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)
1. Instruction			
a. Head/Dean (50%)		4.68 x 50% = 2.34	
b. Students (50%)		5 x 50% = 2.5	
Total for Instruction	50 %	4.84	2.42
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20 %	4	0.8
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20 %	4.8	0.96
4. Administration	10 %	4.6	0.46
5. Production	—		
TOTAL			4.64

EQUIVALENT NUMERICAL RATING: 4.64

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

ANATOLIO N. POLINAR   **DENNIS P. PEQUE**
Name of Faculty   Department Head

Recommending Approval:

DENNIS P. PEQUE
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OFForest 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, 2020**

Approved:

ANATOLIO N. POLINAR
Ratee
Date:

DENNIS P. PEQUE
Department Head
Date:

DENNIS P. PEQUE
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	0	2 (200%)	4	4	4	4	Pantinople, Obiso
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2 (200%)	5	5	5	5	Pantinople, Obiso

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2 (100%)	4	4	4	4	Soria, Suyom (On-going)
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	4 (133.33%)	5	5	5	5	Pantinople, Obiso, Soria, Suyom
	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	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	0						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0						
		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 Moddle or Google Classroom	0						
	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	0						

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*	15	23.6 (157.33%)	5	5	5	5		Fsci 112 (Lec/lab), Fgov 136 (Lec/Lab)
	A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	3	4 (133.33%)	5	5	5	5		Fsci 112, Fgov 136, Fory 200, Fory 300
	A 11 . *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	1	3 (300%)	4	4	4	4		Cabias, Zurita, Mediano
	A12 . *Number of trainings attended related to instruction*	Attend mandated trainings	0	1	4	4	4	4		Webinar Series (CHED)
	A13 . *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	6	8 (133.33%)	5	5	5	5		Fsci 112 (Lec/lab), Fgov 136 (Lec/Lab)
	A14 . *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	10	12 (120%)	5	5	5	5		Fsci 112, Fgov 136
	A15 . *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	6	12 (200%)	5	5	5	5		Fsci 112 , Fgov 136
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	10	15 (150%)	5	5	5	5		BS Forestry Students
	A17 . *Number of students advised on thesis/ field practice/special problem:*		2	4 (200%)	5	5	5	5		Demotor, Agripo, Ramirez, Clores
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	4 (200%)	5	5	5	5		Demotor, Agripo, Ramirez, Clores

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0							
		A18 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	50	68 (136%)	5	5	5	5		Fsci 112, Fgov 136, Fory 200A
	PI 9: Number of student organizations advised/ assisted *	**A19** . *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	1 (100%)	4	4	4	4		Forestry Student Society (FSS)
		A20 . *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student*	1	1 (100%)	4	4	4	4		Forestry Student Society (FSS)
	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	2	2 (100%)	5	5	5	5		Fgov 135, ForE 139
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2 (100%)	4	4	4	4		Fgov 135, ForE 139
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	12 (120%)	5	5	5	5		Fgov 135, ForE 139 (Powerpoint presentation)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8 (400%)	5	5	5	5		Fgov 135, ForE 139
		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	1	2 (200%)	5	5	5	5		Fgov 135, ForE 139

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0						On process
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0							
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	1 (100%)	4	4	4	4		Tree demonstration
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1							On-going
	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	1							On-going
		In refereed int'l journals									
		In refereed nat'l/regional journals		1							On-going

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	0							
	In int'l fora/conferences		0							
	In nat'l/regional fora/conferences		0							
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	0							
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by		0							
	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	0							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0							
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	2	2 (100%)	5	5	5	5		MATIMCO, SPIADFI

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	0							
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	0							
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	0							
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	2	3 (150%)	5	5	5	5		NAGMATA, BTFAI, HIMASACA
Research Mentoring	*Research Mentor*		0							
Peer reviewers/Panelists	*Peer reviewers/Panelists*		0							
Resource Persons	*Resource Persons*		0							
Convenor/Organizer	*Convenor/Organizer*	Provide technical support to Partner peoples organizations in Regions 6, 7 8	3	6 (150%)	5	5	5	5		NAGMATA, BTFAI, HIMASACA
Consultancy	*Consultant*		0							

	Evaluator	*Evaluator*		0						
	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	0						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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	1	1 (100%)	4	4	4	4	Telephone call , facebook contacted to follow-up to PO's activities in Region 7
			Number of farmers/PO members and officers communicated/advised	15	50 (333.33%)	5	5	5	5	NAGMATA, BTFAI, HIMASACA

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 theQMS 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	zero non-conformity					
		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					
		On program accreditations		0						
		On institutional accreditations		0						

UMFO 6. General Admin. & Support Services				0						
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint					
	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 performfing 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	2	3 (150%)	5	5	5	5	Regular and emergency meeting
			DFS	1	2 (200%)	5	5	5	5	Regular and emergency meeting
			Committee	1	2 (200%)	4	4	4	4	Instructional Materials
			University	1	1 (100%)	4	4	4	4	Academic council
			Project	2	4 (200%)	5	5			
	Total Over-all Rating	154								
	Average Rating	4.67								
	Adjectival Rating	Ovtstanding								

Comments & Recommendations for Development Purposes:

Give extra time in writing reseach articles.

Evaluated & Rated by:

DENNIS P. PEQUE 1/29/20
Department Head
Date:

Recommending Approval

DENNIS P. PEQUE 9/29/20
Dean, CFES
Date:

Approved by:

BEATRIZ S. BELONIAS 9/29/20
Vice President for Instruction
Date:

Exhibit I

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, 2020	June 30, 2020	June 30, 2020	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 report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Submit more publications
3	Attends meetings and makes letters as per instructed by immediate Head.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Attended virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

DENNIS P. PEQUE
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar
Performance Rating : **4.64 (Outstanding) January – June 2020**

Aim: To improve research capability of faculty member

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

Date: January 2020   Target Date: March 2020

First Step:

Required Dr. Polinar to conduct research on phenology and kaingin fams in VSU and diversity of regenerations in grasslands of Biliran

Result:

Actively conducted research on the topics mentioned above

Date: April 2020   Target Date: June 2020

Next Step:

Prepared reports related to the research conducted

Outcome:

Dr. Polinar is submitting articles for review.

Final Step/Recommendation:

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

Prepared by:

DENNIS P. PEQUE 9/24/20
Unit Head

Conforme:

ANATOLIO N. POLINAR 9/24/20
Ratee