GRAVOSO**  
 VICE-PRESIDENT FOR ACADEMIC AFFAIRS  
 10-4-24  
 DATE

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

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

✓	1 <sup>st</sup>	<b>Q U A R T E R</b>
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF STAFF	<b>MARLITO M. BANDE</b>

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					
Submissions of required reports and documents.	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: MARLITO M. BANDE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> <li>Teaches assigned subjects for MSTREC and BSES programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students;</li> <li>Checks test papers and submits students' grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	Jan 1, 2024	June 31, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
	<ul style="list-style-type: none"> <li>Serves as an academic adviser for MSTREC &amp; BSES students;</li> <li>Serves as an adviser, chairman, and member for MSTREC &amp; BSES including BSEM (old curriculum) students' graduate &amp; undergraduate thesis; and</li> <li>Guides, advises &amp; corrects students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>	Students are 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>	
	<ul style="list-style-type: none"> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems set, etc.;</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul>	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>	
	<ul style="list-style-type: none"> <li>Prepares research proposals, submits and follows up its approval for immediate implementation;</li> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as project and study leader of several research projects of the Institute;</li> </ul>	Research proposals approved, implemented, presented in scientific fora/ conferences, and publishable papers written	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
	<ul style="list-style-type: none"> <li>Prepares, submits, and presents research paper in scientific fora/conferences;</li> <li>Acts as a peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper;</li> <li>Writes publishable materials out of research outputs and submits for publication; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>							
	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Prepares and submits extension project proposals and follows up its approval for immediate implementation;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension-related activities and other outputs to implement new normal; and</li> <li>Provides quality and relevant training courses, and offers advisory for technical and expert services requested by beneficiaries for extension services.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
	<ul style="list-style-type: none"> <li>Assists in mentoring the junior faculty in implementing instruction, research, and extension activities of the Institute;</li> <li>Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university which are indeed conformed to the Institutes' performance functions; and</li> <li>Complies with all the requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools.</li> </ul>	Junior faculty delivers remarkable outputs; and, QMS requirements are diligently complied with in performing tasks	Jan 1, 2024	June 30, 2024	June 30, 2024	<i>very impressive</i>	<i>outstanding</i>	
	<ul style="list-style-type: none"> <li>Provides customer-friendly frontline services to clients;</li> </ul>	Clients' outstanding evaluation of their satisfaction with the	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
	<ul style="list-style-type: none"> <li>Initiates/introduces improvements in performing functions resulting in best practice; and</li> <li>Designs administration/management-related activities and other outputs to implement the "new normal".</li> </ul>	request provided by the Institute						
	<ul style="list-style-type: none"> <li>Guides and mentors Terrestrial Division Head, RAs, and JO workers in implementing research and extension activities of the project</li> </ul>	Well-organized activities and well-developed staff	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
	<ul style="list-style-type: none"> <li>Serves as chairman and/or member of several academic and related administrative committees of the university, college, and Institute; and</li> <li>Serves as a member of the VSU Federated Faculty Association</li> </ul>	Affiliated and involved in the University-wide activities	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
	<ul style="list-style-type: none"> <li>Serves as designated Director of the Biodiversity Center</li> </ul>	Biodiversity Center, as one of the efficient units of the university	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	

\*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	MARLITO M. BANDE
PERFORMANCE RATING	
AIM	To expand his skills in national/international research and extension collaboration.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Jan 2024

Target Date: Jan 2024

First Step:

Follow-up discussion on how to further strengthen the national/international collaboration on RDE programs of the institute.

Result:

To recommend Dr. Bande for a post-doc study in an international university which at the same time strengthens further the international RDE collaboration in prestige universities.

Date: July 2024

Target Date: Jan 2025

Next Step:

Submit a recommendation for a scholarship to support Dr. Bande's post-doctoral study.

Outcome:

Strengthened RDE international collaboration and enhanced his professional-related skills

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to undergo post-doc study.

Prepared by:

  
**TEOFANES A. PATINDOL**  
Unit Head

Conformé:

  
**MARLITO M. BANDE**  
Ratee





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: **BANDE, MARLITO M.**

Department: **Institute of Tropical Ecology & Environmental Mgt**

College: **College of Forestry and Environment**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Envi 113n	AGROECOLOGY	LEC	4.00	Very Satisfactory	80.0%
Envi 113n	AGROECOLOGY	LAB	4.00	Very Satisfactory	80.0%
Envi 113n	AGROECOLOGY	LEC	5.00	Outstanding	100.0%
Envi 113n	AGROECOLOGY	LAB	5.00	Outstanding	100.0%
TREC209	NATURAL RESOURCE MANAGEMENT AND CONSERVATION	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.40	Very Satisfactory	88.00%

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:

**BANDE, MARLITO M.**

Name and Signature of Faculty

Date: 8-9-24

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	
<b>MFO 1. ADVANCED EDUCATION SERVICES (20%)</b>										
<b>PI 1. Total FTE monitored</b>	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)]
<b>PI 2. Number of graduate degree programs/ specializations offered and monitored</b>	Offers and monitors degree programs	Director, Faculty & Staff	Jan-June							MS Tropical Ecology
<b>PI 3. Percentage increase in graduate students enrolled</b>	Further the promotion of the program	Director, Faculty & Staff	Jan-June							(11/8)Sebidos Al Helal Siddique
<b>PI 5. Number of graduate students awarded with scholarship/assistantship</b>	Advised student's thesis	Director, Faculty & Staff	Jan-June							P. Maguchu-GTA Nierves-DOST Florentino-Gerry Roxas Foundation
<b>PI 7: Number of graduate student supported by CFES research projects</b>	Advised student's thesis funded by ITEEM/ Biodiversity Center projects.	Director, Faculty & Staff	Jan-June							ECoSAP- Pelino, Gundemaro
<b>PI 8: Number of new international students enrolled</b>	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	
<b>MFO 2. HIGHER EDUCATION SERVICES (50%)</b>										
<b>PI 1:</b> 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
<b>PI 5:</b> Number of programs with COPC		Director, Faculty & Staff	Jan-June							BSES
<b>PI 9.</b> 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
<b>PI 10.</b> Percentage of faculty rated at least VS by supervisor	Performs tasks assigned by the supervisor	Director, Faculty & Staff	Jan-June							Mean – 4.6% O
<b>PI 11.</b> Percentage of courses offered with approved course syllabi	Prepares, updates and reviews course syllabus	Director, Faculty & Staff	Jan-June							100% with approved course syllabi
<b>PI 12.</b> Percentage of courses with approved IMs	Prepares, updates and reviews instructional materials (Learning Module)	Director, Faculty & Staff	Jan-June							100% with approved IMs
<b>PI 13:</b> 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							
<b>PI 14:</b> 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
<b>MFO 3. RESEARCH SERVICES (10%)</b>										
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	
<b>PI 6.</b> 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)
<b>PI 10.</b> 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 Native Tree Forest Restoration. 2024
<b>PI 11:</b> Number of research articles derived from approved research in the university, published	Submits article for publication	Director, Faculty & Staff	Jan-June							
<b>PI 12.</b> 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
<b>MFO 4. EXTENSION SERVICES (10%)</b>										
<b>PI 1:</b> Number of extension proposals submitted	Submits extension proposal for possible utilization by industry or other beneficiaries.	Faculty & Staff	Jan-June							(3) <sup>1</sup>

<sup>1</sup>-*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>										
<b>PI 13:</b> 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
<b>PI 14:</b> 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
<b>PI 15:</b> 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
<b>PI 16:</b> 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,
<b>PI 17:</b> 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	
<b>MFO 5. SUPPORT TO OPERATIONS (10%)</b>										
<b>OVPA MFO 1. Faculty Development Services</b>										
<b>PI 1:</b> Number of faculty pursuing advanced research degree		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
<b>PI 3:</b> Number of faculty granted with external scholarship		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
<b>PI 5:</b> Number of faculty granted with sabbatical leave		Director, Faculty & Staff	Jan-June							EDE
<b>PI 7:</b> 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 <sup>2</sup>
<b>OVPA MFO 4. Program and Institutional Accreditation Services</b>										
<b>PI 1:</b> 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
<b>PI 2:</b> 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

<sup>2</sup> • Faculty Onboarding 2<sup>nd</sup> 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									
<b>OVPAA MFO 5. Registration Services</b>										
<b>PI 1</b> :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
<b>PI 2</b> : Number of students advised during the registration period	Assist enrollees in their registration concerns	Director, Faculty & Staff	Jan-June							
<b>MFO 6. GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>										
<b>PI 1</b> : 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
<b>PI 2</b> : 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					
<b>PI 3</b> : Number of committee meetings conducted	Actively participate in committee meetings	Director, Faculty & Staff	Jan-June							
<b>PI 4</b> : 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.						
<b>PI 5</b> : Number of requests acted	Performs tasks requested.	Director, Faculty & Staff	Jan-June	<ul style="list-style-type: none"> <li>• Visits to VSU Nature Park:</li> <li>• Field visit of Mindanao State University on March 2024;</li> <li>• Visit of Bethel April 2024</li> <li>• International Coastal Clean-Up</li> <li>• Environmental Jamboree</li> </ul>						

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>PI 7:</b> Percentage of IFWs submitted to OVPAA September 30	Submits Individual Faculty Workload on time	Director, Faculty & Staff	Jan-June		IFWs, submitted					
<b>PI 8:</b> 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					
<b>PI 10.</b> 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.						
<b>PI 11.</b> 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.						
<b>PI 12.</b> Monthly accomplishment report submitted on time.	Prepares monthly accomplishment report submitted on time	Director, Faculty & Staff	Jan-June	Monthly reports are regularly submitted.						
<b>PI 14:</b> 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					
<b>PI 16.</b> 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	
<b>PI 10. Additional outputs</b>										
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