

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)
<b>1. Instruction</b>			
a. Head/Dean (50%)	4.95	2.475	
b. Students (50%)	4.57	2.285	
<b>Total for Instruction</b>	60%	4.76	2.856
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	5%	4.93	0.2465
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	5%	4.97	0.2485
<b>4. Administration</b>	25%	4.76	1.19
<b>5. Production</b>	5%	5	0.25
<b>TOTAL</b>			4.79

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.79

ADJECTIVAL RATING:

Outstanding

Reviewed by:

ANATOLIO N. POLINAR

Name of Faculty

ANGELICA P. BALDOS

Department Head

Recommending Approval:

ARTURO E. PASA

Dean

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2024.

Approved:

ANATOLIO N. POLINAR

Professor, III

Date: 1/2/25

ANGELICA P. BALDOS

Department Head

Date: 3/3/25

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	Timeline	Average		
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services										FORY 205 (Lec & Lab)	
	<b>PI 4:</b> Total FTE coordinated, implemented &	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	1	2.00/1(200%)	5	5	5	5		
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students	1	1/1(100%)	5	5	5	5		Clavite
		<b>A3.</b> Number of students advised on thesis/special problem/dissertation		1	1/1(100%)	5	5	5	5		Clavite
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1(100%)	5	5	5	5		Clavite
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	12/5 (240%)	5	5	5	5	Salvaleon, Jaca, Papellero, Caballes, Clavite, Solis, Tiongzon, Enselay, Cinco, Mendez, Pamanian, Bonganay	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems								



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6/4 (150%)	5	5	5	5	Powerpoint presentations, case study presentations, and video clips
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10/3(333%)	5	5	5	5	Term exams, reaction papers, case study reports; and laboratory exercises
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	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							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and	A9. Actual Faculty's FTE	Handles and teaches courses assigned	7	27.45/7(392%)	5	5	5	5	FMgt 143, FGov 135, ForE 139, and FORY 205
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	8/3(267%)	5	5	5	5	FMgt 143, FGov 135, ForE 139, FORY 205, and FORY 200b
		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	10	NA					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6/1 (600%)	5	5	5	5	ISO 9001:2015 seminar, Faculty On-boarding; CFES On-boarding, Document review, Scenario based and strategic planning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	22/6(367%)	5	5	5	5	FMgt 143, FGov 135, ForE 139, and FORY 205



		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	18/12(150%)	5	5	4.8	4.93	FMgt 143, FGov 135, ForE 139
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	16/12(133%)	5	5	4.8	4.93	FMgt 143, FGov 135, and FORY 205
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	20	40/20(200%)	5	5	5	5	BS Forestry students
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		2	8/2(400%)	5	5	4.8	4.93	Baslan, Camacho, Tunog, Sabandal, Pagas, Babon, Muring, and Gumanid
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	8/2 (400%)	4.8	5	5	4.93	Baslan, Camacho, Tunog, Sabandal, Pagas, Babon, Muring, and Gumanid
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	NA					Done already in Previous semester and no assignment recently
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	130/50(260%)	5	5	5	5	FMgt 143, FGov 135, ForE 139, and FORY 200b
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3/2(150%)	5	5	5	5	FMgt 143, FGov 135, and ForE 139
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	18/12(150%)	5	5	5	5	FMgt 143, FGov 135, and ForE 139
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	12	24/12(200%)	5	5	5	5	FMgt 143, FGov 135, and ForE 139
		<b>A 23 :</b> 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							



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	NA					Done already in previous semester
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	1/1(100%)	5	5	5	5	AACCUP compliance documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept	2	14/2(700%)	5	5	5	5	DENR-CENRO offices in Region 7 and 8; LRP, LGU's; and POs.
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other	<b>A27.</b> 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	1/1(100%)	5	5	4.8	4.93	Diversity studies (PMPI)
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized	<b>A 29.</b> 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	1/1(100%)	5	5	4.8	4.93	Article about species diversity ready for submission to potential index journal
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	1/1(100%)	5	5	4.8	4.93	Article about species diversity ready for submission to potential index journal
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	1/1(100%)	5	5	4.8	4.93	Presented the highlight results during field visits with PMPI in Guiuan, Eastern Samar
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1	1/1(100%)	5	5	4.8	4.93	Presented the highlight results during field visits with PMPI in Guiuan, Eastern Samar



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new							
<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	<b>A 36.</b> 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	11/5 (220%)	5	5	5	5	DENR-CENRO offices in Region 7 and 8; LRP, PMPI, Mining company; and POs.
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	1/1(100%)	5	5	5	5	Nagkahiusang Mag-uuma sa Taba-ao (NAGMATA, Tabogon, Cebu)
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	NA					Done already in previous semester
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of	<b>A 39.</b> 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	1	4/1(400%)	5	5	5	5	NAGMATA, BTFAl and LALOLACIUPA POs in Cebu Island; and LRP (NGO in Kananga, Leyte)
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by							



	Research Mentoring	Research Mentor		2	8/2(400%)	5	5	4.8	4.93	Baslan, Camacho, Tunog, Sabandal, Pagas, Babon, Muring, and Gumanid
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	NA					Done already in previous semester
	Resource Persons	Resource Persons		1	NA					Done already in previous semester
	Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings in Northern Cebu (Catmon,Borbon,	1	2/1(200%)	5	5	4.8	4.93	Meetings with NAGMATA and BTFAI Officers and Members in Northern Cebu
	Consultancy Evaluator	Consultant Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its	1	NA					Done already in previous semester
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1/1(100%)	5	5	4.8	4.93	Online communications with POs members in Northern Cebu; Using Paraprofessional to disseminate the needed services
			Number of farmers /PO members and officers communicated/advised	45	7045(156%)	5	5	5	5	NAGMATA, BTFAI, LALOLACIUPA and HIMASACA POs in Cebu Island
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	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		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	1	1/1(100%)	5	5	5	5	AACCUP Level IV mandatory compliance
		On program accreditations		1	1/1(100%)	5	5	5	5	AACCUP Level IV mandatory compliance
		On institutional								
UMFO 6. General Admin. & Support Services (GASS)										



	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of Meeting attended	CFES	2	2/2(100%)	5	5	5	5	Regular and emergency meetings
			DFS	4	5/4(125%)	5	5	5	5	Regular and emergency meetings
			Committee	2	4/2(200%)	4	4	4	4	Forest Protection unit; nursery; Landscape
			University	1	1/1(100%)	5	5	5	5	University academic council meeting
			Project	2	2/2(100%)	4.8	4.8	4.8	4.8	PMPI watershed assessments
	<b>Total Over-all Rating</b>								302.96	Comments and Recommendation for Development Purpose:
	<b>Average Rating</b>								4.95	To publish more scientific articles related to field & specialization.
	<b>Adjectival Rating</b>								Outstanding	

Evaluated & Rated by:

ANGELICA P. BALDOS

Department Head

Date: 3/8/25

Recommending Approval

ARTURO E. PASA

Dean, FFES

Date: 3/14/25

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 3/5/25



## PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Forest Science  
Head of Office : Dr. Angelica P. Baldos  
Number of Personnel : 9 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Log book; DTR's	DFS Faculty & Staff (July - December 2024)
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, Program certificates	
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application and approval for Leave form	DFS Faculty & staff (July - December 2024)
Following-up documents	Utility workers/ Office Clerks / Admin Staff			Scheduled	Daily / Weekly
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July - December 2024)


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

Conducted by:

  
**ANGELICA P. BALDOS**  
Immediate Supervisor

Noted by:

  
**ARTURO E. PASA**  
Dean, CFES

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching									
<b>PI 1. Instruction</b>	Instructional Materials Developed/ Revised & Utilized	<i>RSCome</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fsci 125, FORY 283, FORY 299, all lec & lab
		<i>HLMondal</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 211, Fsci 131, Fmgt 137, All lec & lab
		<i>AEPasa</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 291, FMgt 145n, all lec & lab
		<i>TAPatindol</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
		<i>DPPeque</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	WTec 141, FMgt 147n, FORY 229 all lec & lab
		<i>ANPolinar</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
		<i>SOBernaldez</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 123, FMgt 131n, all lec and lab
		<i>APBaldos</i>	AUGUST-DECEMBER	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 127. FORY 285, all lec & lab



		KBDoria	SEPTEMBER-DECEMBER 2024	Submit Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
Reviewed/ Approves Thesis/Field Practice Manuscripts/Lab Exercises	<i>RSCome</i>	JULY-DECEMBER 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Caballes, Cinco, Martinez, Solis
	<i>TAPantindol</i>	JULY-DECEMBER 2024					Review Outlines	Review Outlines	Review Outlines	Bonganay
	<i>HLMondal</i>	JULY-DECEMBER 2024					Review Outlines	Review Outlines	Review Outlines	Caballes, Tiongson, Enselay, Solis
	<i>DPPeque</i>	JULY-DECEMBER 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Wales, Omoso, Nabong
Spent Hours For Students Consultations	<i>HLMondal</i>	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 12-1, 5-6	Daily 12-1, 5-6	BSF students
	<i>AEPasa</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	<i>DPPeque</i>	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	BSF students
	<i>ANPolinar</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	<i>TAPatindol</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	<i>RSCome</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	<i>SOBernaldez</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	<i>APBaldos</i>	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students



		KBDoria	JULY- DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
Gives Assignmen ts, Quizzes, Exams, Etc.		AEPasa	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
		APBaldos	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		KBDoria	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams,	Checks Exams,	Checks Exams,	Mondays, Tuesdays, Wednesdays,



						Quizzes, & Assignments	Quizzes, & Assignments	Quizzes, & Assignments	Thursdays, Fridays
Submits Grade Sheets	<i>RSCome</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	Fsci 125, FORY 283, FORY 299, all lec & lab
	<i>HLMondal</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 211, Fsci 131, Fmgt 137, All lec & lab
	<i>AEPasa</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 291, FMgt 145n, all lec & lab
	<i>TAPatindol</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
	<i>DPPeque</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	WTec 141, FMgt 147n, FORY 229 all lec & lab
	<i>ANPolinar</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
	<i>SOBernaldez</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 123, FMgt 131n, all lec and lab
	<i>APBaldos</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 127. FORY 285, all lec & lab
	<i>KBDoria</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
Prepares power point lecture materials	<i>RSCome</i>	JULY-DECEMBER 2024	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci 125, FORY 283, FORY 299, all lec & lab
	<i>HLMondal</i>	JULY-DECEMBER 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FORY 211, Fsci 131, Fmgt 137, All lec & lab
	<i>AEPasa</i>	JULY-DECEMBER 2024	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	FORY 291, FMgt 145n, all lec & lab



		<i>TAPatindol</i>	JULY-DECEMBER 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	FORy 224, FGov 149n, FORy 269, FORy 225, FORy 227, Envi IIIf. All lec & lab
		<i>DPPeque</i>	JULY-DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	WTec 141, FMgt 147n, FORy 229 all lec & lab
		<i>ANPolinar</i>	JULY-DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	FMgt 143n, ForE 139, FGov 135, FORy 205, all lec & lab
		SOBernaldez	JULY-DECEMBER 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	FMgt 123, FMgt 131n, all lec and lab
		APBaldos	JULY-DECEMBER 2024	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	FMgt 127. FORy 285, all lec & lab
		KBDoria	JULY-DECEMBER 2024	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
<b>MFO 2. Research Services</b>	Conducts Researches	<i>AEPasa</i>	JULY-DECEMBER 2024	Project Tarsier			Green Carbon Inventory Research in Paranas, Samar			In-Country Coordinator Ongoing, Project Leader
		<i>DPPeque</i>	JULY-DECEMBER 2024	"Project Tarsier: A nature based solutions project for climate change, biodiversity and people"		LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)				In-Country Leader Project Leader



	Makes appointments	<i>AEPasa</i>	JULY-DECEMBER 2024						As Project Leader
		<i>DPPeque</i>	JULY-DECEMBER 2024						
		<i>SOBernaldez</i>	JULY-DECEMBER 2024		" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"				As Study leader
		<i>RSCome</i>	JULY-DECEMBER 2024	" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to					As Project Leader (Ongoing)



				sustain and expand the remaining forest landscapes of the Philippines"						
<b>MFO 3. Extension Services</b>	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLMondal, TAPatindol, ANPolinar, AEPasa, APBaldos</i>	JULY-DECEMBER 2024							Participant
		<i>DPPeque</i>	JULY-DECEMBER 2024	"Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System"		"Community for Resilience (CORE) Training of Trainers (ToT) on Climate Change Adaptation and Mitigation"		"WoMangrove Warriors Mangrove Rehabilitation"		As Project Leader
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	<i>RSCome, HLMondal, ANPolinar, AEPasa, DPDeque, TAPatindol, SOBernaldez, APBaldos, KBDoria</i>	JULY-DECEMBER 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		<i>AEPasa, ANPolinar, TAPatindol</i>	JULY-DECEMBER 2024	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills, etc.







	watering of plants.									
	Inventory of trees for cutting/pruning	RMLaurino	JULY-DECEMBER 2024	Inventory and make reports	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	As requested by offices or individual person

Prepared by:

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**  
 Unit Head



## 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 perform other teaching related functions such as; prepare and revise teaching materials, prepare and give examinations, check test papers and return to students one week after, submit grades sheets within prescribed period, make himself available for students consultations during consultation hours, revise course syllabus, and approve manuscripts.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time. Entertains the concerns of BSF students during enrollment
2	Perform research and extension functions such as; prepare research/extension proposals, implement duly approved research/extension projects within approved time frame, prepare report outputs and submit for publications, and attend seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Submit more publications



3	Make schedule of meetings, appointments and communications, assign tasks, attend meetings, and perform other related activities as Head of Department of Forest Science.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Perform other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Attentively attended virtual and face to face meetings

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

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

Prepared by:

  
**ANGELICA P. BALDOS**  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar  
Performance Rating : 4.79 Outstanding

Aim: To improve the research and extension capability of the faculty

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

Date: July 2024

Target Date: September 2024

First Step:

Require Dr. Polinar to conduct research on tree diversity assessments and domestication in selected sites in the Visayas.

Result:

Actively conducted research on the topics mentioned above.

Date: October 2024

Target Date: December 2024

Next Step:

Prepared, collected and analyzed research data; and made reports about tree diversity assessments and domestication.


Outcome:

Dr. Polinar is finalizing research articles for review and possible publication.

Final Step/Recommendation:

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

Prepared by:

  
**ANGELICA P. BALDOS**  
Unit Head

Conforme:

  
**ANATOLIO N. POLINAR**  
Ratee





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

Second Semester AY 2023-2024

Name of faculty: POLINAR, ANATOLIO N.

Department: Dept. of Forest Science

College: College of Forestry and Environment

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
FSci 112	MORPHOLOGY, TAXONOMY AND DENROLOGY	LEC	4.00	Very Satisfactory	80.0%
FSci 112	MORPHOLOGY, TAXONOMY AND DENROLOGY	LEC	4.00	Very Satisfactory	80.0%
FGov 136n	FORESTRY EXTENSION, COMMUNICATION AND KNOWLEDGE MANAGEMENT	LEC	5.00	Outstanding	100.0%
FSci 112	MORPHOLOGY, TAXONOMY AND DENROLOGY	LAB	5.00	Outstanding	100.0%
FGov 136n	FORESTRY EXTENSION, COMMUNICATION AND KNOWLEDGE MANAGEMENT	LEC	4.00	Very Satisfactory	80.0%
FOR205	ECOSYSTEM STRUCTURE AND DYNAMICS	LEC	5.00	Outstanding	100.0%
FOR205	ECOSYSTEM STRUCTURE AND DYNAMICS	LAB	5.00	Outstanding	100.0%
Average Rating			4.57	Outstanding	91.43%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

POLINAR, ANATOLIO N.

Name and Signature of Faculty

Date: 11-12-2024

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

