

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ELIZA D. ESPINOSA

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%	5.0	2.0
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.0	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	20%	4.90	0.96
4. ADMINISTRATION	10%	4.73	0.47
5. PRODUCTION			
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93

Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.93

ADJECTIVAL RATING : Outstanding

Prepared by.

ELIZA D. ESPINOSA
Associate Professor I
ITEEM

Reviewed by.

DENNIS P. PEQUE
Dean, CFES

Recommending Approval.

DENNIS P. PEQUE
Dean, CFES

Approved.

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZA D. ESPINOSA, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.

ELIZA D. ESPINOSA

RATEE

Approved:

DENNIS P. PEQUE

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles courses assigned	1	2.78	5	5	5	5	TREC 205/BIOL 205 – 11 students
		<i>Number of INC forms with grade submitted within prescribed period</i>	Facilitate the submission of the INC form with grade.	-	1	5	5	5	5	TREC 205 - LMadrid
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5	EVelasco, SVillaceran, JHijada
		A3. <i>Number of students advised on thesis:</i>								
		As GAC Chairman	Advises and corrects research outline and thesis manuscript	-	2	5	5	5	5	JHijada, SVillaceran

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	7	5	5	5	5	EVelasco, JHijada, RALatoreno, GFernandez, EKatangatang, KLIsaac, SVillaceran
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready courseware's developed and submitted for review								
		On-line ready courseware	Prepares Instructional module	-	2	5	5	5	5	TREC 205 & TREC 209
		Flexible instructional materials	Converts the existing instructional materials into flexible instructional materials	-	On-going					TREC 205 & TREC 209
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	-	5	5	5	5	5	2 ppt, 1 video clip, 2 recording
		Assessment tools	Prepares and design assessment tools to assess the student's learning	-	3	5	5	5	5	Term Exam, Analysis Report, Pre-recorded Oral Presentation
		A7: Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	-	2	5	5	5	5	TREC 205 (co-creator); TREC 209 (co-creator)
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	1	4.9	5	5	5	5	Envi 111n - 27 students (Lec); Envi 114n – 22 students (Lec)

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)
						Q	E	T	A	
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	4	5	5	5	5	Envi 111n, Envi 200.2, Envi 200.4 (2 grade sheets)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5	Navigating the digital shift: Instructional Materials to Support the University's Flexible Learning (March 18); Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference (March 15-16); TURNITIN Instructor's Training (May 31); VSU EE Virtual Classroom Management (April 6)
		A13. Number of long and midterm examinations administered and checked	Administers and checks long examination and midterm exam for subjects taught	3	120	5	5	5	5	Envi 111n - 1 long exam, 1 final exam for 27 students; 44 long exam, 22 Midterm
		A14. Number of learning task, motivation questions administered and check	Prepares and checks learning tasks and motivation questions	10	154	5	5	5	5	88 Learning Task, 66 motivation questions
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	7	5	5	5	5	
		A17. Number of students advised on thesis:								
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Makiling, S., Merafuentes, M.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Maat, K.M., Bendanillo, C.M.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Maat, K.M., Bendanillo, C.M.

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	54	5	5	5	5	Academic advisees and students of handled courses
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware	Prepares Instructional Material (Learning Module)	1	3	5	5	5	5	Envi 111n - Module 3 to 4, volume 2; Envi 11 (Module 6); Envi 111e (Module 3 - 4)
		Supplemental learning resources	Prepares Power Point presentation and provided video clips	1	9	5	5	5	5	Envi 114n - 4 ppt, 1 pre-recorded & 1 Video clip (embedded in the lecture); Envi 111n -2 ppt; Envi 111e - 1 ppt
		Assessment tools	Prepares assessment tools	1	8	5	5	5	5	Envi 114n and Envi 111n: Long Exam, LT, term exam, MQ
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Review the submitted course ware as Chair of TRP	1	4	5	5	5	5	Envi 11-Modules 1-6; Envi 111e- Modules 3-4; Envi 111n-Modules 3-4; Envi 114n
		A 24 : Number of virtual classroom created and operational	Co-creator of virtual classrooms using Moodle	1	4	5	5	5	5	Envi 11, Envi 111n, Envi 111e (editing faculty); Envi 114n (editing faculty)
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	-	2	5	5	5	5	Artificial Reefs (ARs) in Baybay and Selected Coastal Municipalities in the 5th District of Leyte; Tilapia Production (LGU's of Inopacan and Baybay City, Leyte)

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)
						Q	E	T	A	
	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 within the year	1	Research ongoing					CHED Research Program: Seagrasses and Seaweeds of Camotes and Cuatro Islands; Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs
	PI 6. Additional outputs*	A 33. Establish research collaborative partnership	Active research collaborative partnership with Palompon Institute of Technology (PIT)	-	1	5	5	5	5	CHED DARE TO Project
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	1	10	5	5	5	5	PASAR, DA-BFAR, DENR, LGU 5th District of Leyte
	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	5	176	5	5	5	5	ITEEM 3-day Webinar Series: Impacts of Mining (151 views); Effects of Mining to Coastal Ecosystem (158 views); Information Drive: IRR of Baybay on Waste Management (571 views); ECO-DRR (51 participants)

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)
						Q	E	T	A	
	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	Implementers duly approved extension projects	1	5	5	5	5	5	Coastal Resource Management; Monitoring of Marine Flora and Fauna in the Vicinity of PASAR, Isabel, Leyte; ITEEM Webinar Series; Earth Day: Dap-ag Collection and Coastal Clean-up in Cuatro Islas; Coastal Clean-up and Tree Planting Activity In VSU
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	6	5	5	5	5	Research Assistants/Aide: RRBaroto, OCapin, JFamestoso, HGBayron, GOraño, PFernandez
	<i>Resource Persons</i>	<i>Resource Persons</i>	Act as resource person	-	1	5	4	4	4.77	Information Drive (IRR of Baybay on Waste Management)
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>	Spearhead the preparation and implementation of events	-	4	5	5	5	5	Earth Day Webinar; ITEEM Webinar Series; Earth Day: Dap-ag Collection and Coastal Clean-up in Cuatro Islas; VSU Beach Coastal Clean-up and Tree Planting Activity
	<i>Evaluator</i>	<i>Evaluator</i>	Evaluate the entries for the UGMAD Award for Outstanding Farmers 2021	-	1	4	5	5	4.67	Ormoc, Merida and Kanangga Farmers (Individual and Association)
	PI 8. Percent of extension proposals approved*	A 41. Extension proposals approved	Formulate, submit extension proposals for approval	-	1	5	5	4	4.67	Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University

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)
						Q	E	T	A	
	<u>PI 6.</u> Additional outputs:	<u>A 41.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	7	5	5	5	5	Conduct of webinar; and attendance to webinar DENR-CIPLS-PAMB meeting as focal academic PAMB member and Face-to-Face TWG-PAMB Meeting as Chairperson
OVPI MFO 1. Faculty Development Services										
	<u>PI 11.</u> Attendance to trainings/seminars	Faculty development	Participation to webinar	-	1	5	4	4	4.75	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> 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*	<u>A 44.</u> Compliance to all requirements of the QMS Score processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity					
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customer-friendly frontline services	Provides customer friendly frontline services to clients	100%	100%					
	<u>PI 5.</u> Number of monthly/ special faculty & staff meetings conducted/ attended**	<u>A 46.</u> Meetings conducted	Conduct ITEEM monthly meeting	4	7	5	5	5	5	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	<u>PI 6.</u> Additional outputs:	<u>A 47.</u> Other outputs implementing the new normal due to covid 19	Attendance to various virtual and face-to-face meetings	5	15	5	5	5	5	Meetings attended: VSU-ISO 9001 First Surveillance Audit (Feb 4-5), OVPPRGAS (Feb 10), OVPRExt. (Feb 16 & 24, Apr 19), OVPAAs (Feb 22), CFES (March 4 & June 22), ESWM Board meeting (March 26), OGS Meetings (April 8, 16 & 29), OGS RQAT meeting (April 30), OVPREI Covid-19 Recovery Plan meeting (May 5), 47 TH UAC meeting (May 17), LUDIP Development Updates (May 21), Budget Call meeting (June 2), 48 th UAC meeting (June 7), Gender Analysis and GAD's Core Checklist (June 25)
			APB Representative	-	1	5	4	4	4.75	DTHM Teaching demo, interview and screening of teaching applicants (March 17)
			Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission	-	2	5	5	5	5	Organized and facilitated VSU Open Dumpsite Closure Planning Workshop Conducted Benchmarking at Ormoc City Sanitary Landfill and Septage Management Facility located at City EcoWaste of Ormoc City
			Designs administration/ management related activities and other outputs to implement new normal	-	1	5	4	4	4.75	All staff are required to report under new normal condition following the IATF health protocol
Total Over-all Rating									201.66	

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Keep up the good work!

Evaluated & rated by:


DENNIS P. PEQUE

DEAN, CFES

DATE
11/15/11


Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

DATE
11/15/11

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ELIZA D. ESPINOSA

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 MTREC and BSEM programs 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, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as an adviser, chairman, and member for MSTREC & BSEM students' graduate & 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, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
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, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; Serves as project and study leader of several research projects of the Institute; 	Research implemented, presented in scientific fora/ conferences, and	January 1, 2021	June 30, 2021	June 30, 2021	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
	<ul style="list-style-type: none"> Acts as a peer reviewer of journal articles/scientific papers, review the paper received and returns duly reviewed paper; and Design research-related activities and other outputs to implement new normal. 	publishable papers were written						
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; Prepares and submit extension project proposals and follow up its approval for immediate implementation; 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 Provides quality and relevant training and offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
6.	<ul style="list-style-type: none"> Performs as the Director of the ITEEM; Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	Efficiently managed, administered, and governed the ITEEM office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
7.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients; Initiates/introduces improvements in performing functions resulting in best practice; and Designs administration/ management related activities and other outputs to implement new normal 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2021	June 30, 2021	June 30, 2021	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
8.	<ul style="list-style-type: none"> Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the ITEEM. 	Conducted monthly meetings and updated activities of the AED and TED of the Institute	January 1, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
9.	<ul style="list-style-type: none"> Supervises and mentors administrative staff and JO workers in implementing administrative, research and extension activities of the Institute 	Well-organized activities and well-developed staff	January 1, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	
10.	<ul style="list-style-type: none"> Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and the institute; and Serves as a member of the VSU Federated Faculty Association. 	Affiliated and involvement in the University-wide activities	January 1, 2021	June 30, 2021	June 30, 2021	Very Impressive	Outstanding	

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

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

Prepared by:


DENNIS P. PEQUE
 Immediate Supervisor