

## 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%)		4.89 x 50% = 2.45	
b. Students (50%)		4.33 x 50% = 2.17	
Total for Instruction	40%	4.61	1.84
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.93	1.48
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.96	0.99
4. ADMINISTRATION	10%	4.91	0.49
5. PRODUCTION			
<b>TOTAL</b>			<b>4.81</b>

EQUIVALENT NUMERICAL RATING: 4.81  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.81  
 ADJECTIVAL RATING : OUTSTANDING

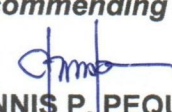
**Prepared by:**

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

**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
 Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
 Dean, QFES

**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 JULY to DECEMBER 2022.

  
**KLEER JEANN G. LONGATANG**  
RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**  
DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**  
DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks <small>(Indicators in percentage should be supported with numerical values in numerators and denominators)</small>
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. 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 <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	-	4.86	5	5	5	5	TREC 205/ BIOL 205
	PI.8: Number of graduate students advised*	Number of graduate students advised as academic adviser	Acts as academic adviser to students	-	1	5	5	4	4.67	Rene Edrian Ygot



MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<i>Number of students advised on thesis as GAC Member</i>	Advises, and corrects research outline and thesis manuscript	-	2	5	5	5	5	Pelino, Gundemaro
		<i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	-	8	5	5	5	5	
	<b>PI 9:</b> Number of instructional materials developed *	<i>Number of on-line ready courseware's developed and submitted for review</i>								
		<i>On-line ready courseware</i>	Prepares Instructional module (Learning guide)	-	1	5	5	5	5	TREC 205
		<i>Flexible instructional materials</i>	Converts the on-line ready courseware to modules	-	1	5	5	5	5	TREC 205
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, and pre-recorded presentations	-	11	5	5	5	5	4 ppt, 2 video clip; 5 recordings
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learnings	-	4	5	5	5	5	term exam, analysis report, oral presentation, PowerPoint presentation, paper critique
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Number of on-line ready courseware's developed and operationalized	<i>Co-creator of virtual classroom using Moodle</i>	-	1	5	5	5	5	TREC 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>	2	41.7	5	5	5	5	Envi 110, Envi 114n Envi 11e, Envi 111e, Envi 200

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<i>Number of grade sheets submitted within prescribed period</i>	Prepares grade sheet (Lec) and submits on or before deadline	1	9	5	5	4	4.67	Envi 110, Envi 114n Envi 11e, Envi 111e, Envi 200
		<i>Number of INC and deferred grade submitted within prescribed period</i>	Prepare and submit INC and deferred grade	-	3	5	5	4	4.67	Envi110-3 students
		<i>Number of trainings attended related to instruction</i>	Attend mandated trainings	-	4	5	5	5	5	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents- August 28, 2022; VSU Faculty Onboarding "Padayon sa Panaghiusa VSU" 1 <sup>st</sup> semester AY 2022-2023; VSU Newly- Hired Faculty Onboarding and Training Workshop on VSU-E-Learning Environment September 8-9,2022; The landscape of Blended Learning in New Normal December 09, 2022
		<i>Number of long and term examinations administered and checked</i>	Administers and checks long examination for subjects taught	2	368	5	5	5	5	<b>2<sup>nd</sup> sem 2021-2022</b> <b>Envi 110 (116)- 1 long exams and final exam for 58 students</b> <b>Envi 114n (72)-1 long exams and final exam for 36 students</b>  <b>1<sup>st</sup> sem 2022-2023</b> <b>Envi111e (104) – 1 long exams and 1 term exams for 51 students</b> <b>Envi 11e (76) - 1 long exam for 38 students and 1 term exams for 38 students</b>
		<i>Number of assessment (quizzes/e-tivity, write-up), learning task and motivation questions administered and checked</i>	Prepares, administers and checks assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	10	455	5	5	5	5	<b>Envi 110 (116) - 2 LT for 58 students</b> <b>Envi 114n (72) - 2 LT for 36 students</b>  <b>Envi 11e (114) – 3 LTs for 38 students</b> <b>Envi 111e (153) – 3 LTs for 51 students</b>



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<i>Number of lab reports and requirements checked and graded</i>	Administer and check lab reports and requirements	1	312	5	5	5	5	Envi 114n (72) - 2 lab exercise for 36 students; Envi 110 (138) - 2 laboratory exercises for 56 Envi 111e (102) - 2 Lab reports for 51 students
	<b>PI 8:</b> Number of students advised:	<i>Number of students advised as Academic Adviser to students</i>	<i>Acts as academic adviser to students</i>	10	46	5	5	5	5	
		<i>Number of students advised on thesis as Thesis Adviser</i>	Advises, and corrects research outline and thesis manuscript	-	7	5	5	4	4.67	MMerafuentes, RMCuares, JAbrillo, JCCanciller, VMontecillo, Sanchez, Gratil
		<i>Number of students advised on thesis as SRC Chairman</i>	Advises, and corrects research outline and thesis manuscript	-	1	5	5	4	4.67	Cagoyong
		<i>Number of students advised on thesis as SRC Member</i>	Advises, and corrects research outline and thesis manuscript	-	12	5	5	4	4.67	Patricio, Pening, Ongca, Oplehida, Requitillo, Cosares, Acuyong, De Dios, Into, Macale, Maruya, Moso
		<i>No. of approved manuscript submitted within prescribed period</i>	Reviews and approves thesis manuscript	1	1	5	5	5	5	Merafuentes
		<i>On consultation</i>	Entertains students consulting on subject taught, thesis and grades	-	274	5	5	5	5	Academic advisees during enrolment, thesis advisees .thesis SRC committees students under the subjects handled during the 2 <sup>nd</sup> Sem, SY 2021-2022 & 1 <sup>st</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	5	4	4	4.33	CFES-SSC
		<i>Student organizations assisted on student related activities</i>	Advise and monitors activities of the student's organization	-	1	5	4	4	4.33	CFES-SSC
	<b>PI 10:</b> Number of instructional materials developed *	Number of on-line course ware developed and submitted:								

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<i>On-line ready courseware</i>	Prepares and submits Learning Module for review	-	5	5	5	5	5	Envi 11, Envi 110 (Lec & Lab) Envi 114n (Lec & Lab), Envi 11e, Envi 111e
		<i>Flexible instructional materials</i>	Prepares instructional materials	-	4	5	5	5	5	Envi 11, Envi 110, Envi 11e, Envi 111e,
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	2	22	5	5	5	5	<b>Envi 110 (4):</b> 4 ppt <b>Envi 114n (6):</b> 3ppt, 2 recordings; 1 video clip <b>Envi 11e (6):</b> 3 ppt, 3 recordings <b>Envi 111e (6):</b> 2 ppts, 2 recordings, 2 reading materials
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	-	20	5	5	5	5	Envi 114n – long exam, term exam, oral presentation, reflection paper; Envi 110, long exam, term exam, e portfolio, 2 learning tasks, Envi 11e – long and term exams, 3 learning tasks; Envi 111e – long & term exams and 2 learning tasks, 2 lab reports
	<b>PI 11:</b> Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operational	Creator and co-creator of virtual classroom using Moodle	-	5	5	5	5	5	Creator: Envi 11, Envi 110, Envi 11e, Envi 111e Co-creator: Envi 114n,
	<b>PI 12:</b> Additional Outputs	Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	5	5	5	5	5	Envi 11, Envi 110, Envi 114n, Envi 11e, Envi 111e

### UMFO 3. RESEARCH SERVICES

	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Conducts research (study leader) for possible utilization by industry or other beneficiaries	-	1	5	5	5	5	Rainforestation and Nursery Establishment
	<b>PI 2:</b> Number of research outputs completed within the year *	Number of research outputs completed within the year *	Conducts and completes research project within the year as study leader	-	research continuing	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		-						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	Number of research outputs presented in regional/national/ int'l fora/conferences *								
		<i>In nat'l/regional fora/conferences</i>	Submit and present research papers in national/regional scientific fora/conferences	-	1	5	5	5	5	Mainstreaming Rainforestation, Outstanding RDE Paper Extension Category Best RDE paper Research Category
	<b>PI 5.</b> Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Facilitates in the research proposal preparation and follow-up its implementation.	-	100%	5	4	5	4.67	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP); VSU funded Research, ELTI funded Research
	<b>PI 6.</b> Additional outputs*	Other outputs implementing the new normal due to covid 19		-	11	5	5	5	5	<ol style="list-style-type: none"> <li>1. Tree planting activity for the BSES/BSEM graduating student in Kambonggan Baybay, Leyte, Aug 2</li> <li>2. Site evaluation of Mainstreaming Rainforestation Project for Level II RDE in Biliran, Sep 28</li> <li>3. Establishment of proposed learning site during the regular SB Session at the LGU Bato, Leyte, Oct 10</li> <li>4. Validation and monitoring of RF sites using technology from RESTOR and BioAcoustic sensors and camera traps, Oct 19–Nov 13</li> <li>5. Field assessment of <i>Aquilaria</i> sp for the EcoSAP Project in Brgy. Pinamanagan Abuyog Leyte, Nov 30 – Dec 7, 17-23</li> </ol>

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
										6. Farm establishment (tree planting on the Watershed restoration site in Bgy. Bago Bato Leyte), Dec 27 7. Replacement of mortality on the existing RF site in Brgy. Kambonggan Baybay City, Leyte, Dec 29 8. Turn-over ceremony of VSU-NU Equipment to the Forestry and Ecological Modelling Laboratory, Nov 16-18 9. Five visiting professors (Prof Dr. Akira Yamauchi, Prof. Dr. Satoshi Ohkura, Prof. Dr. Sho Nakamura, Prof. Dr. Hiroyuki Hattori, Prof Dr. Michiko Nakagawa) from Nagoya University institutionalizing collaborative research on forest ecology and ecological modeling with Visayas State University through Institute of Tropical Ecology and Environmental Management 10. Visiting professor (Prof. Dr. Petr Kuppech) from Mendel University Czech Republic exploring collaborative research on forest-related topics 11. Dr. Peter of Life-Giving Forest (LGF) Foundation funding agency on tissue culture propagation of Aquilaria for PWD beneficiaries
<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	-	8	5	4	5	4.67	LGU (Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag), Life Giving Forest Foundation, Carigara Water District
	<b>PI 2.</b> Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	-	50	5	5	5	5	Blended Training -Integrating Rainforestation in the Curriculum of ALS- DepEd in Guihulngan City, Negros Oriental
	<b>PI 3.</b> Number of extension programs organized and supported	Number of extension programs/projects implemented	Implements duly approved extension projects	-	2	5	5	5	5	Blended Training -Integrating Rainforestation in the Curriculum of ALS- DepEd in Guihulngan City, Negros Oriental



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	consistent with the SUC's mandated and priority programs									Community consultation on Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> through Sustainable Agarwood Production (ECo-SAP) in Leyte Island Philippines
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	-	91%	5	5	5	5	Blended Training -Integrating Rainforestation in the Curriculum of ALS- DepEd in Guihulngan City, Negros Oriental
	<b>PI 5.</b> Number of technical/expert services	<i>Number of technical/ expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries							
		<i>Resource person</i>	Acts as Resource Person	1	1	5	5	5	5	Blended Training -Integrating Rainforestation in the Curriculum of ALS- DepEd in Guihulngan City, Negros Oriental
		<i>Convenor/Organizer</i>	Provide assistance during the preparation and implementation of events	-	1	5	5	5	5	Tree planting at Brgy. Kambonggan Baybay Leyte
	<b>PI 8.</b> Percent of extension proposals approved*	Percentage of extension proposals prepared, submitted and approved	Facilitates in the extension proposal preparation and follow-up its implementation.	-	100%	5	5	5	4.67	Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building, Relocation Survey of VSU's Agricultural Reservation and Development of Physical Land-Use and Resource Map;
	<b>PI 11.</b> Additional outputs *	Outputs implementing the new normal due to covid-19	Agri-Fair Exhibit in Baybay City on December 8-10, 2022	-	6	5	5	5	5	Display of native forest trees and distribution to farmers; RF video showing; distribution of flyers; display of posters on project outputs; selling of honey from farmer partner organization.
		Attendance to webinar and face-to-face meeting	Attendance to virtual and face to face meetings,	-	2	5	5	5	5	Attend Meeting Agri- Fair GFPS-TWG Meeting (3rd Quarter)



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
			workshops, and symposium							
<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 outside of the university*	Number of seminars/ trainings/conventions/ workshops conducted outside of the university*	Assist in the coordination of seminars/trainings/ conventions/workshops conducted outside the university	-	1	5	5	5	5	Blended Training -Integrating Rainforestation in the Curriculum of ALS- DepEd in Guihulngan City, Negros Oriental
	<b>PI 5.</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of the faculty evaluation	Reminds and follow-up students for the faculty evaluation.	-	100%	5	5	5	5	<i>Based on the TPOB results for the 2nd Sem SY 2021-2022</i>
	<b>PI 6.</b> Number of in-house seminars/ trainings/ workshops/reviews conducted*	Number of in-house seminars/ trainings/ workshops/reviews	Present research and extension outputs during RDE review and participate strat planning	-	5	5	5	4	4.67	Mainstreaming Rainforestation Technology in the Philippines and Long- Term Monitoring of RF Adopters Farm; Natural Resource Management- Based Extension Program (VSU Nature Park) Phase II; Development of Physical Land-use and Resource Map and Empowerment of Local Stakeholders through Capability Building; Development of Province Wide Learning Site on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's Perception Towards the Rainforestation KALAHI-CIDSS program in Cabugayan Biliran  ITEEM Strategic Planning CFES Strategic Planning
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation,	Compliance to all requirements of the QMS core processes of	Assist the preparation in ensuring that the QMS core processes of the university are complied	zero non-conformity	zero non-conformity	5	5	5	5	



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	maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	the university under ISO 9001:2015*	with in the performance of his/her functions as faculty member							
	<b>PI 9.</b> AACCUP compliance report monitored, supervised and prepared, taskforces for 2 programs (BSES & MSTREC) and change of nomenclature for BSES submitted for Level III accreditation	AACCUP compliance report monitored, supervised and prepared, taskforces for 2 programs (BSES & MSTREC) and change of nomenclature for BSES submitted for Level III accreditation	Preparation of the narrative report for BSES (Area I- Instruction; Area II - Extension; Area III- Research; Area IV- Linkages and Consortia) and MSTREC (Area I- Instruction; Area II - Research; Area III- Extension; Area IV- Linkages and Consortia) programs.  Dry-Run presentation for VSU Internal evaluators on October 4-6, 2022. Presentation of the different area per program offered by the Institute on October 12-14, 2022.	-	6	5	5	5	5	
<b>UMFO 6. GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>										
	<b>PI 2.</b> Customer-friendly frontline services	Zero percent complaint from clients served	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	5	5	5	5	
	<b>PI 4.</b> Planning sessions, tracking and monitoring of targets, etc.	Number of planning sessions, tracking and	Participates in the Institute's planning	-	5	5	5	5	5	

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	conducted to ensure attainment of department targets**	monitoring of targets, etc. conducted	sessions, tracking and monitoring of targets							
	<b>PI 5.</b> Attendance to the Institute's/college's meetings	Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	-	5	5	5	5	5	
	<b>PI 6:</b> Additional Outputs	Attendance to various virtual and face-to-face meetings	Attend webinar and seminars	-	2	5	5	5	5	1. Webinar on the Guidelines in Gender-Based Sexual Harassment in Higher Education Institutions 2. Orientation/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDRCs and Cascading of Document and Records Control Documented Information, Sep 7, 1 <sup>st</sup> Flr, CCE Building
		Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission	Prepares notice of meetings, attendance sheets, and minutes of meeting, attend to meetings	-	6	5	5	4	4.67	Institute Secretary Alumni Coordinator Graduate Focal Person CFES /ITEEM GAD Coordinator Department-Based Guidance Coordinator Deputy Document Records Controller
		Number of documents prepared/reviewed and acted upon:								
		<i>Number of faculty workloads prepared, reviewed, finalized and approved</i>	Reviews and signs individual faculty workload	-	1	5	5	5	5	
		<i>Number of OPCR and IPCR prepared, reviewed, acted on, consolidated, and submitted</i>	Prepares and signs IPCR	-	1	5	5	4	4.67	
		<i>Number of DTRs generated and printed</i>	Generates and prints DTRs	-	6	5	5	4	4.67	



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages in any platform (phone, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responses/acts and/or relays official communications/ messages on any platform	90%	100%	5	5	5	5	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office, and conducts inspection before the office closes	No report/ claims on negligence received	No report/ claims on negligence received	5	5	5	5	
<b>TOTAL OVERALL RATING</b>						5	4.94	4.81	4.91	

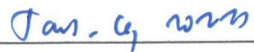
Average Rating (Total Overall rating divided by 4)	19.66	<b>4.91</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		<b>4.91</b>
ADJECTIVAL RATING		<b>OUTSTANDING</b>

Comments & Recommendations for Development Purpose:
<p><i>Self-confidence is very much improved based on the class observation conducted.</i></p> <p><i>The conduct of research and extension programs of the institute are near to exceptional performance.</i></p>

Evaluated & rated by:

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM



DATE

Recommending Approval:

  
**DENNIS P. PEQUE**

DEAN, CFES

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	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Can deliver even with much assigned tasks
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	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
3.	<ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems set, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul>	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
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> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	Accept research responsibilities more confidently. Good job!
5.	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension related activities and other outputs to implement new normal; and</li> <li>Assists in the formulation and preparation of extension project proposals.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	Self-confidence in attaining the tasks is very much improved
6.	<ul style="list-style-type: none"> <li>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.</li> </ul>	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional
7.	<ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients.</li> </ul>	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ELIZA D. ESPINOSA**  
 Immediate Supervisor



**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

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

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

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments
	As needed				<ul style="list-style-type: none"><li>▪ Follow up preparations of the narrative report for BSES and MSTREC (Area I-Instruction) programs for AACCUP Level III Accreditation.</li><li>▪ Follow up compliance report on Area IV (Support to Students) and Area VII (Library) for BSES and MSTREC programs</li></ul>
		Aug. 1, 2022		Notice of meeting	RDE In-House Review schedule and preparations for research (Eco-SAP, CHED DARE TO and ARs) and extension (Mainstreaming, KALAHI and Tilapia Hatchery)
		Aug. 24, 2022	ITEEM Memo # 04		MSTREC Curriculum Review as one of the major concerns for AACCUP Level III Accreditation
COACHING		July 19, 2022	OP Memo #634 & 639		<ul style="list-style-type: none"><li>▪ Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)</li><li>▪ Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program</li></ul>
		July 21, 2022		Notice of meeting	Faculty to develop a good strategy to address students concerns on thesis outline and manuscripts from preparation to approval.

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
		Aug. 1, 2022		Notice of Meeting  FM-ODI-12 FM-ODI-4	<ul style="list-style-type: none"><li>▪ Cascading TPES (2nd Sem SY 2021-2022) results to faculty and discussed comments from students.</li><li>▪ Suggested ways/interventions for faculty having satisfactory (S) or Fair (F) ratings that can help improve their teaching performance in his/her classes</li></ul>
		Nov. 21, 2022		ITEEM OFI-22-02 – 22-09	Cascading of ISO Results and Actions for “Opportunity for Improvement” (OFI) as dDRC

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 advance international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics and pursue PhD career.

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

Date: July 2022

Target Date: August 2025

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

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

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

Prepared by:

  
**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

  
**KLEER JEANN G. LONGATANG**  
Ratee

## **Employee Development Plan**

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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