

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.99	2.5	
b. Students (50%)	4.42	2.21	
Total for Instruction	40%	4.71	1.88
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	4.17	0.63
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.78	0.72
4. Administration	30%	5	1.5
5. Production			
TOTAL			4.73

EQUIVALENT NUMERICAL RATING:


Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.73

Outstanding


Prepared by:


ANATOLIO N. POLINAR
Name of Faculty

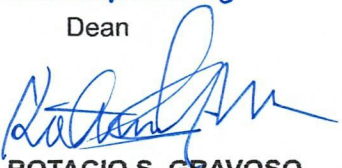
Reviewed by:


ARTURO E. PASA
Dean

Recommending Approval:


ARTURO E. PASA
Dean

Approved:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the 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.

ANATOLIO N. POLINAR

Professor III

Date: July 18, 2024

Approved:

ARTURO E. PASA

College Dean

Date: July 19, 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)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2.22/1(222%)	5	5	5	5	FOR Y 205
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2/1(200%)	5	5	5	5	Doria, Clavite
		A3. Number of students advised on thesis/special problem/dissertation		1	1/1(100%)	5	5	5	5	Doria
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1(100%)	5	5	5	5	Doria
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		3 (300%)	5	5	5	5	Elbina, Katangkatang, Lumba

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	17/5 (340%)	5	5	5	5	Salvaleon, Jaca, Papellero, Gervacio, Caballes, Doria, Lumba, Pana, Solis, Tiongzon, Enselay, Cinco, Katangkatang, Pelino, Rom, Wales, & Labides
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	8/4 (200%)	5	5	5	5	Powerpoint presentations, case study presentations, and video clips
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	9/3(300%)	5	5	5	5	Term exams, reaction papers, case study reports; and laboratory exercises
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	7	27.3/7(390%)	5	5	5	5	FSci 112, FGov 136n, FORY 205
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7/3(233%)	5	5	5	5	FSci 112, FGov 136n, FORY 300, FORY 200.b, TREC 300

		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	10	25/10(250%)	5	5	5	5	Lorejas, Ganar (FGov 136n), Fernandez, De Jesus (Fgov 136n), Llanera, Coringao, Caballes, Morquianos, Bitoy, Aninipot, Napoles, Hoyumpa, Llano, Torejas, De Jesus (FSci 112), Bongalan, Hinandoy, Pude, Dumpe, Pirante (FSci 112), Ganar (FSci 112), Dagpin, Pirante (FGov 135) Tizon, Gecomo
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3/1 (300%)	5	5	5	5	CFES-Operational Planning Seminar/workshop; Faculty On-boarding; and OJT Pre-orientation
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	23/6(383%)	5	5	5	5	FSci 112, FGov 136n, FORY 205
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	14/12(117%)	5	5	5	5	FSci 112, FGov 136n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	26/12(217%)	5	5	5	5	FSci 112, FGov 136n, FORY 205
	PI8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	40/20(200%)	5	5	5	5	BS Forestry students
		A17. Number of students advised on thesis/ field practice/special problem:		2	3/2(150%)	5	5	5	5	Lagahit, Macuto, Caindoc
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	4/2 (200%)	5	5	5	5	Lagahit, Macuto, Caindoc, Fantonial
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	12/5(240%)	5	5	5	5	Bahinting, Esmedia, Truya, Banayag, Francia, Moreno, Malinao, Maglacion, Baledo, Austria, Bunga, Cortes
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	150/50(300%)	5	5	5	5	BS Forestry students
	PI9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							

	PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2/2(100%)	5	5	5	5	FGov 136n, FSci 112
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	16/12(133%)	5	5	5	5	FGov 136n, FSci 112
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	24/12(200%)	5	5	5	5	FGov 136n, FSci 112
		A 23: Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2/2(100%)	5	5	5	5	FGov 136n, FSci 112
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or	1	1/1(100%)	5	5	5	5	AACCUP compliance documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students	2	12/2(600%)	5	5	5	5	DENR-CENRO offices in Region 7 and 8; LRP, MASIPAG, PMPI, Mining company; and POs.
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	3/1(300%)	5	5	5	5	Diversity studies, tree domestication; and species trial

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1(100%)	5	5	4	4.67	Article about species diversity ready for submission to potential index journal
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	1/1(100%)	5	5	4	4.67	Article about species diversity ready for submission to potential index journal
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1	1/1(100%)	5	5	5	5	Presented the highlights during Forest Forum in Easter Samar
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1	1/1(100%)	5	5	5	5	Presented the highlights during Forest Forum in Easter Samar
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSQ, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	5	12/5 (240%)	5	5	5	5	DENR-CENRO offices in Region 7 and 8; LRP, MASIPAG, PMPI, Mining company; and POs.
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	3/1(300%)	5	5	5	5	NAGMATA, BTFAI and HIMASACA POs in Northern Cebu
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	3/1(300%)	5	5	5	5	Distribution of seedlings, networking; and project monitoring and evaluation of implemented projects
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	1	3/1(300%)	5	5	5	5	NAGMATA, BTFAI and HIMASACA POs in Northern Cebu
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		2	8/2(400%)	5	5	5	5	Doria, Katangkatang, Lumba, Clavite, Macuto, Lagahit, Caindoc, and Fantonial
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1/1(100%)	5	5	5	5	Stakeholders meeting in Guiuan, Eastern Samar
	Resource Persons	Resource Persons		1	1/1(100%)	5	5	5	5	Forest Forum in Borongan City, Eastern Samar
	Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings in Northern Cebu (Catmon, Borbon, Tabogon)	1	2/1(200%)	5	5	5	5	Meetings with NAGMATA and BTFAI Officers and Members in Northern Cebu
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1/1(100%)	5	5	5	5	Impact evaluation activities with Thesis students (ACIAR-FLR Project)

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1/1(100%)	5	5	5	5	Online communications with POs members in Northern Cebu; Using Paraprofessional to disseminate the needed services
			Number of farmers /PO members and officers communicated/advised	45	65/45(144%)	5	5	5	5	NAGMATA, BTFAl and HIMASACA POs in Northern Cebu
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	1	1/1(100%)	5	5	5	5	AACCUP Level IV mandatory compliance
		On program accreditations		1	1/1(100%)	5	5	5	5	AACCUP Level IV mandatory compliance
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of Meeting attended	CFES	2	4/2(200%)	5	5	5	5	Regular and emergency meetings
			DFS	4	6/4(150%)	5	5	5	5	Regular and emergency meetings
			Committee	2	4/2(150%)	5	5	5	5	Forest Protection unit; nursery; Landscape
			University	1	1/1(100%)	5	5	5	5	University academic council meeting
			Project	2	2/2(100%)	5	5	5	5	PMPI watershed assessments
		Total Over-all Rating							244.34	

Average Rating		4.98		Comments and Recommendation for Development Purpose: Encourage him to publish research articles in Scopus
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING		Outstanding		

Evaluated & Rated by:

ANATOLIO N. POLINAR

Department Head

Date: July 19, 2024

Recommending Approval:

ARTURO E. PASAY

Dean, CFES

Date: July 23, 2024

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/24/24

PERFORMANCE MONITORING AND COACHING JOURNAL


√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Office : Department of Forest Science
Head of Office : Dr. Anatolio N. Polinar
Number of Personnel : 7 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Log book; DTR's	DFS Faculty & Staff (January – June 2024)
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, Program certificates	
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application and approval for Leave form	DFS Faculty & staff (January – June 2024)
Following-up documents	Utility workers/ Office Clerks / Admin Staff			Scheduled	Daily / Weekly
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(January – June 2024).


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

Conducted by:


ANATOLIO N. POLINAR
Immediate Supervisor

Noted by:


ARTURO E. PASAW
Dean, CFES


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/ Revised & Utilized	RSCome	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FSci142, Fory198, FORY236, Fory299 All lec & Lab
		HLMondal	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fory 234, ForE134, Fmgt 126, All lec & lab
		AEPasa	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY284, Fory 206, FGov133, FMgt 128, All lec & lab
		TAPatindol	JANUARY-JUNE 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 234, ForE 149, Envi 124. All lec & lab
		DPPeque	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 124, LAMP 234, all lec & lab
		ANPolinar	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fgov 136, FSci112, all lec & lab
		SOBernaldez	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	
	Reviewed/ Approves Thesis/Field Practice Manuscript	RSCome	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

	s/Lab Exercises									Maglacion, Malinao
		<i>TAPantindol</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>HLMondal</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Lagahit, Macuto, Caindoc,
		<i>SOBernaldez</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Esmedia, Banayag, Truya
	Spent Hours For Students Consultations	<i>HLMondal</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 12-1, 5-6	Daily 12-1, 5-6	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lagahit, Macuto, Caindoc FSci112 & FGov136 students
		<i>TAPatindol</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>RSCome</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

										Maglacion, Malinao
		SOBernaldez	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Esmedia, Banayag,
	Gives Assignments, Quizzes, Exams, Etc.	AEPasa	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
	Submits Grade Sheets	TAPatindol	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci124n, ForE149, FORY224 All lec & Lab
		RSCome	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci142, ForY198n,

										FOR236, Fory199, FOR299 All lec & Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	ForE 134, FMgt 126, FOR234 All lec and Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FGov124n, FMgt128, FOR284 All lec and Lab
		<i>DPPeque</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FMgt 124, FOR238
		<i>ANPolinar</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FSci 112, FGov 136n Lec and Lab
		<i>SOBernaldez</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
	Prepares power point lecture materials	<i>TAPatindol</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci124n, ForE149, FOR224 All lec & Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FGov124n, FMgt128, FOR284 All lec and Lab
		<i>RSCome</i>	JANUARY- JUNE 2024	Wednesday s, Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Wednesdays , Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Fory199, FGov134n, FOR234
		<i>DPPeque</i>	JANUARY- JUNE 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Mgt 124, FOR238
		<i>ANPolinar</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	FSci 112, FGov 136n Lec and Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	ForE 134, FMgt 126, FOR234 All lec and Lab

		SOBernaldez	JANUARY-JUNE 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
MFO 2. Research Services	Conducts Researches	AEPasa	JANUARY-JUNE 2024	Project Tarsier for HSSE,						In-Country Coordinator Ongoing
		DPPeque	JANUARY-JUNE 2024			Green Carbon Inventory in Paranas Karst Forest				As Co-Project Leader
	Makes appointments	AEPasa	JANUARY-JUNE 2024	Green Carbon Inventory Research in Paranas, Samar	LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)					As Project Leader (Ongoing)
		DPPeque	JANUARY-JUNE 2024	Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"						As Component Leader
		AEPasa	JANUARY-JUNE 2024	Land Valuation/ Appraisal, Surveying and Assessment of LEIZ-Core in Merida, Leyte						As Co-Study Leader

		<i>RSCome</i>	JANUARY-JUNE 2024			" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"				As Project Leader (Ongoing)
MFO 3. Extension Services	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLmondal</i>	JANUARY-JUNE 2024					" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"		Participant
		<i>AEPasa, ANPolinar</i>	JANUARY-JUNE 2024			Project Tarsier for HSSE		"WoMangrove Warriors Mangrove Rehabilitation"		Participant
		<i>SOBernaldez</i>	JANUARY-JUNE 2024					" CITIZEN-SDSS: Using Citizen Science approaches and Spatial		Participant

									Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"	
		<i>DPPeque</i>	JANUARY-JUNE 2024					Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"		Participant
		<i>ANPolinar, AEPasa, DPeque</i>	JANUARY-JUNE 2024				LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)			Participant
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	<i>RSCome, HLmondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez</i>	JANUARY-JUNE 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		<i>AEPasa,</i>	JANUARY-JUNE 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment,

		<i>ANPolinar</i>		As Head	As Head	As Head	As Head	As Head	As Head	Payment Vouchers & PR & PPMP job order Contracts, bills, etc.
	Attends meetings.	<i>All DFS Faculty</i>	JANUARY-JUNE 2024	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>HLMondal</i>	JANUARY-JUNE 2024	Once	Once	Once	Once	Once	Once	As Department/Coll ege Secretary
	Reviews communications, letters, requests and appointments.	<i>AEPasa ANPolinar</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Repairs tables, cabinets, doors, rooms and maintained CFES/DFS ornamental garden and etc.	<i>GSCirculad o</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	CFES Rooms and other infrastructures
	Perform Nursery and Forest Protection activities	<i>RNGloria</i>	JANUARY-JUNE 2024	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Tree seedling production, patrolling and monitoring of flowering mother trees
	Releases permits for bamboo cutting/fuel wood	<i>ANPolinar RMLaurino</i>	JANUARY-JUNE 2024		Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Around 450 Permits Released

	Performs bagging, sorting, weeding and watering of plants.	RNGloria RMLaurino	JANUARY- JUNE 2024	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Weekly, Every Other Day
	Inventory of trees for cutting/pruning	RMLaurino	JANUARY- JUNE 2024	Inventory and make reports	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	As requested by offices or individual person

Prepared by:


ANATOLIO N. POLINAR
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: ANATOLIO N. POLINAR

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and perform other teaching related functions such as; prepare and revise teaching materials, prepare and give examinations, check test papers and return to students one week after, submit grades sheets within prescribed period, make himself available for students consultations during consultation hours, revise course syllabus, and approve manuscripts.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time. Entertains the concerns of BSF students during enrollment
2	Perform research and extension functions such as; prepare	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Submit more publications

	research/extension proposals, implement duly approved research/extension projects within approved time frame, prepare report outputs and submit for publications, and attend seminar/workshops, serves training and workshops.							
3	Make schedule of meetings, appointments and communications, assign tasks, attend meetings, and perform other related activities as Head of Department of Forest Science.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Perform other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Attentively attended virtual and face to face meetings

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

ARTURO E. PASA
Dean, CFES

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar
Performance Rating : 4.73 Outstanding

Aim: To improve the research and extension capability of the faculty

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

Date: January 2024

Target Date: March 2024

First Step:

Require Dr. Polinar to conduct research on tree diversity assessments and domestication in selected sites in the Visayas.

Result:

Actively conducted research on the topics mentioned above.

Date: April 2024

Target Date: June 2024

Next Step:

Prepared, collected and analyzed research data; and made reports about tree diversity assessments and domestication.

Outcome:

Dr. Polinar is finalizing research articles for review and possible publication.

Final Step/Recommendation:

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

Prepared by:


ARTURO E. PASA
Dean, CFES

Conforme:


ANATOLIO N. POLINAR
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: POLINAR, ANATOLIO N.

Department: Dept. of Forest Science

College: College of Forestry and Environment

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FGov 135	SOCIAL FORESTRY AND COMMUNITY-BASED NATURAL RESOURCES MANAGEMENT	LEC	4.00	Very Satisfactory	80.0%
FGov 135	SOCIAL FORESTRY AND COMMUNITY-BASED NATURAL RESOURCES MANAGEMENT	LEC	4.00	Very Satisfactory	80.0%
FORY205	ECOSYSTEM STRUCTURE AND DYNAMICS	LEC	5.00	Outstanding	100.0%
FORY231	FOREST SEED TECHNOLOGY	LEC	4.00	Very Satisfactory	80.0%
FORY205	ECOSYSTEM STRUCTURE AND DYNAMICS	LAB	5.00	Outstanding	100.0%
FORY231	FOREST SEED TECHNOLOGY	LAB	4.00	Very Satisfactory	80.0%
Average Rating			4.33	Very Satisfactory	86.67%

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:

POLINAR, ANATOLIO N.

Name and Signature of Faculty

Date: 5/21/24

Distribution of copies: ODIE, College, Department, Faculty