

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ANGELITA B. ORIAS

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%	4.92	1.97
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%	5.00	0.75
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION	5%		
TOTAL			4.72

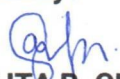
EQUIVALENT NUMERICAL RATING: 4.72

Add: Additional Points, if any :


TOTAL NUMERICAL RATING : 4.72

ADJECTIVAL RATING : OUTSTANDING

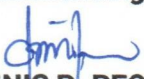
Prepared by:


ANGELITA B. ORIAS
Instructor I
ITEEM


Reviewed by:


MARLITO JOSE M. BANDE
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELITA B. ORIAS, a faculty member of the INSTITUTE OF TROPICAL ECOLOGY AND 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 – JUNE 2020.

ANGELITA B. ORIAS

RATEE

Approved:

MARLITO JOSE M. BANDE

DIRECTOR, ITEEM

DENNIS P. PEQUE

DEAN, CFES

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 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	2	40.1	5	5	5	5	Envi 11 (lec) - 82 students (lec); Envi 110 (lec) - 65 students; Envi 110 (lab) - 139 students; Envi 124 (lab) - 4 students
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	8	5	5	5	5	Envi 11 (2 gradesheets); Envi 110 (6 gradesheets)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	9	5	5	5	5	Training Workshop on Course Modules Production for FL in HEIs; Google Classroom; Moodle Training; Webinar on Fisheries
		A14. Number of quizzes , assignment administered and checked	Prepares and checks quizzes, assignments	-	1193	5	5	5	5	Envi 11 (lec) - 8 quizzes for 43 students and 6 quizzes for 39 students Envi 110 (lec) - 5 quizzes & 1 assignment for 35 students and 4 quizzes & 1 assignment for 30 students Envi 110 (lab) - 2 quizzes for 37 students; 3 quizzes for 35 students; 2 quizzes for 38 students

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						Quality	Efficiency	Timeliness	Average	
		A15. Number of lab reports and oral report checked and graded	Checks lab reports and term papers submitted as required	-	286	5	5	5	5	Oral report: Envi 11 - 82; Envi 110 - 65; Lab report - 204
	PI 8: Number of students advised: *	A17. Number of students advised on thesis/ field practice/special problem								
		As SRC Member	Advises and corrects research outline and thesis manuscript	-	2	5	5	5	5	Makiling, S., Veloso, K.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	-	5	5	5	5	5	Fernandez, R.T., Llonas, A., Makiling, S.L.B., Veloso, K.M., Pacaldo, M.O.
	PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional Material (Learning Module)	1	1	4	4	4	4	Envi 111e - Modules 1 and 2, volume 1
		Supplemental learning resources	Prepares Power Point presentation; video clips and reading materials	-	6	5	5	5	5	Envi 111e - 2 ppt presentation; 2 video clips; 2 reading materials
		Assessment tools	Prepares assessment tools	1	3	5	5	5	5	Learning tasks, Quizzes, Midterm Exam
		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	5	5	5	5	Envi 111e
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom	1	2	5	5	5	5	Moodle - Envi 111e (editing faculty); Envi 11 (non-editing faculty)
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry	A27. 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	Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: -Effect of Leaf litter Addition on Soil Organic Carbon and Growth

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	
	or by other beneficiaries *									Performance of Early Successional Species Planted on the Marginal Uplands of Sitio Batuan, Brgy. Linao, Inopacan, Leyte
	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 (co-study leader) within the year	-	1	8	5	5	5	Water Requirement and Growth Performance of Cacao (Theobroma cacao L., Var-UF 18) Grown under Screenhouse Condition
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	-	5	5	5	5	5	Barugo, Sta. Fe, Alangalang, San Miguel, Life Giving Forest Foundation
	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	-	6	5	5	5	5	refer to the attached lists of extension programs/project (Component Leader -5; Training Coordinator - 1)
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Assist in the formulation and preparation of extension project proposal particularly output 2; ; and facilitate the communication from UNEP to VSU team and vice versa	-	1	5	5	5	5	Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program Output 1: Develop capacity of technical stakeholders to implement Rainforestation for DRR
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the	A 44. Compliance to all requirements of the QMS	Coordinates with the QAC as the dDRC of the institute.	zero non-conformity	zero non-conformity	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	
	established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	core processes of the university under ISO 9001:2015*	Prepares the needed documents prior to ISO evaluation and ensures that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
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%	100%	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)		4.95
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

She demonstrates mastery and expertise in all areas of her work to gain trust, respect and confidence from subordinates and her higher superior. She should apply for graduate program to achieve the minimum educational requirement as academic faculty of the Institute

Evaluated & rated by:

MARLITO JOSE M. BANDE
DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE
DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ANGELITA B. ORIAS

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 the BSEM program 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 BSEM students; Serves as SRC member for BSEM students' 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	impressive	very satisfactory	
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"> Researches possible utilization by industry or other beneficiaries; Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement new normal. 	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
5.	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute; 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 Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
6.	<ul style="list-style-type: none"> Coordinates with the QAC as the dDRC of the Institute; Prepares the needed documents before ISO evaluation and ensures that the university's QMS core processes have complied with the faculty member's performance. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
7.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients. 	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	

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

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

Prepared by:

MARLITO JOSE M. BANDE
Director, ITEEM

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

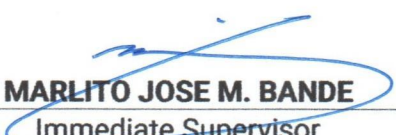
NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Marlito Jose M. Bande
NAME OF FACULTY	ANGELITA B. ORIAS

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 6, 2020			Dialogue with the immediate supervisor	Monitor the performance and the status of students enrolled in Envi 11 and Envi 111 for the 1st Semester AY 2019-2020.
	Jan. 10, 2020			Notice of meeting	Assign subjects to the faculty to be taught for the 2nd semester AY 2019-2020.
	Feb. 21, 2020			Dialogue with the immediate supervisor	Update on the conduct of graduating students' thesis as member of the student research committee (SRC).
	Mar. 14, 2020			Notice of meeting	Update on the faculty's approach to communicate and facilitate students regarding their academic performance due to COVID-19.
	Apr. 20, 2020			Dialogue with the immediate supervisor	Update and presentation of initial results of the thesis outputs and scheduling of final defense.
	Apr. 24, 2020			Dialogue with the immediate supervisor	Update on the revision of the student's thesis as member of the student research committee.
	Apr. 30, 2020			Notice of meeting	Assign and discuss the subjects for the 1st semester AY 2020-2021 prior to the development of the Instructional Materials (IMs) such as learning guide for modular mode and uploading materials for the online mode of learning


COACHING	Apr. 17, 2020			One-on-one coaching	Coaching on effective teaching strategy based on the result of the Teachers Performance Evaluation of Students; and student research advising.
	May 8, 2020			Group (all faculty) coaching	Coaching of the development of Instructional Materials (IMs) that will be used for the 1st semester AY 2020-2021
	Jun. 15, 2020			Group (all faculty) coaching	Coaching on the improvement of the IMs and preparation of OBTL syllabus for ONLINE and MODULAR learning modality.

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARLITO JOSE M. BANDE
 Immediate Supervisor

Noted by:


DENNIS P. PEQUE
 Next Higher Supervisor

Employee Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	
AIM	To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Jan 8, 2020

Target Date: Aug 2020

First Step:

One-on-one discussion on how to enhance her competence to assume her responsibility as Temporary Instructor.

Result:

The agreement was to send Ms. Orias on a graduate study abroad.

Date: June 2020

Target Date: June 2021

Next Step:

Application for scholarship to support Ms. Orias graduate study

Outcome:

Degree on MS on Environmental Science

Final Step/
Recommendation:

Scholarship grant and approval from the scholarship committee to undergo MS study.

Prepared by:


MARLITO JOSE M. BANDE
Unit Head

Conformé:


ANGELITA B. ORIAS
Ratee