

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		$4.73 \times .50 = 2.37$	
b. Students (50%)		$4.75 \times .50 = 2.38$	
<b>Total for Instruction</b>	60%	4.75	2.85
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	20%	4.5	0.9
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	10%	4.83	0.48
<b>4. Administration</b>	10%	4.71	0.47
<b>5. Production</b>			
<b>TOTAL</b>			4.72

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.72

ADJECTIVAL RATING:

Outstanding

Prepared by:

ANATOLIO N. POLINAR

Name of Faculty

Reviewed by:

DENNIS P. PEQUE

Dean

Recommending Approval:

DENNIS P. PEQUE

Dean

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF Forest Science commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2021

Approved:

**ANATOLIO N. POLINAR**

Ratee

Date: 10/1/2021

**DENNIS P. PEQUE**

College Dean

Date: 10/4/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1/1 (100%)	5	5	5	5	FORY225
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0						
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4/1 (400%)	5	5	4.5	4.83	Soria, Suyom, Katangkatang and Diaz
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	4/4 (400%)	4.5	5	4.5	4.67	Soria, Suyom, Katangkatang and Diaz

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5.</u> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	0						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	12/2 (600%)	5	4.5	4.5	4.67	FORY225
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	4/2 (200%)	5	4.5	4.5	4.67	FORY225
		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	0						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	0						
	<u>PI 10.</u> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	15	32.244/15 (215 %)	5	5	5	5	FORY225 FGov135 ForE139 FGov136 FSci112



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						Quality	Efficiency	Timeliness	Average	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6/4 (150%)	5	4.5	4.5	4.67	FOR225 FOR200A FGov135 FGov136 ForE139 Fsci112
		<u>A11</u> . 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	4/1 (400%)	5	5	5	5	Razaga, Fernandez & other FSci112 students
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	0	3/1 (300%)	5	4.5	4.5	4.67	FSci112 ForE139 FGov136 FGov135 FOR225
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	16/15 (107%)	5	5	4.5	4.83	FSci112 ForE139 FGov136 FGov135
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	0						
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	16/15 (107%)	5	4.5	4.5	4.67	FSci112 ForE139 FGov136 FGov135
	<b>PI 8:</b> Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	10	15/10 (150%)	5	5	5	5	
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:		2	3/2 (150%)	5	4.5	4.5	4.67	Acma, Fernandez, Honrada
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3/2 (150%)	5	4.5	4.5	4.67	Acma, Fernandez, Honrada
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0						
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	70	99/70 (141%)	5	5	5	5	Acma, Fernandez, Honrada

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						Quality	Efficiency	Timeliness	Average	
	<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	1/1 (100%)	4.5	4.5	4.5	4.5	FSS
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1/1 (100%)	4.5	4.5	4.5	4.5	FSS
	<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	0						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4/2 (200%)	5	4.5	4.5	4.67	FS <i>ci</i> 112 ForE139 FG <i>ov</i> 136 FG <i>ov</i> 135
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	16/15 (107%)	5	5	4.5	4.83	FS <i>ci</i> 112 ForE139 FG <i>ov</i> 136 FG <i>ov</i> 135
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8/4 (200%)	5	4.5	4.5	4.67	FS <i>ci</i> 112 ForE139 FG <i>ov</i> 136 FG <i>ov</i> 135
		<b>A 23 :</b> 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	2	2/2 (100%)	4.5	4.5	4.5	4.5	FS <i>ci</i> 112 FG <i>ov</i> 136
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2/2 (100%)	5	4.5	4.5	4.67	FS <i>ci</i> 112 FG <i>ov</i> 136
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1/1 (100%)	5	4.5	4.5	4.67	RQAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1/1 (100%)	4.5	4.5	4.5	4.5	DENR
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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	1/1 (100%)	4.5	4.5	4.5	4.5	Bamboo Propagation Research Project
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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	2	2/2 (100%)	4.5	4.5	4.5	4.5	Drafted Articles (ongoing)
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		2						
	<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		2						

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						Quality	Efficiency	Timeliness	Average	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by		0						
		<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	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						
<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	4/1 (400%)	5	5	4.5	4.83	DENR, HIMASACA, NAGMATA, BTFAI
	<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	2/1 (200%)	5	5	5	5	Region 6 and 7 PO's
	<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	0						



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						Quality	Efficiency	Timeliness	Average	
	<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	0	2/1 (200%)	5	4.5	4.5	4.67	Region 6 and 7 PO's
	<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	3	5/3 (167%)	5	5	4.5	4.83	HIMASACA, BTFAI, NAGMATA, MATIMCO & ATI
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						
	Resource Persons	Resource Persons		0						
	Convenor/Organizer	Convenor/Organizer/Facilitator	Provide technical support to Partner peoples organizations in Regions 6, 7 & 8 (Facilitates PO's meetings)	3	4/3 (133%)	5	4.5	4.5	4.67	DENR-Carmen station, Region 7, HIMASACA, NAGMATA & BTFAI
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	<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	0						



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
			Number of farmers/PO members and officers communicated/advised	25	30/25 (120%)	5	5	5	5	ATI member organization/learning sites, NAGMATA, RTEAL
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	0	100% Compliant zero non-conformity	5	5	5	5	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	0	100% compliant	5	5	5	5	
		On program accreditations		0	100% Compliant	5	5	5	5	
		On institutional accreditations		0	100% Compliant	5	5	5	5	
<b>UMFO 6. General Admin. &amp; Support Services</b>				0						
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	100% Compliant Zero % complaint	5	5	5	5	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	0						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0						
		Number of Meetings Attended	CFES	3	3/3 (100%)	4.5	5	5	4.83	Regular & Special meeting
			DFS	3	3/2 (150%)	5	5	5	5	Regular & emergency meeting
			Committee	1	3/1 (300%)	5	4.5	4.5	4.67	Curricular review
			University	1	2/1 (200%)	5	4.5	4.5	4.67	UAC
			Project	4	10/4 (250%)	5	5	4.5	4.83	ACIAR, BIOCOMP & AQUILARIA
			DFS Administrative staff	1	3/1 (300%)	5	5	5	5	
	Total Over-all Rating		265.53							1. Has to publish research articles. 2. Submit online courseware to MMDC for editing.
	Average Rating		4.78							
	Adjectival Rating		outstanding							

Evaluated & Rated by:

**DENNIS P. PEQUE**

Dean, CFES

Date: 10/14/2021

Recommending Approval

**DENNIS P. PEQUE**

Dean, CFES

Date: 10/14/2021

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 10/14/2021

## PERFORMANCE MONITORING FORM

Name of Employee: ANATOLIO N. POLINAR

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and 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 approves manuscripts.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Submit more publications



	report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Attentively attended virtual meetings

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

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

Prepared by:

**DENNIS P. PEQUE**  
Dean, CFES

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar  
Performance Rating : 4.72 (Outstanding) January - June 2021

Aim: To improve research and extension capability of faculty member

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

Date: January 2021

Target Date: March 2021

First Step:

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

Result:

Actively conducted research on the topics mentioned above.

Date: April 2021

Target Date: June 2021

Next Step:

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


Outcome:

Dr. Polinar is submitting articles for review and possible publication.


Final Step/Recommendation:

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

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES

Conforme:

  
**ANATOLIO N. POLINAR**  
Ratee