

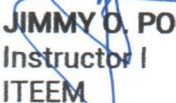
Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.98 x 50% = 2.49	
b. Students (50%)		3.00 x 50% = 1.50	
Total for Instruction	40%	3.99	1.60
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	5.00	1.00
4. ADMINISTRATION	10%	4.97	0.50
5. PRODUCTION			
TOTAL			4.60

EQUIVALENT NUMERICAL RATING: 4.60
Add. Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.60
 ADJECTIVAL RATING : OUTSTANDING

Prepared by.


JIMMY O. POGOSA
 Instructor I
 ITEEM


Reviewed by.


ELIZA D. ESPINOSA
 Director, ITEEM

Recommending Approval.


DENNIS P. PEQUE *llshw*
 Dean, CFES

Approved.


BEATRIZ S. BELONIAS
 Vice-President for Academic Affairs

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JIMMY O. POGOSA, Instructor I of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2021.

JIMMY O. POGOSA

RATEE

Approved:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DENNIS P. PEQUE

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Graduate school faculty engaged in research work applied	Percentage of graduate school faculty engaged in research work applied in any of the following:								
		Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Conducts basic and applied scientific research	25%	100%	5	5	5	5	Species Combination-Site Condition Matching of Early Successional Species

4.98

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4.</u> Total FTE coordinated, implemented & monitored*	Actual faculty's FTE	Handles subjects assigned	-	1.52	5	5	5	5	2nd sem 2020-2021 (Mar 2021-Jul 2021): TREC 208: 0.83 1st sem 2021-2022 (Aug.-Dec. 2021): TREC 209: 0.69
	<u>PI 8.</u> Number of graduate students advised*	Number of students advised								
		Number of graduate students advised as academic adviser	Acts as academic adviser to graduate students	-	3	5	5	5	5	Hayahay, Oquias, Gundemaro
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	1	4	5	5	5	5	Fernandez, Tulin, Katangkatang, Albarico
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	7	5	5	5	5	Hayahay, Oquias, Gundemaro, Fernandez, Katangkatang, Albarico, Tulin
	<u>PI 9.</u> Number of instructional materials developed*	Number of on-line ready courseware developed and submitted for review								
		On-line ready courseware	Prepares Instructional module	-	2	5	5	5	5	TREC 209, TREC 208 Lab
		Flexible instructional materials	Prepares and submitted Instructional module for review	-	2	5	5	5	5	TREC 209, TREC 208 Lab
		Supplemental Learning Resources	Prepares Power Point presentation, set of questionnaires, reference and the RISE evaluation tool on course taught	1	6	5	5	5	5	2 ppt, 1 RISE evaluation tool, 1 GIS learning materials, 2 recordings

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	
		<i>Assessment tools</i>	Prepares assessment tools for assessing student's learning	-	2	✓	✓	✓	✓	analysis report, map lay-outing
	PI 10. Number of virtual classrooms created and operationalized	Number of on-line ready courseware developed and operationalized	<i>Co-creator of virtual classroom using Google Classroom</i>	-	2	✓	✓	✓	✓	TREC 208 & 209
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored*	<i>Actual faculty's FTE</i>	<i>Handles and teaches courses assigned</i>	1	18.05	✓	✓	✓	✓	<i>Envi 110 (Lab): 4.5 Envi 116n (Lec): 2.7 Envi 119n (Lec & Lab): 5 Envi 111n (Lec): 5.85</i>
		<i>Number of grade sheets submitted within prescribed period</i>	<i>Prepares grade sheets and submits on or before deadline</i>	1	5	✓	✓	4	4.67	Envi 200, Envi 111n, Envi 116n (Lec), Envi 119, Envi 110 (Lab)
			<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	2	10	✓	✓	✓	✓	<i>Envi 110: 10 students</i>
		<i>Number of long examinations and midterm exam administered and checked</i>	<i>Administers and checks long examination and midterm exam for subjects taught</i>	3	294	✓	✓	✓	✓	2nd sem 2020-2021 <i>Envi 110 (64): 1 long and 1 final exam for 32 students; Envi 116n (54): 1 long and 1 final exam for 27 students</i> 1st sem 2021-2022 <i>Envi 111n (156): 2 long and 2 term exams for 39 students Envi 119n (20): 1 midterm exam for 20 students</i>

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	
		Number of assessment (quizzes/e-tivity, write-up), learning task, and motivation questions administered and checked	Prepares, administers, and checks assessment (quizzes/e-tivity, write-up), learning tasks, and motivation questions	10	546	✓	✓	✓	✓	Envi 111n (546): 6 LTs, 4 assessments & 4 quizzes for 39 students
		Number of lab reports and requirements checked and graded	Administer and check lab reports and requirements	1	48	✓	✓	✓	✓	Envi 110 (28): 1 e-portfolio for 28 students Envi 119n (20): 1 Lab Report for 20 students
	PI 8: Number of students advised*	Number of students advised:								
		Number of students advised as Academic Adviser to students	Acts as academic adviser to students	10	55	✓	✓	✓	✓	Based on the official Registrar's checklist as of 2 nd Sem, SY 2020-2021 & 1 st Sem SY 2021-2022
		Number of students advised on thesis as Thesis Adviser	Advises and corrects research outline and thesis manuscript	1	3	✓	✓	✓	✓	OLee, AValida, KVeloso
		Number of students advised on thesis as SRC Chairman	Advises and corrects research outline and thesis manuscript	2	4	✓	✓	✓	✓	JRMLoayon, DBillona, SLMakiling, CMBendanillo
		Number of students advised on thesis as SRC Member	Advises and corrects research outline and thesis manuscript	6	7	✓	✓	✓	✓	JBaltazar, JAMFlores, KMMaat, JMoralda, KSantianez, CCamarines, ADonaire
		No. of approved manuscript submitted within prescribed period	Reviews and approves thesis manuscript	-	-					The university did not allow graduating students to conduct their thesis due to pandemic.
		On consultation	Entertains students consulting on subject taught, thesis and grades	2	131	✓	✓	✓	✓	Academic advisees during enrolment, thesis advisees, thesis SRC Committee, and students under the subjects handled during the 2 nd Sem, SY 2020-2021 & 1 st Sem SY 2021-2022

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 10. Number of instructional materials developed*	Number of online course ware developed and submitted:								
		<i>On-line ready courseware</i>	<i>Prepares and submits for review the Instructional Material (Learning Module)</i>	-	5	✓	✓	✓	✓	Envi 11, Envi 111n, Envi 110, Envi 116n, Envi 119n
		<i>Flexible instructional materials</i>	<i>Prepares and submit for review the Instructional Material (Learning Module)</i>	1	2	✓	✓	✓	✓	Envi 11, Envi 111n
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation on course taught</i>	1	11	✓	✓	✓	✓	Envi 111n (6): 4 ppt, 2 recordings Envi 119n (5): 2 ppt, 3 recordings
		<i>Assessment tools</i>	Prepares assessment tools	-	5	✓	✓	✓	✓	Envi 111n (3): long and term exams, quiz Envi 119n (2): long & term exams
	PI 11. Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operational	Creator and co-creator of virtual classroom using Moodle	-	5	✓	✓	4	4.67	Creator: Envi 111n, Envi 110, Envi 119n Co-creator: Envi 11, Envi 116n
	PI 12. Additional Outputs	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	-	3	✓	✓	✓	✓	Envi 11, Envi 111n, Envi 110
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research (study leader) for possible utilization by industry or other beneficiaries	-	1	✓	✓	✓	✓	Rainforestation and nursery establishment and management

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 research outputs completed within the year*	Number of research outputs completed within the year *	Conducts and completes research project (study leader) within the year	-	Research continuing	✓	✓	✓	✓	Species Combination-Site Condition Matching of Early Successional Species
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%)*	Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year in <i>refereed international journals</i>	Co-authored publishable materials out of research outputs and submits for publication	-	2	✓	✓	✓	✓	KNF, RBA, JOP , MMB: <i>Growth Performance of Trema orientalis L. (Blume) Ulm. Seedlings in Response to Mineral Nutrient Omission</i> ; LCC, JOP , SBL, MMB: <i>Conservation and Ecological Threats of Agarwood (Aquilaria sp.) on Leyte Island, Philippines</i> KJGL, MJCC, JOP , DPP, LPL: <i>Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Reforestation Demonstration Farm at VSU, Baybay City, Leyte</i>
	PI 4. Number of research outputs presented in regional/ national/ international fora/conferences	<i>In International fora/ conferences</i>	Submit and present research papers in international fora/ scientific conferences	-	2	✓	✓	✓	✓	Philippine Native Plants Conservation Society Inc. 6th International Symposium: Saving the Plants that Save Us: Conservation of Native Flora Amidst Calamities (ONLINE) KNF, RBA, JOP , MMB: <i>Morphological and Physiological Performance of Early Successional Tree Species Seedlings in Response to Mineral Nutrient Omission</i> JOP , SJMC, ABO, OBB, RMFO, KNF, FMA, VAE, EPM, GCF, MMB: <i>A Glimpse of Hope: Distribution and Conservation Threats Assessment</i>

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	
										of Endangered Philippine Aquilaria in One of the Last remaining Lowland Dipterocarp Rainforest in Leyte Island
		<i>In national/regional fora/conferences</i>	Submit and present research papers in national fora/ scientific conferences	-	5	5	5	5	5	<p>National Conference on Agriculture, Fisheries and Forestry (Northeastern Mindanao State University) (ONLINE)</p> <p>MMB, <u>JOP</u>, ABO, GCF, EBS: Development of a Climate- Smart Agroecological Production System and Forest Restoration Initiatives of KALAHI-CIDSS Program in Cabugayan Biliran</p> <p>KJGL, <u>JOP</u>, ABO, LPL, KDG, MMB: Capability Building of the marginalized Farmers Vulnerable to Climate Change and On- Farm Induced Disasters: The Case of Yolanda Rehabilitation and Reconstruction Program of the Visayas State University</p> <p><u>JOP</u>, MMB, VBA, BS, MDC, RM: Productivity and Sustainability of Coconut Production and Husk Utilization in the Philippines: Productivity and Socio-Economic Characteristics of Coconut Farmers</p> <p>ABO, <u>JOP</u>, FMA, KJGL, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, MMB: Mainstreaming Rainforestation Technology in the Philippines</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	
										SJMC, VAE, DJN, AOC, KJGL, ABO, <u>JOP</u> , KDG, OBB, RMFO, LPL, FMA, MMB: School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic
	PI 5. Percent of research proposals approved*	Percentage of research proposals prepared, submitted and approved	Facilitate in the research proposal preparation and follow-up for its implementation	50%	100%	↙	↙	↙	↙	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo-SAP); VSU funded Research, ELTI funded Research
	PI 6. Additional outputs	Other outputs implementing the new normal	Participates in national/ int'l fora/conferences	-	2	↙	↙	↙	↙	Best Research Paper Award (Forestry Track) on the research presented during the " <i>National Conference on Agriculture, Fisheries, and Forestry (NCAFF 2021)</i> " at Northeastern Mindanao State University from November 4-5, 2021 (ONLINE) Second Place: School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic (SJMC, VAE, DJN, AOC, KJGL, ABO, <u>JOP</u> , KDG, OBB, RMFO, LPL, FMA, MMB) Third Place: Mainstreaming Rainforestation Technology in the Philippines

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	
										(ABO, <u>JOP</u> , FMA, KJGL, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, MMB)
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	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	8	5	5	5	5	LGU (Tabango, Leyte, Abuyog, Biliran, Cabucgayan, Calbiran), KALAHI-CIDDS DSWD, RISE
	PI 2. Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	30	5	5	5	5	Webinar: Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number of extension programs/projects implemented	Implements duly approved extension projects	-	3	5	5	5	5	Rainforestation adopters farm cross visits in Barangay Kambonggan and Marcos on August 07, 2021 by the participants of the "Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" Closing Program of School on the Air (SOA) on Rainforestation Farming DYBK-FM of the "Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima" in the municipalities of Mahaplag, Abuyog and Javier, Leyte

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	
										Community consultation on "Ecological and Conservation on Sustainable Agarwood Production" (ECO-SAP)
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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	-	100%	✓	✓	✓	✓	"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University
	PI 5. Number of technical/ expert services rendered	As Resource Persons	Provides the technical and expert services requested by beneficiaries	1	1	✓	✓	✓	✓	"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University Geospatial Tools in Farm Establishment and Monitoring, Nursery Establishment
		As Convenor/Organizer	Provide assistance during the preparation and implementation of events	-	2	✓	✓	✓	✓	Closing Program of School-in-the-Air Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines
	PI 8. Percent of extension proposals approved	Percentage of extension proposals prepared, submitted, and approved	Facilitate in the extension proposal preparation and follow-up for its implementation	-	1	✓	✓	✓	✓	Development of Province Wide Learning Site on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran

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. Additional outputs*	Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation; Conduct of webinar	-	2	✓	✓	✓	✓	Writing of Rainforestation module for Eco-DRR and Significant Change of Rainforestation Adopters in Negros
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	Additional outputs	Attendance to trainings/seminars	Attend to online trainings and webinars	-	2	✓	✓	✓	✓	Drone Flight Planning for Forest Photogrammetry (3D Models) on November 22, 2021 (ONLINE) supported by Chiang Mai University, Thailand "Advancing Automated Forest Restoration (AFR)" A Networking Mini-Workshop to Support Research Students and Early Career Scientists on September 04, 2021. (ONLINE) supported by Chiang Mai University, Thailand
OVPI MFO 3. Faculty Evaluation Services										
	PI 4. Number of seminars/ trainings/conventions/ workshops coordinated outside of the university*	Number of seminars/ trainings/conventions/ workshops conducted outside of the university	Assist in the coordination of seminars/trainings/ conventions/workshops conducted outside the university	-	-					No F2F seminar/ convention allowed due to pandemic
	PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of the faculty evaluation	Reminds and follow-up students for the faculty evaluation	50%	100%	5	5	4	4.97	Result is based on the student's evaluation report for the 2 nd semester AY 2020 – 2021 received just this Jan. 18, 2022.

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 6. Number of in-house seminars/ trainings/ workshops/reviews conducted*	Number of extension and research outputs presented during the university RDE in-house review	Prepares, presents research and extension outputs during RDE review	-	1	J	J	J	J	Development of Province Wide Learning Sites on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-CIDSS Program in Cabucgayan, Biliran
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*	Compliance to all requirements of the QMS core processes of the university 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	J	J	J	J	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	J	J	J	J	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Number of planning sessions, tracking and monitoring of targets, etc. conducted	Participate in the institute's planning sessions, tracking, and monitoring of targets	-	8	J	J	J	J	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	-	8	J	J	J	J	

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 6. Additional Outputs	Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission	Attendance to university events	-	2	✓	✓	✓	✓	Training on Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines; Cross site visits on Rainforestation Adopters Farm
		<i>Remote RQAT Evaluation</i>	Facilitate and prepares documents for Area F.9 (Laboratory and other facilities) during the RQAT evaluation of MS TREC program of the institute	-	1	✓	✓	✓	✓	MS TREC Regional Quality Assessment Team (RQAT) evaluation
		<i>Responding to the onslaught of the super typhoon Odette</i>	Evaluate and assess the damages caused by the Typhoon Odette on the affected ITEEM faculty and staff; facilitate and conduct clearing and cleaning operations of the ITEEM research and instruction facilities; and relief distribution to students and their families affected by the typhoon	-	3	✓	✓	✓	✓	Facilitated and conducted: 1. Clearing operation at the ITEEM grounds on Dec. 20 – 23; 2. Relief distribution operation to Southern Leyte on Dec. 29 – 30; 3. Evaluation and assessment on the damages caused by the typhoon on the affected ITEEM faculty and staff; and after which, submitted a request (and was approved) for lumber from trees toppled down to aid the affected personnel, at least to defray some cost needed for the repairs.
Total Over-all Rating						4.98	4.98	4.91	4.98	

Average Rating (Total Overall rating divided by 4)	19.84	4.96
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Showed self confidence in leading the Terrestrial Ecosystems Division. However, must improve teaching strategies to avoid getting satisfactory rating from students.

Evaluated & rated by:


ELIZA D. ESPINOSA


DIRECTOR, ITEEM


 1/10/22
 DATE

Recommending Approval:


DENNIS P. PEQUE

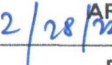
DEAN, CFES


 11/15/22
 DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS


 2/28/22
 DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> Teaches assigned subjects for MTREC and BSEM programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; and Checks test papers and submit student's grades within the prescribed period. 	Well-educated and well-trained students	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSES students; Serves as the member for MSTREC and adviser, chairman, and member for BSES including BSEM (old curriculum) students' graduate & undergraduate thesis; and Guides, advise & correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems sets, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement new normal 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Advises student organizations that are recognized by USOO and assists student organizations in implementing student-related activities. 	Active student-related organization	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research project implemented,	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement new normal. 	presented in scientific fora/ conferences, and publishable papers written						
6.	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Implements duly approved extension projects; Serves as project leader of extension projects of the Institute; Designs extension related activities and other outputs to implement new normal; and Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
8.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients. 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	

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

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

Prepared by:


E. LIZA D. ESPINOSA
 Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

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


NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ENGR. JIMMY O. POGOSA

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan- June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishment
		Aug. 2, 2021	OP MC #s 75 & 77, series of 2021	Notice of meeting	Follow up implementation of the OP Memo Circulars #s 75 & 77, s., 2021 re: Extension of Deadlines/ Change of Schedules for Submission of Course Requirements and Extension of the Academic Ease Policy in the 2 nd Sem, SY 2020-2021
		Aug. 17, 2021		Notice of meeting	Follow up updates on assigned documents (Instruments on F 1-5 on Program Requirements) preparations for MSTREC RQAT virtual evaluation scheduled on Aug. 20, 2021 Follow up updates on assigned documents (Instruments F 8-9 on Program requirements) preparations for MSTREC RQAT virtual evaluation scheduled on Aug. 20, 2021
		Aug. 23, 2021		Notice of meeting	Updates on assigned subjects/courses for the 1 st Semester of 2021-2022 preparation, submission of course syllabus, creation and ensures all students are enrolled in the Virtual Classroom through VSUEE (TREC 209, TREC 208, Envi 116n, Envi 119n, Envi 111n& Envi 110)


		Oct. 15, 2021		Notice of meeting	Assign thesis advising for BSES 4 th year students.
		Dec. 9, 2021		Notice of Meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation.
COACHING		July 9, 2021			Student final activity on Envi 116n (Watershed Management) with fieldwork restrictions. Discuss other options
		July 13, 2021			Constant communication with students who has deferred grades (2 nd Semester SY 2019-2020) to submit lacking requirements following OP MC #68, series of 2021
		Nov. 3, 2021		Notice of meeting	Advised to update the virtual classrooms of courses handled the first semester 2021-2022 following FM-IMD-10 for evaluation
					BSES 4 th year student concerns on the use of ISO forms for nominations and submission of the student research committees (SRC)
		Nov. 24, 2021		Notice of meeting	Cascading of the 3 rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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

Conducted by:


ELIZA D. ESPINOSA
 Immediate Supervisor
 Director, ITEEM

Noted by:


DENNIS P. PEQUE
 Next Higher Supervisor
 Dean, College of Forestry & Environmental
 Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	JIMMY O. POGOSA
PERFORMANCE RATING	
AIM	To enhance his teaching strategy and research skills on ecological modelling using geographic information system.

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

Date: Feb 2021

Target Date: Feb 2021

First Step:

One-on-one discussion on how to implement research and extension projects and to enhance his teaching strategy as an Instructor of the institute.

Result:

The agreement previously was to send Mr. Pogosa on a PhD from Czech Republic as plan to Nagoya University in Japan, and to apply for possible scholarship grant.

Date: July 2021

Target Date: Aug 2022

Next Step:

Application for scholarship to Nagoya University to support Mr. Pogosa for PhD study by the 1st semester of SY 2022-2023.

Outcome:

Doctor's degree on Bio-agricultural Sciences

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to undergo PhD study.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


JIMMY O. POGOSA
Ratee