

## 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%)		4.82 x 50% = 2.41	
b. Students (50%)		4.60 x 50% = 2.30	
Total for Instruction	40%	4.71	1.88
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%	4.86	0.49
5. PRODUCTION			
<b>TOTAL</b>			<b>4.87</b>

EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any :                     

TOTAL NUMERICAL RATING : 4.87

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

**Approved:**

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

**"EXHIBIT B"**

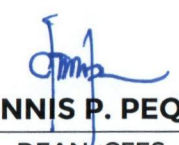
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

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 2023.

  
**KLEER JEANN G. LONGATANG**  
RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**  
DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**  
DEAN, CFES

MFO No.	Description of MFOs/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 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%	5	5	5	5	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 Island



MFO No.	Description of MFOs/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	
OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	0.50	0.86	5 5	5 5	5 5	5 5	2nd Sem 2022-2023 (January-June): TREC/BIOL 205 TREC299
		Number of grade sheets submitted within the prescribed period	Prepares grade sheet (Lec) and submits on or before the deadline	-	1	5 5	5 5	5 5	5 5	TREC 299
	<b>PI 8:</b> Number of graduate students advised									
		Number of graduate students advised as an academic adviser		1	1	4 4	4 4	4 4	4 4	Ygot
		Number of students advised on the thesis as GAC Member	Advises, and corrects research outline and a thesis manuscript	1	3	5 5	5 5	5 5	5 5	Pelino, Gundemaro, Maguchu
		Number of students entertained for consultation purposes	Entertains students consulting on the subject taught, thesis and grade	1	10	5 5	5 5	5 5	5 5	Trec/Biol 205 students (6), Pelino, Gundemaro, Florentino, Ygot
	<b>PI 9:</b> Number of instructional materials developed *	Number of online ready courseware developed and submitted for review				5	5	5	5	
		<i>On-line ready courseware</i>	Prepares Instructional module (Learning Guide)	-	1	5 5	5 5	5 5	5 5	TREC/BIOL 205
		<i>Flexible instructional materials</i>	Converts the online ready courseware to modules	1	1	4 4	4 4	4 4	4 4	TREC/BIOL 205
		<i>Supplemental learning resources</i>	Prepares PowerPoint presentations, video clips, and pre-recorded presentations	1	3	5 5	5 5	5 5	5 5	2 ppt, 1 video clip/documentary;
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learning	1	5	5 5	5 5	5 5	5 5	Reflection paper, analysis report, oral presentation paper critique, final exam



MFO No.	Description of MFOs/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 10:</b> Number of virtual classrooms created and operational	Number of virtual classrooms created and operational	<i>Co-creator of the virtual classroom using MOODLE</i>	1	1	4 4	4 4	4 4	4 4	TREC/ BIOL 205
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	5	15.45	5 5	5 5	5 5	5 5	Envi 114n (27 students) (Lec & Lab), Envi 118n (29 students)
		Number of grade sheets submitted within the prescribed period	Prepares grade sheet (Lec) and submits on or before the deadline	3	3	5 5	5 5	4 4	4.67 4.67	Envi 118n, Envi 200.4, Envi 114n
		<i>Number of INC and deferred grades submitted within the prescribed period</i>	Prepare and submit INC	-	14	5 5	5 5	5 5	5 5	Envi 114n (8) Envi 110 (6)
		Number of trainings attended related to instruction	Attends mandated training.	1	3	5 5	5 5	5 5	5 5	1. VSU Faculty Online Onboarding. 2. Webinar Workshop on VSUEE. 3. Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents.
		Number of long and term examinations administered and checked	Administers and checks long and term examinations for subjects taught	8	137	5 5	5 5	5 5	5 5	<b>2<sup>nd</sup> sem 2022-2023</b> <b>Envi 114n (108)-</b> 2 long exams for 27 students, 2 term exams for 27 students <b>Envi 118n (29)-</b> Final lab exam- 29
		Number of assessments (quizzes, e-tivity, write-up), learning tasks, and motivation questions administered and checked	Prepares and checks assessments (quizzes, e-tivity, write-up), learning tasks, and motivation questions	8	135	5 5	5 5	5 5	5 5	<b>Envi 114n (135) - 5 LT for 27 students</b>
		Number of lab reports and requirements checked and graded	Administer and check lab reports and requirements	3	164	5 5	5 5	5 5	5 5	<b>Envi 114n (135) - 5 lab exercises for 27 students.;</b> <b>Envi 118n (29) - lab exercise for 29 students</b>



MFO No.	Description of MFOs/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 8:</b> Number of students advised: *	Number of students advised as Academic Adviser to students.	<i>Acts as an academic adviser to students</i>	8	39	5 5	5 5	5 5	5 5	2 <sup>nd</sup> Sem SY 2022-2023
		Number of students advised on the thesis as Thesis Adviser	Advises, and corrects research outline and a thesis manuscript	3	4	5 5	5 5	5 5	5 5	Merafuentes, Abrillo, Canciller, Cuares
		Number of students advised on thesis as SRC Chairman	Advises, and corrects research outline and a thesis manuscript	2	2	5 5	5 5	4 4	4.67 4.67	Butawan, Cagoyong
		Number of students advised on the thesis as SRC Member	Advises, and corrects research outline and a thesis manuscript	5	13	5 5	5 5	5 5	5 5	Maruya, Oplehida, Requitillo, Macale, Acuyong, Ongca, Montecillo, Gratil, Moso, Mades, de Dios, Cosares, Into
		No. of approved manuscripts submitted within the prescribed period	Reviews and approves thesis manuscript	2	2	5 5	5 5	4 4	4.67 4.67	Merafuentes, Cuares
		<i>On consultation</i>	Entertains students consulting on the subject taught, thesis and grades	5	111	5 5	5 5	5 5	5 5	Academic advisees during enrolment, thesis advisees. thesis SRC committee's students under the subjects handled during the 2 <sup>nd</sup> Sem SY 2022-2023
	<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	1	4 4	4 4	4 4	4 4	CFES-SSC
		<i>Student organizations assisted on student related activities</i>	Advise and monitors activities of the student's organization	1	1	4 4	4 4	4 4	4 4	CFES-SSC
	<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, updates and reviews instructional materials (Learning Module)	2	3	5 5	5 5	5 5	5 5	Envi 11, Envi110, Envi 114n

MFO No.	Description of MFOs/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>Flexible instructional materials</i>	Prepares, updates and reviews instructional materials (Learning Module)	2	3	5 5	5 5	5 5	5 5	Envi 11, Envi110, Envi 114n
		<i>Supplemental learning resources</i>	Prepares PowerPoint presentation, video clips, movie clips, and reading assignments	2	13	5 5	5 5	5 5	5 5	Envi 114n (11): 10 ppt, 1 video clip. Envi 118n (2): 1 ppt, 1 reading materials.
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	4	9	5 5	5 5	5 5	5 5	Envi 114n-(7)– long exam and term exam, oral presentation, learning tasks, lab exercises. Envi 118n (2)– long exam lab exercises
	<b>PI.11</b> Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized.	Creates virtual classroom using Moodle (editing faculty)	2	3	5 5	5 5	5 5	5 5	Creator: Envi 11, Envi 110, Co-creator: Envi 114n
	<b>PI.12</b> Additional Outputs									
	Number of on-line courseware reviewed by TRP & edited by MMDC editor	Number of online courseware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor	-	3	5 5	5 5	5 5	5 5	Envi 11, Envi 110, Envi 114n
	Number of student's thesis funded by ITEEM local projects and international collaborators	Number of student's thesis funded by ITEEM local projects and international collaborators	Advised student's thesis funded by ITEEM projects	-	4	5 5	5 5	5 5	5 5	Study 3- Insect Pollination and Diversity L. Butawan, R. Cuares, J. Abrillo, J. Canciller
		Activities conducted and recognition received by course-related student organizations (Helpers in Outreaching Mother Earth's Stability- HOMES)	Facilitated activities of course related student organization	-	3	5 5	5 5	5 5	5 5	1. Environmental-related symposium on May 30, 2023 2. River and Coastal Clean-Up 3. Best Student related organization award



MFO No.	Description of MFOs/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 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	5 5	5 5	5 5	5 5	Rainforestation and Nursery Establishment
	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	5 5	5 5	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
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	Number of research outputs presented								
		int'l fora/conferences *	Submit and present research papers in scientific conferences	-	1	5 5	5 5	5 5	5 5	Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm for the nomination for CY 2023 Best R&D Paper Awards (Paper submitted)
	PI 5. Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Act as study leader and facilitate the implementation of the project	50%	100%	5 5	5 5	5 5	5 5	VSU funded Research, 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 Island ELTI Funded Research



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						Q	E	T	A	
	<b>PI 6.</b> Additional outputs*			-	3	5 J	5 J	5 J	5 f	1. Faculty and staff attended the training: on Automated Weather Station 2. Lecture on Biodiversity Conservation in the Philippines 3. Planning Workshop on Biodiversity Conservation and Habitat Restoration
<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	2	8	5 J	5 J	5 J	5 J	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 training among beneficiaries of technologies for transfer	10	53	5 J	5 J	5 J	5 J	1. National Trainers' Training on Reforestation held on April 17-21, 2023, at Visayas State University (23 participants); 2. Certificate Program Field Course: Conservation, Restoration, and Sustainable Use in Practice held on June 5-9, 2023, at Visayas State University (11 participants) 3. Environmental Symposium (48)-May 30, 2023
	<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	1	2	5 J	5 J	5 J	5 J	1. National Reforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 2. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants)
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Provides quality and relevant training courses and advisory services	-	98.67 %	5 J	5 J	5 J	5 J	1. National Reforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 98%



MFO No.	Description of MFOs/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	
	higher in terms of quality and relevance	higher in terms of quality and relevance								2. Reforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023, 99% 3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) 99%
PI 5. Number of technical/expert services	Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Resource Persons	Act as a resource person	1	2	5 5	5 5	5 5	5 5	5 5	1. National Reforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 2. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants)
	Convenor/Organizer	Provide assistance during the preparation and implementation of events.	-	4	5 5	5 5	5 5	5 5	5 5	1. National Reforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 2. Reforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants) 3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) 4. Environmental Symposium on May 30, 2023 (48 participants)
PI 8 Percent of extension proposals approved*	Percent of extension proposals approved*	Assist project leader in drafting extension proposals	50%	100%	5 5	5 5	5 5	5 5	5 5	Natural Resource Management-Based Extension Program (VSU Nature

MFO No.	Description of MFOs/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	
										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 *			-	2	5	5	5	5	1. Accommodated and facilitated Senior Highschool Student (STEM) immersion related to terrestrial and aquatic research. 2. Accommodated visitors coming from different Institutions (Bethel International School, Forest for These- Abled Persons, Leyte Reforestation Project, Reforest our Future, MSU Gensan, Saint Therese Christian Development Center Foundation Inc. and participants from International Training Program (ITP)) for cross-site visits and orientation for biodiversity conservation and habitat restoration.
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	<b>PI 4.</b> Number of seminars/trainings/ conventions/workshops coordinated for the entire university*	Number of seminars/trainings/ conventions/workshops coordinated for the entire university*	Assist in the coordination of seminars/training/ conventions/workshops conducted outside the university	-	4	5	5	5	5	1. National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 2. Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) 3. 4. Environmental Symposium on May 30, 2023 (48 participants)



MFO No.	Description of MFOs/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> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Reminds and follow-up students for the faculty evaluation.	80%	100%	5 J	5 J	5 J	5 J	Based on the TPES report for the 1st sem SY 2022-2023, of the faculty got very satisfactory and outstanding ratings
	<b>PI 6.</b> Number of in-house seminars/trainings/ workshops/reviews conducted*	Number of in-house seminars/trainings/ workshops/reviews conducted*	Present research and extension outputs during RDE review of the University.	-	1	5 J	5 J	4 4	4.67 4.67	Annual In-house Review 2023- May 8-12,2023  2023 Extension In-House Review
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	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	5 J	5 J	5 J	5 J	
		<i>On program and institutional accreditations</i>	Prepares required documents and complies with all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5 J	5 J	5 J	5 J	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Customer-friendly frontline services	Zero percent of complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	100% compliance	5 J	5 J	5 J	5 J	
	<b>PI 3.</b> Coaching sessions among faculty & staff**	Number of coaching sessions among faculty & staff	Conducts coaching sessions for the junior faculties of the Institute	-	1	4 4	4 4	4 4	4 4	
	<b>PI 4.</b> 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 to ensure attainment of department targets.	Participates in the Institute's planning sessions, tracking, and monitoring of targets conducted	-	7	5 J	5 J	5 J	5 J	



MFO No.	Description of MFOs/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> Attendance to monthly/special staff meetings	Attendance of monthly and emergency meetings	Participate in the institute's monthly and emergency meetings	-	7	5 5	5 5	5 5	5 5	
	<b>PI 6.</b> Activities conducted/ organized, and/or actions performed as committee member/chairperson in support to the attainment of the university's mission	Number of activities conducted/organized, and/or actions performed	Performs tasks assigned in a committee	-	6	5 5	5 5	5 5	5 5	1. Institute Secretary 2. Alumni Communicator 3. Graduate Focal Person 4. CFES/ITEEM GAD Coordinator 5. Department-Based Guidance Facilitator 6. dDRC
	<b>PI 9.</b> Preparation of documents for processing	Number of documents prepared, reviewed, acted upon, and processed								
		<i>Number of Individual Faculty Workload reviews and signs</i>	Reviews and signs Individual Faculty Workload	-	1	5 5	5 5	4 4	4.67 4.67	IFW
		<i>Number of OPCR and IPCR prepared, reviewed, and acted upon</i>	Prepares, reviews and submits OPCR and IPCR	-	2	5 5	5 5	4 4	4.67 4.67	OPCR, IPCR
		<i>Number of reports prepared</i>	Prepares project activity	-	2	5 5	5 5	4 4	4.67 4.67	Eco-SAP, NRM
	<b>PI 12.</b> Effectiveness in responding/relaying official calls/messages	Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages thru any format (phone calls, IP, e-mails, SMS, messenger etc.)	Answers, responds and relays messages through any format (phone calls, IP, e-mails, SMS, messenger etc.)	90%	100%	5 5	5 5	5 5	5 5	
	<b>PI 16.</b> Maintaining the functionality of office and lab equipment assigned	Percentage of the functionality of office/lab equipment monitored and maintained	Supervises, monitors, and maintains the functionality of office/lab equipment	90%	100%	5 5	5 5	5 5	5 5	



MFO No.	Description of MFOs/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 20. Other activities	Number of other virtual or face-to-face meetings attended	Attendance to various virtual and face-to-face meetings	-	10	5	5	5	5	1. Virtual Orientation-Workshop on New Communication Platforms for VSU Employees on January 11, 2023 2. GFPS-TWG 1st Quarter Meeting on January 20, 2023 3. dDRCs and adDRCs Meeting on February 22, 2023 4. Hearing Committee (CVM Case) @ Thu Feb 23, 2023, 8:30am - 9:30am 5. VSU Brand Book Orientation & Centennial Branding via ZOOM on March 1, 2023 6. Layo Na, Pero Layo Pa: Conversations on Creating a Gender-Equal and Socially Inclusive University" last March 8, 2023, via Zoom 7. "Exploring Initiatives in Solving Water and Sanitation Crisis" via Zoom last March 22, 2023. 8. Preparation of Committee Plans for the LUDIP @ Fri Mar 24, 2023, 1 pm – 4 pm. 9. Alumni Communicators Meeting held on April 12, 2023 10. Capability Training for DBGF held on April 13, 2023
Total Over-all Rating						4.95	4.95	4.86	4.92	

Average Rating (Total Overall rating divided by 4)	19.68	4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

Comments &amp; Recommendations for Development Purpose:

Job well done! She could be trained to be the next ITEEM Director.

Evaluated & rated by:

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

  
7/20/2023

DATE

Recommending Approval:

  
**DENNIS P. PEQUE**

DEAN, CFES

7/21/2023

DATE

Approved:

  
**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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



“EXHIBIT I”

## 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	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	This proves of her outstanding TPES results for the 1 <sup>st</sup> sem SY 2022-2023
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	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
3.	<ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement the new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problem 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 the new normal</li> </ul>	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Well done in coordinating the Envi 11 Part-time Instructors
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	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Assumed tasks even beyond office hours to achieve goals reliably.

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 the 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 the 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	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
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	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
7.	• Provides customer-friendly frontline services to clients.	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
8.	• Performs tasks assigned as the Institute Secretary, Alumni Coordinator, Graduate Focal Person, CFES/ITEEM GAD Coordinator, Department-Based Guidance Facilitator, and the Institute's dDRC	Faculty, staff, and students are properly guided and well-coordinated with the activities	Jan 1, 2023	June 30, 2023	June 30, 2023	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 C"**

## 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>KLEER JEANN G. LONGATANG</b>

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Feb. 20, 2023		Notice of meeting	Assign BSES and MSTREC subjects for 2 <sup>nd</sup> Semester S.Y. 2022-2023
	July 14, 2023			Notice of meeting	<ul style="list-style-type: none"><li>▪ Submission of IPCR 2023 (Jan-June) accomplishments for consolidation to the OPCR 2023 (Jan-June) accomplishments</li></ul>
		March 22, 2023		Notice of meeting	<ul style="list-style-type: none"><li>▪ Cascading of the AACUP Results and Evaluation (Level III)</li><li>▪ Designated as Chair to conduct MSTREC Curriculum Review as one of the major concerns for AACUP Level III Accreditation</li><li>▪ Coordinated in drafting the Faculty Development Plan for 2023-2026</li></ul>
					Consulted the ICT re ITEEM logo and design
		March 29, 2023		Notice of meeting	<ul style="list-style-type: none"><li>▪ Follow up revised and finalization of the Faculty Development Plan for 2023-2026 for APB presentation</li></ul> Follow up ITEEM logo and design including Biodiversity Center
		May 3, 2023		Notice of meeting	<ul style="list-style-type: none"><li>▪ Cascading TPES results for 1st Semester S.Y 2022-2023</li><li>▪ RDE In-House Review Preparation</li></ul>
COACHING					

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, 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 advanced 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 advanced training on time this year (2022) and apply for PhD program by 2025 in International Universities like The Czech Republic.

Outcome: Advanced skills in biodiversity conservation and PhD in 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