

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **RENEZITA S. COME**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)	4.86	2.43	
b. Students (50%)	4.75	2.38	
<b>Total for Instruction</b>	40%	4.81	1.92
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	30%	4.89	1.47
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	25%	4.86	1.22
<b>4. Administration</b>	5%	0	0
<b>5. Productions</b>			
<b>TOTAL</b>			4.61

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**4.61**

ADJECTIVAL RATING:

**Outstanding**


Prepared by:

Reviewed by:

  
**RENEZITA S. COME**  
Name of Faculty

  
**ANATOLIO N. POLINAR**  
Department Head

Recommending Approval:

  
**ARTURO E. PASA**  
Dean

Approved:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RENEZITA S. COME, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit 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 JULY, 2024.

RENEZITA S. COME

Professor VI

Date: July 18, 2024

Approved:

ANATOLIO N. POLINAR

Department Head

Date: July 19, 2024

Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	2	3/2 (150%)	5	5	5	5	Fory 236 Lec and Lab FORY 299 and FORY 300
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5/2 (250%)	4.5	5	4.5	4.67	Ms.Pana, Mr. Martinez, Ms. Elbina, Ms Cinco and Mr. Caballes
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5/2 (250%)	5	5	5	5	Ms.Pana, Mr. Martinez, Ms. Elbina, Ms Cinco and Mr. Caballes
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	0					
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5/2 (250%)	4.5	5	4.5	4.67	Ms.Pana, Mr. Martinez, Ms. Elbina, Ms Cinco and Mr. Caballes



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	1	2/1 (200%)	5	5	5	5	Fory 236, Fory 283
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	(2/1) 200%	4.5	5	4.5	4.67	Fory 236, Fory 283
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	(6/1) 600%	4.5	5	5	4.83	3 long exams, 2 critic papers and 1 projects
	A 6 : 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	1	0					
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	(2/1) 200%	5	5	5	5	Fory 236, Fory 283
PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	0					
<b>UMFO 2. HIGHER EDUATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	5	10/5 (200%)	5	5	5	5	FSci 142, Fory 198, Fory 200
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	(6/1) 600%	4.5	4.5	4.0	4.33	FSci 142, Fory 198, Fory 200
	A 11. 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	0						None
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2/2 (100%)	5	5	5	5	VSU On boarding, SEAMEO Webinar
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	(4/1) 400%	5	5	4.0	4.67	FSci 142, Fory 198

	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	(10/2) 500%	5	4.5	4.5	4.67	FSci 142, Fory 198
	<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	(16/2) 800%	5	4.5	4.5	4.67	FSci 142 and Fory 198
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	5	(29/5) 580%	5	5	5	5	Attach list of Advisees (1st-4th yr) 1st year - 12, 2nd year - 10, 3rd year - 0, 4th year - 7
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	(3/2) 150%	5	4.5	4.5	4.67	Bahinting, Francia, Malinao, Maglacion, Rico, Cabusas
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	(3/2) 150%	5	4.5	4.5	4.67	Bahinting, Francia, Malinao, Maglacion, Rico, Cabusas
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	(10/5) 200%	5	5	5	5	Advisees in BS Forestry and SRC advisees from Geodetic
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	2/1 (200%)	5	5	5	5	FSS and SSC
	<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2/1 (200%)	5	5	5	5	FSS and SSC activities
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	(2/2)100%	5	5	5	5	FSci 142, Fory 198,
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	(2/2)100%	5	5	5	5	FSci 142, Fory 198
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	(2/2)100%	5	5	5	5	FSci 142, Fory 198



	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	(2/2) 100%	5	5	5	5	Field trips and projects
	<b>A 23</b> : Number of online course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	0	0					Target Tree Physiology Lecture Guide
	<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	(2/1) 200%	5	5	5	5	FSci 142, Fory 198,
<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	0					
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	(3/1) 300%	4/5	5	5	4.83	Thurnen Institute, Isabela State University, UPLB
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
	Online Teaching Trainings/Seminars	Attends online trainings and seminars on online teaching	1	0					
<b>UMFO 3. RESEARCH SERVICES</b>									
<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	LAFORET Terminal Report and 2 publications
<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0					
<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							

	In refereed int'l journals		1	(1/1) 100%	4.5	4.5	5	4.67	ATR Wildlings (Accepted)
	In refereed nat'l/regional journals		1	0					Target to submit one article in SHJ and JSET
<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
	In int'l fora/conferences		1	0					
	In nat'l/regional fora/conferences		1	0					
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1/1 (100%)	5	5	5	5	Citizen SDSS Project
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
	<b>A 33.</b> 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	1	0					
	<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
	<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
	Review/Evaluate Research Proposal	Reviews/evaluate research proposal for funding	1	0					
<b>UMFO 4. EXTENSION SERVICES</b>									
<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	2/1 (200%)	4.5	5	5	4.83	Silago and Maasin LGUs and CENRO
<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0					



<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1/1 (100%)	4.5	5	4.5	4.87	Citizen SDSS Project
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	70%						
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentor		1	(1/1) 100%	4.5	5	5	4.83	Geodetic Engineering Students (as SRC member)
	Peer reviewers/Panelists		1	0					
	Resource Persons		1	(1/1) 100%	4.5	5	5	4.83	CPD (UPLB)
	Convenor/Organizer		1	0					
	Consultant								
	Evaluator		1	2/1 (200%)	5	5	5	5	In-House Review & TWG RRDEN
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> 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	CITIZEN-SDSS Research cum Extension Project
<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									

<b>PI 8.</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*	<b>A 44.</b> 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	zero non-conformity						
	<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
	On program accreditations								
	On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
	<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
<b>Total Over-all Rating</b>		170.18							

<b>Average Rating</b>	4.86
<b>Additional Points:</b>	
<b>Approved Additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	4.86
<b>ADJECTIVAL RATING</b>	Outstanding

**Comments and Recommendation for Development Purpose:**

Write more research articles for possible publications.

**ANATOLIO N. POLINAR**

Department Head

Date: July 19, 2024

Recommending Approval

**ARTURO E. PASA**

Dean, CFES

Date: July 23, 2024

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 9/24/24



## PERFORMANCE MONITORING AND COACHING JOURNAL

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

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. PASA**  
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,



										FORY236, Fory199, FORY299 All lec & Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	ForE 134, FMgt 126, FORY234 All lec and Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FGov124n, FMgt128, FORY284 All lec and Lab
		<i>DPPeque</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FMgt 124, FORY 238
		<i>ANPolinar</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FSci 112, FGov 136n Lec and Lab
		<i>SOBernalde z</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, FORY224 All lec & Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FGov124n, FMgt128, FORY284 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, FORY234
		<i>DPPeque</i>	JANUARY- JUNE 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Mgt 124, FORY 238
		<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, FORY234 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
<b>MFO 4. Administration Services</b>	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: RENEZITA S. COME

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.

	approves manuscripts.							
2	Makes research proposals, prepares report outputs and submit for publications, and attend seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Encourage d to submit more publications
3	Attend meetings and makes letters.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Attentively attend meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask to maintain productivity

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

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

Prepared by:

  
**ANATOLIO N. POLINAR**  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Renezita S. Come

Performance Rating : 4.61 Outstanding

Aim: To improve research and extension performance 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. Come to conduct research related to silviculture, tree physiology, agroforestry and carbon assessment and sequestration.

Result:

Dr. Come actively wrote project proposals related to agroforestry and other related topics.

Date: April 2024

Target Date: June 2024

Next Step:

Collect sufficient data for the development of a scientific articles.

Outcome:

Dr. Come is now drafting article for possible publication in scientific journals.

Final Step/Recommendation:

Dr. Come may write more research proposal especially on the topic "tree physiology" being her major field of specialization.

Prepared by:

  
**ANATOLIO N. POLINAR**  
Unit Head

Conforme:

  
**RENEZITA S. COME**  
Ratee





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

**First Semester SY 2023-2024**

Name of faculty: **COME, RENEZITA S.**

Department: **Dept. of Forest Science**

College: **College of Forestry and Environment**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FSci 125	TREE PHYSIOLOGY	LEC	5.00	Outstanding	100.0%
FSci 125	TREE PHYSIOLOGY	LAB	5.00	Outstanding	100.0%
FSci 125	TREE PHYSIOLOGY	LAB	4.50	Outstanding	90.0%
FSci 125	TREE PHYSIOLOGY	LEC	4.00	Very Satisfactory	80.0%
FORY283	ADVANCED SILVICULTURE	LEC	5.00	Outstanding	100.0%
FORY283	ADVANCED SILVICULTURE	LAB	5.00	Outstanding	100.0%
Average Rating			4.75	Outstanding	95.00%

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:

COME, RENEZITA S.

Name and Signature of Faculty

Date: 5/2/24

Distribution of copies: ODIE, College, Department, Faculty