

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: MARLITO JOSE M. BANDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (100%)			
b. Students			
Total for Instruction	40%	4.65 4.87	1.86 1.93
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	15%	4.89 4.90	0.73 0.74
4. ADMINISTRATION	10% 15%	4.80 5.00	0.48 0.75
5. PRODUCTION	5%		
TOTAL			4.57 4.92

EQUIVALENT NUMERICAL RATING:

4.57 4.92

Add: Additional Points, if any :

0

TOTAL NUMERICAL RATING :

4.57 4.92

ADJECTIVAL RATING :

Very Satisfactory OUTSTANDING

Prepared by:

MARLITO JOSE M. BANDE
Associate Professor IV
ITEEM

Reviewed by:

DENNIS P. PEQUE
Dean, CFES

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLITO JOSE M. BANDE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY to JUNE, 2020.

MARLITO JOSE M. BANDE
RATEE

Approved:

DENNIS P. PEQUE
UNIT HEAD

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	1.82	5	5	5	5	TREC 208 and TREC 299
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	-	6	5 4	5 4	5 4	5 4	Ceniza, L; Pelinio, L; Mercado, C; Fernandez, G; Tulin, P; Latoreno, A
		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	5	5	5	Ceniza, L; Pelinio, L
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	3	5	5	5	5	Pantenople, E; Escultor, Pizon
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5	Ceniza, L; Pelinio, L; Pantenople E; Escultor; Pizon

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						Quality	Efficiency	Timeliness	Average	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5	Ceniza, L; Pelinio, L; Pantenople E; Escutor; Pizon
	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	5	5	5	5	TREC 208; TREC 209
		On-line ready courseware	Prepares Instructional module	1	2	5	5	5	5	TREC 208; TREC 209
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5	TREC 208; TREC 209
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5	TREC 208; TREC 209
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5	TREC 208; TREC 209
	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	-	2	5 4	5 4	5 4	5 4	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	-	-					No undergraduate BSEM/BSES major courses handled since the BSEM program was changed to BSES in compliance with CHED Memo. As period, the BSES majors are on their second year. While the overlying BSEM students had

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						Quality	Efficiency	Timeliness	Average	
										completed their major courses already and are conducting their thesis study.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-					No subjects handled during the prescribed period.
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	-	-					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	-					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	-	-					
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	-	-					
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	-	-					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	-	33	5	5	5	5	refer to official registrar's record
		A17. Number of students advised on thesis:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	-	3	5	5	5	5	Pacaldo, M; Cala, K, Veloso, K
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	2	5 4	5 4	5 4	5 4	Baltazar, J; Flores

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	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	-	5	5	5	5	5	Pacaldo, M; Cala, K, Veloso, K; Baltazar, J; Flores
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4	HOMES
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	4	4	4	4	HOMES; TARSIER
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4	4	4	4	ENVI 11
		On-line ready courseware	Prepares Instructional module	1	1	4	4	4	4	ENVI 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5	ENVI 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5	ENVI 11
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	-					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	-	1	5 4	5 4	5 4	5 4	ENVI 11 (Moddle)

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 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	2	5	5	5	5	Rainfo and indigenous seedling production (EDC), tilapia (LGU Baybay, Inopacan)
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	2	5	5	5	5	Germination trials for dao, toog and kalumpit; water requirement for cacao
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		<i>In refereed nat'l/regional journals</i>		-	1	5	5	5	5	Anthropocentrism, Forest Loss, Corona Virus 2019, and Rainforestation published in Social Ethics Society Journal of Applied Philosophy
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	-	-					Participation to international conference is suspended due to COVID 19 pandemic
		<i>In nat'l/regional fora/conferences</i>		-	-					In-house RDE review is indefinitely postponed due to COVID 19 pandemic
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	20%	40%	5	5	5	5	Establishments of Long-term Plots at EDC reservation sites supported by EDC and ELTI

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 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	-	3	5	5	5	5	Associate Editor, Science and Humanities Journal
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	-	4	5	5	5	5	Analysis of mophological and physiological performace of native trees data prior to formulation of publishable materials
			Writes publishable materials out of research outputs and submits for publication	-	3	5	5	5	5	Writing of Dipterocarp manual and research manuscript for publication
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	3	6	5	5	5	5	Abuyog, Carigara Water District, Naval, Kawayan, Almeria, EDC
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	46	5	5	5	5	Rainforestation Training at Carigara Water District, Carigara, Leyte on March 3-5, 2020

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. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	4	5	5	5	5	DA-YRRP: -Training on Climate Change and Disaster Risk Reduction and Management; Mainstreaming of Rainforestation in the Philippines;NRM-Based Extension Project (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building and Development of VSU's Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map; Mainstreaming of Rainforestation Technology and Monitoring of RF Adopter's Farm;
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	80%	100%	5	5	5	5	Rainforestation Training at Carigara Water District, Carigara, Leyte on March 3-5, 2020
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		1	9	5	5	5	5	Terrestrial Ecosystems Division: Faculty: JO Pogosa, AB Orias, KJG Longatang Research Assistants/ Aides: K Gundemaro, E Dela Cruz, M Pacaldo, L Velasco, P Longatang, F Almeroda
	Peer reviewers/Panelists	Peer reviewers/Panelists		-	1	4	4	4	4	Associate Editor, Science and Humanities Journal
	Resource Persons	Resource Persons		1	6	5	5	5	5	Eco-DRR, Rainforestation, CRM, Propagation of Native

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	
										Forest Tree Seedlings, Climate-Smart Agroecological Production System, Philippine Biodiversity Trainings
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5	Restoration Boot Camp for Tropical Asian Forests on January 12-18, 2020
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	90%	5	5	5	5	Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	-	2	5	5	5	5	Writing of rainforestation module for Eco-DRR and Significant Change of Rainforestation Aopters in Negros
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	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	100%	100% compliant	5	5	5	5	

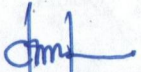
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	Zero % complaint	5	5	5	5	
	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	-	5	5	5	5	5	(1) Incorporating student thesis as part of research project deliverables; (2) Utilizing international collaborators in accessing published research articles in peer-reviewed journals; (3) Mentoring students in writing and publishing of research outputs in peer-reviewed journals; (4) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency; (5) Encourage and facilitate students to participate in Phi Delta Best Thesis Competition
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	-	2	5	5	5	5	Work from Home and staggered work schedule
Total Over-all Rating						4.75	4.75	4.75	4.75	

Average Rating (Total Over-all rating divided by 4)		4.89
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Continue to excel in RDE.

Evaluated & rated by:

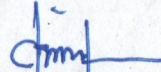


DENNIS P. PEQUE

DEAN, CFES

DATE

Recommending Approval:

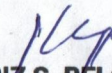


DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:



BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

12/15/20

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: MARLITO JOSE M. BANDE

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	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as an adviser, chairman, and member for MSTREC & BSEM 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	January 1, 2020	June 30, 2020	June 30, 2020	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	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	

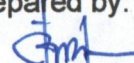
4.	<ul style="list-style-type: none"> • Advises student organizations that are recognized by USOO and assists student organizations in implementing student-related activities. 	Active student-related organization	January 1, 2020	June 30, 2020	June 30, 2020	impressive	outstanding	
5.	<ul style="list-style-type: none"> • Prepares research proposals, submits and follows up its approval for immediate implementation; • Researches possible utilization by industry or other beneficiaries; • Serves as project and study leader of several research projects of the Institute; • Prepares, submits, and presents research paper in scientific fora/conferences; • Acts as a peer reviewer of journal articles/scientific papers review the paper received and returns duly reviewed paper; • Writes publishable materials out of research outputs and submits for publication; and • Design research-related activities and other outputs to implement new normal. 	Research proposals approved, implemented, presented in scientific fora/ conferences, and publishable papers written	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
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; • Prepares and submit extension project proposals and follow up its approval for immediate implementation; • 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 • Provides quality and relevant training courses, and offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
7.	<ul style="list-style-type: none"> • Serves as Director of the ITEEM; 	Efficiently managed, administered, and	January 1, 2020	June 30, 2020	June 30, 2020			

	<ul style="list-style-type: none"> • Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; • Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and • Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	governed the ITEEM office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015						
8.	<ul style="list-style-type: none"> • Provides customer friendly frontline services to clients; • Initiates/introduces improvements in performing functions resulting in best practice; and • Designs administration/ management related activities and other outputs to implement new normal 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
9.	<ul style="list-style-type: none"> • Makes schedule of meetings, appointments, and communications, assigns tasks, attend meetings, and performs other related activities as Director of the ITEEM. 	Attendance to the meeting and updated activities of the Institute	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
10.	<ul style="list-style-type: none"> • Supervises and mentors administrative staff and JO workers in implementing research and extension activities of the Institute 	Well-organized activities and well-developed staff	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
11.	<ul style="list-style-type: none"> • Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and • Serves such as a member of the VSU Federated Faculty Association 	Affiliated and involvement in the University-wide activities	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	

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

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

Prepared by:


DENNIS P. PEQUE
 Dean, CFES

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
HEAD OF OFFICE	Dr. Dennis P. Peque
NAME OF FACULTY	MARLITO M. BANDE

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 17, 2020			Notice of meeting	Update on the students' academic advisee for subjects to be enrolled for the 2 nd Semester SY 2019-2020 and monitoring on the students' performance/status during the 1 st semester SY 2019-2020.
	Jan. 20, 2020			Notice of meeting	Distribution of the subjects to be taught for the 2 nd semester SY 2019-2020.
	Jan. 30, 2020			Notice of meeting	Update on the students' thesis advisee regarding the conduct of research proposals for the 2 nd semester SY 2019-2020.
	Feb. 18, 2020			Notice of meeting	Update on the conduct of graduating students' thesis.
	March 16, 2020			Notice of meeting	Monitoring on the status of the students' thesis research data collection, which is affected by the protocols to COVID-19 pandemic.
	March 31, 2020			Notice of meeting	Monitoring and updates of the graduating students on suspension of data gathering in relation to the conduct of their thesis due to COVID-19 pandemic.
	April 12, 2020			Notice of meeting	Monitoring of the subjects taught for the 1 st semester SY 2020-2021, and plan for preparation of Instructional Materials (IMs).
COACHING	April 15, 2020		OP Memo Circular # 35, Series of 2020	One-on-one coaching	Coaching on improving effective teaching strategy and student research advising.
	May 27, 2020			One-on-one coaching	Coaching on the writing of Instructional Materials (IMs) that will be used for the 1 st semester 2020-2021
	June 30, 2020			One-on-one	Coaching on the improvement of

				coaching	the IMs and preparation of OBTL syllabus for ONLINE and MODULAR learning modality.
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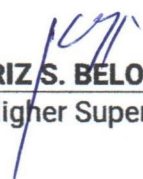
NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



DENNIS P. PEQUE
Immediate Supervisor

Noted by:



BEATRIZ S. BELONIAS
Next Higher Supervisor