

EXHIBIT K

Summary of Individual Ratings of Faculty Members with Multiple Functions

Name of Office

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEEM)

Name of Faculty Member

JIMMY O. POGOSA

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
6. Instruction			
c. Head/Dean (50%)	25	5.0	1.25
d. Students (50%)	25	4.88	1.22
TOTAL			
7. Research	20	4.8	0.96
8. Extension	20	4.16	0.83
9. Administration	10	5.0	0.5
10. Production			
TOTAL			4.76

EQUIVALENT NUMERICAL RATING : 4.76


Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : _____

FINAL NUMERICAL RATING : 4.76

ADJECTIVAL RATING : OUTSTANDING

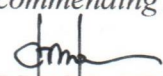
Prepared by:


JIMMY O. POGOSA
Name of Staff


Reviewed by:


MARLITO JOSE M. BANDE
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JIMMY O. POGOSA, 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, 2019.

JIMMY O. POGOSA
RATEE

Approved: MARLITO JOSE M. BANDE
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1	ADVANCED EDUCATION SERVICES								
ITEEM MFO 1	Graduate Degree Program								
PI 2	Total FTE monitored	Teaches the following courses, 2nd sem SY 2018-2019: TREC 208 (lec and lab); and SOIL 217 (lec and lab)	1	4.03	5	5	5	5	FTE calculation was based on faculty workload
PI 6	Number of course syllabus developed	Revised existing course syllabus based on OBE format	1	2	5	5	5	5	2nd sem SY 2018-2019: TREC 208 (lec and lab); and SOIL 217 (lec and lab)
ITEEM MFO 2	Graduate Students								
PI 4	Number of graduate students advised (adviser/GAC member)	Served as thesis SRC member of graduate students	1	2	5	5	5	5	SRC member: K. J. Galgo, M.A. Barbadillo
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Teaches the following courses, 2nd sem SY 2018-2019: ENVI 122 (lec and lab), ENVI 124 (lec and lab), ENVI 199 (lec), and ENVI 11	2	13.95	5	5	5	5	Figure was based on the individual faculty workload
PI 7	Number of students advised (thesis adviser/SRC Chairman or member)	Served as thesis adviser and SRC member of undergraduate students	1	10	5	5	5	5	Adviser: M. Desamparado, D. Dupal, G. Gardon, M.F. Mabansag SRC member: K. Tenio, K. Florentino, G. Pepito, A. Torregosa, R. Gula, H. Techo

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 9	Number of course syllabus developed	Revised existing course syllabus	-	4	5	5	5	5	2nd sem SY 2018-2019: ENVI 122 (lec and lab), ENVI 124 (lec and lab), ENVI 199 (lec), and ENVI 11
UMFO 3	RESEARCH SERVICES								
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	Served as adviser of 3 elementary pupils and presented by these students during school science fair; Study leader (PINOY TANNIN Project)	1	2	5	5	5	5	VIFES Science Fair; Pinoy Tannin Project Conference
PI 3	Number of research project/study conducted	Study leader	-	3	5	5	5	5	(1) Inopacan, Study 1: Species Combination-Site Condition Matching of Early Successional Species; (2) Pinoy Tannin: Development of a Sustainable Tannin Extraction Strategy in the Philippines (3) Cabucgayan study cum research funded by LGU and VSU
PI 6	Number of studies presented	Oral presenter (Presentation of project research results to partner institutions)	1	1	4	4	4	4	Pinoy Tannin Project Conference
PI 9	Additional outputs:								
	Number of exchange scholars/ researchers/visiting professors assisted	Facilitate during visit of study site	-	1	5	5	5	5	Jurgen Blazer (Pinoy Tannin Project, Bern University): <i>researcher</i>
	Number of MOAs drafted and prepared	Prepared the MOA and facilitated during review and revision of the university attorney	-	1	5	5	5	5	VSU-Bern University
	Number of terminal/accomplishment report submitted	Prepared and submitted	1	2	5	5	5	5	(1) Species Combination-Site Condition Matching of Early Successional Species; (2) Pinoy Tannin: Development of a Sustainable Tannin Extraction Strategy in the Philippines
UMFO 4	EXTENSION SERVICES								
PI 1	Number of person-days trained weighted by length of training	Resource person/coordinator/ facilitator	50	320	5	5	5	5	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 2	Number of trainings conducted	Serve as resource person of nursery establishment and spatial planning tool for Eco-DRR modules	1	11	5	5	5	5	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 3	Number of IEC materials/Rainforestation development plan/technoguides developed/used	Distributed copy of IEC materials; facilitated on development of RF farm plan	1	100	5	5	5	5	Rainforestation Manual and Flyers on Propagation Technique of Hoya and Medinilla (60); Rainforestation Farm Plan Development (40)

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 4	Number of beneficiaries/clients served	Technical person/facilitator	50	220	5	5	5	5	Participants during RF training; climate change and Eco-DRR training; cross-visits of farmer, researchers/extension workers and students
PI 5	Number of technical/expert services	Served as technical expert	1	10	5	5	5	5	Resource persons during trainings and cross-visits (RF training, climate change and Eco-DRR training,); technical experts (i.e., mapping, geo-tagging, soil sample collection, vegetation and biodiversity assessment, tree registration) prior to the establishment of Reforestation, climate-smart agroecological production system adopters' farm
PI 6	Number of extension projects/components conducted	Component leader	1	2	5	5	5	5	Rainforestation Farming in KALAH-CIDSS; Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster Prone Areas in the Visayas
PI 7	Number of extension proposals submitted	Proponent	1	2	5	5	5	5	VSU-OVPRE and DSWD KALAH-CIDSS Program (Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception towards the Reforestation KALAH-CIDSS Program Using RISE Tool in Cabugayan, Biliran)
PI 8	Number of extension proposals approved	Proponent	1	2	5	5	5	5	VSU-OVPRE and DSWD KALAH-CIDSS Program (Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception towards the Reforestation KALAH-CIDSS Program Using RISE Tool in Cabugayan, Biliran)
PI 9	Number of extension project externally funded		1	1	4	4	4	4	Rainforestation farming DSWD KALAH-CIDSS Program
PI 10	Number of extension projects institutionally funded	Project leader	1	2	5	5	5	5	VSU-OVPRE (Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception towards the Reforestation KALAH-CIDSS Program Using RISE Tool in Cabugayan, Biliran)
PI 11	Additional outputs:								
	Number of scientific fora attended as speaker/resource persons	Resource person	-	1	5	5	5	5	Biodiversity Assessment in VSU
	Number of farmers association/individual RF adopters monitored and assisted	Technical person	1	2	5	5	5	5	UMANIPAO Family Farm Association; Katipunan-Imelda-Catmon Community Forestry Farmers Association (KICCFFA)

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of in-house seminars/trainings/workshops/ reviews conducted/attended	Participant/facilitator	1	17	5	5	5	5	RF Training (14), RBME seminar (1), YRRP project orientation workshop (1); KALAH I Project Sustainability Seminar (1); Pinoy Tannin Project Conference (1)
UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
PI 2	Number of seminars/trainings/conventions/workshops coordinated for entire university	Facilitator	-	1	5	5	5	5	Restoration Bootcamp for Tropical Asian Forest
PI 3	Number of seminars/trainings/conventions/workshops coordinated outside the university	Serve as resource person of nursery establishment and spatial planning tool for Eco-DRR modules	1	13	5	5	5	5	RF Training (6); YRRP: Training on Climate Change and Community-Based Disaster Risk Reduction and Management (6); KALAH I Project Sustainability Seminar (1)
PI 4	Additional outputs:								
	Number of activities organized/attended/assisted/participated/facilitated	Facilitator/participant	2	7	5	5	5	5	Environmental Jamboree; VSU Coastal Clean-up, Mr. & Ms. VSU Tree Planting; AAACU Tree Planting (VSU Admin building); Output Presentation of RISE Result in KALAH I Project sites (Brgy. Looc, Casiawan and Talibong, Cabugayan, Biliran); ITEEM Educational Exposure and Team Building, Tree planting in HIPEDAC wildlife habitat restoration site
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Individual Faculty Students Evaluation	Instructor	VS	O	5	5	5	5	Teaching Performance Evaluation by Students Rating 2 nd semester SY 2018-2019: ENVI 122: Lec-O and lab-O; ENVI 124: Lec-VS and Lab-O; ENVI 199: Lec-O; and ENVI 11: Lec-O; and TREC 208: Lec-O and Lab-O
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1.2	Number of faculty/staff supervised and monitored (including project based staff)	Head TED/Supervisor	-	13	5	5	5	5	F. Almeroda, V. Bagarinao, F. Tabaranza, B. Tabaranza, E. Gopio, M. Bancali, Joselito Romero, Jeffrey Romero, C. Escabarte, Rodulfo Dolomen Sr., J. Bagarinao, Ruel Dolomen, K. Isaac
PI 2	Number of management meetings conducted/attended	Presided and attended	-	6	5	5	5	5	Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting
PI 5	Number of equipment/vehicle maintained	Memorandum receipt	2	4	5	5	5	5	GPS (2 unit), LCD, Refrigerator (2)

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 6	Area (ha) of lawn and demonstration farms maintained	Head TED/Supervisor	3	50.22	5	5	5	5	VSU (45 ha): Terrestrial Ecosystems Division lawn and nursery (1 ha), Nature Park (33.85 ha), Rainforestation Demonstration Farm (7.25 ha), Arboretum (1 ha), Climate-smart agroecological production system demo farm (1.9 ha), dipterocarp germplasm (1.9 ha); Cabucgayan (5.22 ha): Sustainable Agriculture and Natural Resource Management Learning Site in Cabucgayan, Biliran
PI 11	Number of university & college committees/boards/council chaired & coordinated	College: Co-chairman Department: Chairman	1	3	5	5	5	5	<i>Based on faculty workload:</i> College: Committee on Sports and Socio-Cultural Department: Committee on Library Services, Committee on Landscape and Building Maintenance
PI 12	Percentage of apparatus/equipment maintained	Memorandum receipt	50%	80%	5	5	5	5	GPS (2 unit), LCD, Refrigerator (2)
PI 15	Zero percent complaint from clients served		100%	100%	5	5	5	5	
PI 16	Best practices/new initiatives implemented	Instructor Student thesis adviser/member Study leader Co-project leader	-	10	5	5	5	5	Instruction (1) Incorporating student thesis as part of research project deliverables; (2) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency (3) Encourage students to conduct their thesis in line with existing research projects Research (1) Establishment of long term research plots (i.e., Growth Performance of Native Trees and Tree-Soil-Micro-organism Interaction; Monitoring of Fish Population and Diversity within Fish Sanctuaries and etc) (2) Monitoring and evaluation of RF sustainability using Response-Inducing Sustainability Evaluation (RISE) Tool (3) Mentoring of LGU field staff and encourage cost-sharing arrangements with Local Government Units and people's organization (4) Feedbacking of research results to project stakeholders Extension (1) Exposed BSEM/BSES and MSTREC students to community-based extension activities in relation to environmental conservation

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
									(2) Encourage family membership and valuation of labor inputs as capital build up to sustain alternative livelihood activity (3) Utilization of research outputs and matured technology to ensure effective and efficient extension services
TOTAL OVERALL RATING					4.81	4.81	4.81	4.81	

Average Rating (Total Over-all rating divided by 4)	4.81	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.81	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Very good keep up the good work

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

EXHIBIT G

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 M. Bande
NAME OF FACULTY	JIMMY O. POGOSA

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 3, 2019			Notice of meeting	Distribution of the subjects to be taught for the 2 nd semester SY 2018-2019 and preparation of OBE syllabus.
	Jan, 10, 2019			Notice of meeting	Update on the students' thesis advisee and monitoring on the performance/status for the 1 st semester SY 2018-2019.
	Feb. 1, 2019			Notice of meeting	Monitoring on the conduct of graduating students' thesis.
	April 12, 2019			Notice of meeting	Monitoring and updates of the graduating students on data gathering and termination of study.
	May 5, 2019			Notice of meeting	Update and presentation of initial results of the thesis outputs and scheduling of final defense.
COACHING	Jun. 10, 2019			One-on-one coaching	Coaching on improving effective teaching strategy and student research advising.
	Jun. 20, 2018			One-on-one coaching	Coaching on manuscript writing.

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

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	JIMMY O. POGOSA
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance his teaching strategy and research skills on ecological modelling using geographic information system.

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

Date: February 2019

Target Date: May 2019

First Step:

One-on-one discussion on how to implement research and extension projects and to enhance his teaching strategy as an Instructor of the institute.

Result:

The agreement was to send Mr. Pogosa on a PhD in research in Nagoya University, Japan.

Date: January 2020

Target Date: April 2020

Next Step:

Application for scholarship to support Mr. Pogosa for PhD study

Outcome:

Degree on Earth and Environmental Studies

Final Step/


Recommendation:

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

Prepared by:


MARLITO JOSE M. BANDE
Unit Head

Conformé:


JIMMY O. POGOSA
Ratee