

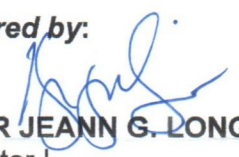
## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: KLEER JEANN G. LONGATANG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.87 x 50% = 2.44	
b. Students (50%)		4.33 x 50% = 2.17	
Total for Instruction	40%	4.60	1.84
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%	4.93	0.99
4. ADMINISTRATION	10%	4.94	0.49
5. PRODUCTION			
<b>TOTAL</b>			<b>4.82</b>

EQUIVALENT NUMERICAL RATING: 4.82  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.82  
 ADJECTIVAL RATING : OUTSTANDING

**Prepared by:**

  
**KLEER JEANN G. LONGATANG**  
 Instructor I  
 ITEEM

**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
 Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
 Dean, CFES 8/2/2022

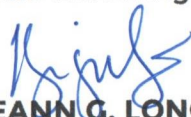
**Approved:**

  
**BEATRIZ S. BELONIAS**  
 Vice-President for Academic Affairs

**"EXHIBIT B"**

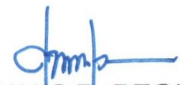
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**





I, KLEER JEANN G. LONGATANG, *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 JANUARY to JUNE 2022.

  
**KLEER JEANN G. LONGATANG**  
RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**  
DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**  
DEAN, CFES *s/Dean*

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	
MFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Graduate school faculty engaged in research work	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%					Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)  Study 3: Assessment of Insect Fauna Associated with A. malaccensis in Plantations and Wild Populations in Leyte and Biliran Islands









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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	-	0.69	5	5	5	5	2nd sem 2021-2022 (January-June): TREC/BIOL 205
	<b>PI 8:</b> Number of graduate students advised	Number of students advised on thesis as GAC member	Advises, and corrects research outline and thesis manuscript	-	2	5	5	4	4.67	Pelino, Gundemaro
		Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grade	-	8	5	5	4	4.67	Trec/Biol 205 students (5), Pelino, Gundemaro, Florentino
	<b>PI 9:</b> Number of instructional materials developed *	<i>Number of on-line ready courseware's developed and submitted for review</i>								
		<i>On-line ready courseware</i>	Prepares Instructional module (Learning guide)	-	1	5	4	5	4.67	TREC/BIOL 205
		<i>Flexible instructional materials</i>	Converts the on-line ready courseware to modules	-	1	5	4	5	4.67	TREC/BIOL 205
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, and pre-recorded presentations	1	5	5	5	5	5	2 ppt, 1 video clip; 2 recordings
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learnings	-	3	5	5	5	5	analysis report, oral presentation/exam, paper critique
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Number of on-line ready courseware's developed and operationalized	<i>Co-creator of virtual classroom using Moodle</i>	-	1	5	5	5	5	TREC/ BIOL 205

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		
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	Handles and teaches courses assigned	5	23.5	5	5	5	5	Envi 110 (58 students) ( Lec & Lab); Envi 114n (36 students) (Lec & Lab)	
		Number of grade sheets submitted within prescribed period	Prepares grade sheet (Lec) and submits on or before deadline	1	5	5	4	4	4.33	Envi 110 - 2 sections, Envi 200.4, Envi 114n- 2 sections	
		Number of INC and deferred grade submitted within prescribed period	Prepare and submit INC and deferred grade	-						Envi 11e- Envi111e-	
		Number of trainings attended related to instruction	Attend mandated trainings	-	4	5	5	5	5	<ul style="list-style-type: none"><li>• Turnitin Feedback Studio Instructors Workflow Training;</li><li>• Mandatory Orientation and Re-Oriented of Academic Advisers and College Hotline Agents;</li><li>• VSU Faculty Onboarding (ONLINE) on February 7-8, 2022;</li><li>• Webinar-Workshop on</li><li>• VSU E-Learning Environment (VSUEE) ONLINE on February 09-10,2022</li></ul>	
		Number of long and term examinations administered and checked	Administers and checks long examination for subjects taught	5	376	5	5	5	5	2 <sup>nd</sup> sem 2021-2022: Envi 110 (232)- 2 long exam for 58 students, 2 term exams for 58 students Envi 114n (144)- 2 long exam for 36 students, 2 term exams for 36 students	
		Number of assessment (quizzes, write-up), learning	Prepares, administers and checks assessment (quizzes,	10	528	5	5	5	5	Envi 110 (58)– 4 LT, 1 reporting, 1 ppt presentation, e-portfolio	

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>task and motivation questions administered and checked</i>	<i>write-up), learning task, motivation questions administered and checked</i>							<i>Envi 114n (36) - 5 LT for 36 students</i>
		<i>Number of lab reports and requirements checked and graded</i>	Administer and check lab reports and requirements	1	320	f	f	f	f	<i>Envi 110 (28)- 4 lab exercises, e portfolio Envi 114n (36) - 5 lab exercise for 36 students;</i>
	<b>PI 8:</b> Number of students advised:	Number of students advised:								
		<i>Number of students advised as Academic Adviser to students</i>	<i>Acts as an academic adviser to students</i>	6	24	f	f	f	f	2 <sup>nd</sup> Sem SY 2021-2022
		<i>Number of students advised on thesis as Thesis Adviser</i>	Advises, and corrects research outline and thesis manuscript	1	4	f	f	f	f	KMaat, MMerafuentes, DNaldo, AYordan
		<i>Number of students advised on thesis as SRC Chairman</i>	Advises, and corrects research outline and thesis manuscript	1	3	f	f	4	4.67	Camarines, ADonaire, DCanabe
		<i>Number of students advised on thesis as SRC Member</i>	Advises, and corrects research outline and thesis manuscript	1	4	f	f	4	4.67	JAsombrado, AValida, DBillona, SMakiling
		<i>No. of approved manuscript submitted within prescribed period</i>	Reviews and approves thesis manuscript	1	3	f	f	f	f	KMaat, DNaldo, AYordan
		<i>On consultation</i>	Entertains students consulting on subject taught, thesis and grades	1	137	f	f	f	f	Academic advisees during enrolment, thesis advisees .thesis SRC committees students under the subjects handled during the 2 <sup>nd</sup> 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	
	<b>PI 9:</b> Number of student organizations advised/ assisted*	<i>Student organizations advised</i>	Advise and monitors activities of the student's organization	-	1	5	4	5	4.67	Helpers of Outreaching Mother Earth's Stability (HOMES)
		<i>Student organizations assisted on student related activities</i>	Advise and monitors activities of the student's organization	-	1	5	4	5	4.67	CFES-SSC COVID 19 Pandemic Webinar
	<b>PI 10:</b> Number of instructional materials developed *	Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	Prepares and submits Learning Module for review	-	3	5	5	5	5	Envi 11, Envi110, Envi 114n
		<i>Flexible instructional materials</i>	Prepares instructional materials	1	2	5	5	5	5	Envi110, Envi 114n
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	24	5	5	5	5	<b>Envi 110 (12):</b> 8 ppt,3 recordings, 1 reading materials <b>Envi 114n (12):</b> 10 ppt, 1 video clip, 1 reading materials
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	1	15	5	5	5	5	Envi 110 (7)– long exam and term exam, oral presentation, learning tasks, lab exercises, e-portfolio Envi 114n-(7)– long exam and term exam, oral presentation, learning tasks, lab exercises
	<b>PI 11:</b> Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operational	Creator and co-creator of virtual classroom using Moodle	-	3	5	5	5	5	Creator: Envi 11, Envi 110, Co-creator: Envi 114n
	<b>PI 12:</b> 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	5	5	4	4.67	Envi 11, Envi 110, Envi 114n

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 3. RESEARCH SERVICES										
	<u>PI 1:</u> 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	5	5	5	5	Rainforestation and Nursery Establishment
	<u>PI 2:</u> Number of research outputs completed within the year *	Number of research outputs completed within the year *	Conducts and completes research project within the year as study leader	-	research continuing	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)  Study 3: Assessment of Insect Fauna Associated with <i>A. malaccensis</i> in Plantations and Wild Populations in Leyte and Biliran Islands
	<u>PI 3:</u> 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								
		<i>In refereed int'l journals</i>	Publishable materials out of research outputs.	-	1	5	5	5	5	Published paper in International Journal of Environmental and Rural Development: Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, 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	
	<b>PI 5.</b> Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Facilitates in the research proposal preparation and follow-up its implementation.	50%	100%					VSU funded Research, Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP), Study 3: Assessment of Insect Fauna Associated with A. malaccensis in Plantations and Wild Populations in Leyte and Biliran Islands ELTI funded Research
	<b>PI 6.</b> Additional outputs*	Other outputs implementing the new normal due to covid 19	Activities and attendance to online trainings/seminars/workshops related to research to support in implementing the new normal due to COVID 19	-	7					<b>VSU Funded: Eco-SAP</b> Conduct Field Assessment of the Wild Population of Aquilaria in Brgy. New Taligue Abuyog Leyte January 3-12, 2022; Conduct and discuss EcoSAP project PENRO Maasin City, CENRO San Juan and Hinunangan So. Leyte on February 2, 2022; Conduct and discuss Eco-SAP project with the farmers and adopters in Brgy. Pinamanagan, Abuyog, Leyte on February 13, 2022; Present output of the Eco-SAP on the Sangguniang Panlalawigan Regular Session in Session Hall Legislative Building, Capitol Grounds, Tacloban City on February 24, 2022; Present of the Eco-SAP on the Sangguniang Bayan Regular Session in Abuyog Leyte on March 08, 2022; Training on Basic operation and maintenance of LI-3000C

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	
										portable leaf area meter, LI-250QPAR package and COLE-PARMER Micropipettors by SIGMATECH on May 2022 Monitoring using Drone Technology and RESTOR Platform on June 19-24, 2022;
<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	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	4	4	4-33 4.33	LGU (Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag), Life Giving Forest Foundation, Carigara Water District
	<b>PI 2.</b> 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	483	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; (46 Participants)  ITEEM 3-day Webinar Series: Marine and Coastal Erosion (131 views); Social Impact Studies in Relation to Climate Change (111 views); Disaster Risk Reduction; Geology and Pedology of Leyte Island; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas (195 views)
	<b>PI 3.</b> 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	-	6	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day

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	
										webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book launching on Rainfo and distribution of certificates of recognition to project partners; Distribution of food packs to families of Brgy. Kantagnus affected by Typhoon Agaton
	<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	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%	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;
	<b>PI 5.</b> Number of technical/expert services	Number of technical/expert services rendered	Provides the technical and expert services requested by beneficiaries							
		Resource Persons	Act as resource person	-	1	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; <b>Topic : Introduction to Eco-DRR</b>
		Convenor/Organizer	Provide assistance during the preparation and implementation of events	-	8	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book

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	
										launching on Rainfo; Distribution of certificates of recognition to project partners; Distribution of food packs to families of Brgy. Kantagnus affected by Typhoon Agaton, Tree planting activity at Holy Spirit Parish
	<b>PI 8.</b> Percent of extension proposals approved*	Percentage of extension proposals prepared, submitted and approved	Facilitates in the extension proposal preparation and follow-up its implementation.	-	1	✓	✓	✓	✓	Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building, Relocation Survey of VSU's Agricultural Reservation and Development of Physical Land-Use and Natural Resource Map
	<b>PI 11.</b> Additional outputs *	Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation	-	1	✓	✓	✓	✓	Development of materials for on-line training on Rainforestation
		Activities and attendance to trainings/meetings/workshops		-	6	✓	✓	✓	✓	ELTI Funded Research: Conduct Preliminary Site Visit at the Leyte Reforestation Project at Sto.Nino, Kanangga, Leyte February 24, 2022 Planning on Establishment of Rainforestation Farm of Brgy. Bago Bato Leyte on March 5, 2022 Visit Rainforestation Farms in connection with the VSU KALAHI-CIDSS project on March 25, Cabugayan Biliran Visit Rainforestation Farms in connection with the VSU KALAHI-CIDSS project on May 02, Cabugayan 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	
										Conduct regular site monitoring and assessment in Liptong Woodland and to establish a long term monitoring plots in Mantiquil, Siaton, Negros Oriental on June 4-12, 2022 Landscape Program: Learning Visit on June 13-15, 2022, Sponsored by Red Cross
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	Additional Outputs	Attendance to Online and physical (face-to-face) trainings	Attends online and physical (face-to-face) trainings	-	1					Regional Workshop on DNA Barcoding of Common Vascular Plants in the Tropics sponsored by the (ACB) ASEAN Centre for Biodiversity in Quezon City, Philippines on April 18-22, 2022
<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	<b>PI 4.</b> 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	1	1					Training and Worksop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;
	<b>PI 5.</b> 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%					Based on the TPES report for the 2nd sem SY 2021-2022, the rating was very satisfactory.
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the	Compliance to all requirements of the QMS	Assist the preparation in ensuring that the QMS core	zero non-conformity	zero non-conformity					

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	
	established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	core processes of the university under ISO 9001:2015*	processes of the university are complied with in the performance of his/her functions as faculty member							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	<b>PI 4.</b> 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	Participates in the Institute's planning sessions, tracking and monitoring of targets	-	8	5	5	5	5	
	<b>PI 5.</b> Number of monthly/ special faculty & staff meetings conducted/ attended*	Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	-	8	5	5	5	5	
	<b>PI 6:</b> Additional Outputs	Attendance to various virtual and face-to-face meetings	Attend and participate to various virtual and face-face meetings	-	2	5	5	5	5	Orientation and Reorientation of the Internal Documented Information (ONLINE) ON Feb. 15, 2022  Data Privacy Act of 2012 Awareness Seminar
		Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission	Prepares notice of meeting, attendance sheet and minutes of meeting, attend to meetings	-	8	5	5	5	5	Institute Secretary Alumni Communicator Graduate Focal Person CFES/ITEEM GAD Coordinator Department Based Guidance Facilitator

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 faculty workloads prepared, reviewed, finalized and approved (Projected Faculty Workload, Actual Faculty Workload, Individual Faculty Workload, Actual Teaching Faculty Workload)	Prepare and sign individual faculty workload	-	1	5	5	5	5	
		Number of OPCR and IPCR prepared, reviewed, acted, consolidated, and submitted	Prepare and sign IPCR	-	1	5	4	4	4.33	
<b>Total Over-all Rating</b>						5.00	4.57	4.50	4.91	

Average Rating (Total Overall rating divided by 4)	19.63	4.91
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

## Comments &amp; Recommendations for Development Purpose:

Keep up the good work, and take the PhD program as planned.

Evaluated &amp; rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

July 29, 2022

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

8/1/2022

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

8-5-2022

DATE

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

## Performance Monitoring Form

NAME OF EMPLOYEE: KLEER JEANN G. LONGATANG

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> <li>Teaches assigned subjects for the MSTREC and BSEM programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
2.	<ul style="list-style-type: none"> <li>Acts as the academic adviser for BSES students;</li> <li>Serves as an adviser, SRC member for BSES including BSEM (old curriculum) students' undergraduate thesis; and</li> <li>Guides, advise &amp; correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
3.	<ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems sets, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul>	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
4.	<ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as study leader of research projects of the Institute; and</li> </ul>	Research project implemented, presented in scientific fora/ conferences, and	January 1, 2022	June 30, 2022	June 30, 2022	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
	• Design research-related activities and other outputs to implement new normal.	publishable papers written						
5.	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension related activities and other outputs to implement new normal; and</li> <li>Assists in the formulation and preparation of extension project proposals.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
6.	• Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions.	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
7.	• Advises student organizations that are recognized by USOO and assists student organizations in implementing student-related activities.	Active student-related organization	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
8.	• Provides customer-friendly frontline services to clients.	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ELIZA D. ESPINOSA**  
 Immediate Supervisor

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	<b>MS. KLEER JEANN G. LONGATANG</b>

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		January 7, 2022		Notice of meeting	Submission of IPCR 2021 (July-Dec) accomplishment; for OPCR 2021 (July-Dec) consolidation of all accomplishments
		January 10, 2022		Notice of meeting	Set deadlines for outputs to be submitted: a. OPCR/IPCR targets (Jan-Dec 2022) b. Updated PDS, CV, PDF – Jan. 10, 2022 c. Annual Report 2021 (Terrestrial and Aquatic Division) – January 2022
		February 4, 2022		Notice of meeting	Set deadline for submission of OBE syllabus of the courses handled for the second semester (Envi 110, 116n & TREC 205) – February 15, 2022
		March 7, 2022	CAR 22-041	Notice of meeting	Follow up submission of corrective action report (CAR) that the QMR issued to the ITEEM concern faculty re delayed submission of grades for the 1 <sup>st</sup> Semester AY 2021-2022
		April 28, 2022		Notice of meeting	Follow-up compliance report status on the ten areas with the recommendations from the 2 <sup>nd</sup> survey visit in preparation for the BSES and MSTREC AACUP Level III accreditation scheduled on October 2022

		May 13, 2022		Notice of meeting	Set deadlines for the AACUP supporting documents on the recommendation during the last visit from Area 1 to Area 10 and the Change of Nomenclature from BSEM to BSES for Level III accreditation – Last week of May 2022
COACHING		February 4, 2022		Workshop	Below outputs to be submitted to the college for consolidation: ✓ SWOT Analysis Matrix ✓ Risk and Opportunities Assessment Matrix (ROAM) ✓ Objectives, Targets, and Programs of ITEEM

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	KLEER JEANN G. LONGATANG
PERFORMANCE RATING	
AIM	To develop and enhance her skills in instruction, research and extension.

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

Date: Jan 2022 Target Date: Jan 2022

First Step: One-on-one discussion to take advance international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics and pursue PhD career.

Result: The agreement was to apply for the training this year (2022) and apply for PhD next to Engr. Jimmy O. Pogosa by 2025 1<sup>st</sup> Semester.

Date: July 2022 Target Date: August 2025

Next Step: Submit application requirements for advance training on time this year (2022) and apply for PhD program by 2025 in International Universities like The Czech Republic.

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

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

Prepared by:

ELIZA D. ESPINOSA  
Unit Head

Conformé:

KLEER JEANN G. LONGATANG  
Ratee