

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%)	4.78	2.39	
b. Students (50%)	4.42	2.21	
<b>Total for Instruction</b>	40%	4.6	1.84
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	15%	4.17	0.63
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	15%	4.78	0.72
<b>4. Administration</b>	30%	5	1.5
<b>5. Production</b>			
<b>TOTAL</b>			4.69

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.69

Outstanding

Prepared by:

ANATOLIO N. POLINAR  
Name of Faculty

Reviewed by:

DENNIS P. PEQUE  
Dean

Recommending Approval:

DENNIS P. PEQUE  
Dean

Approved:

BEATRIZ S. BELONIAS  
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit 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 2023.

Approved:

ANATOLIO N. POLINAR

Professor II

Date: 1/8/24

ANATOLIO N. POLINAR

Department Head

Date: 1/12/24

DENNIS P. PEQUE

College Dean

Date: Jan. 15, 2024

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	4.44/1 (444%)	5	5	5	5	FORY 205 & FORY 231 (Lecture and Laboratory)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2/1 (200%)	5	5	5	5	Doria and Clavite
		A3. Number of students advised on thesis/special problem/dissertation		2	7/2 (350%)	5	5	5	5	Doria, Lumba, Pelino, Katangkatang, Caballes,Rom, Clavite
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2/1 (200%)	5	5	5	5	Doria and Clavite
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4/1 (400%)	5	5	5	5	Lumba, Pelino, Katangkatang & Wales
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	10/5 (200%)	5	5	5	5	Doria, Lumba, Enselay, Pelino, Katangkatang, Solis, Cinco, Rom, Caballes, and Tiongson
	PI 9: Number of instructional materials developed *	A5. 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	1	1/1 (100%)	4	4	4	4	FORY 205 laboratory exercises drafted and used

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5/2 (250%)	5	5	5	5	FORY 205 and FORY 231
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4/2 (200%)	5	5	5	5	FORY 205 and FORY 231
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	NA					Communications with FORY 205 & FORY 231 students was done through email, text and messenger
	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 monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6	10.2/6 (170%)	5	5	5	5	FGov 135 Lec
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4/3 (133%)	5	5	5	5	FGov 135, FORY 200.B (OJT) & FORY 200 (Thesis)
		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 grade within prescribed period	10	34/10 (340%)	5	5	5	5	FORY 200B (1st sem) and FSci 112 students (January - June 2023)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3/1 (300%)	5	5	5	5	Curriculum review (BSF and MSF), 5S Workshop for Clerks and Heads
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8/4 (200%)	5	5	5	5	FGov 135
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12/10 (120%)	5	5	5	5	FGov 135
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	14/10(140%)	5	5	5	5	FGov 135
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	15	50/15(333%)	5	5	5	5	BSF and other Students
		A17. Number of students advised on thesis/ field practice/special problem:		5	28/5(560%)	5	5	5	5	FORY 200 B.1 nad FORY 200A
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3/2(150%)	5	5	5	5	Caindoc, Lagahit and Macuto



		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	10/2(500%)	5	5	5	5	FORY 200A students (Thesis)
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	45	100/45 (222%)	5	5	5	5	BSF students (First year to Fourth Year)
	<u>PI 9</u> : Number of student organizations advised/assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : 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	2/2 (100%)	4	4	4	4	FGov 135 & ForE 139
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15/10 (150%)	5	5	5	5	FGov 135
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12/10 (120%)	5	5	5	5	FGov 135
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2/2 (100%)	4	4	4	4	FGov 135 & ForE 139
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	NA					Complied (January- June accomplishments)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	8/1 (800%)	5	5	5	5	DENR offices, LRP; DA Offices, ESSU, POs
		<u>A 26</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<u>PI 1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . 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	2/1 (200%)	5	5	5	5	Timber and Agri crops Preferences; Diversity research

	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1/1 (100%)	4	4	4	4	BIOCAMP research
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1(100%)	4	4	4	4	ongoing review and revision of the drafted article
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	NA					ongoing review and revision
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1	1/1 (100%)	4	4	4	4	Paper presented during the ACIAR end of project review
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1	1/1 (100%)	4	4	4	4	Paper presented during the ACIAR end of project review
	<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 implementation	1	1/1 (100%)	4	4	4	4	Drafted research proposals pertaining to Species Field Trial
	<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 returns duly reviewed paper							
		<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 normal							
<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	10/5 (200%)	5	5	5	5	DENR offices, LRP, POs, NGOs, LGUs, NGAs and Civil Society groups
	<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	2/1 (200%)	5	5	5	5	Bamboo Propagation and Management; Clonal Nursery
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	5/1 (500%)	5	5	5	5	Vermi Composting, Dragon fruit production, hog dispersal and othe ACIAR livelihood Projects



PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	2/1(100%)	4	4	4	4	Quality Seedling Production; and Bamboo Production and Management training to PO's
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							
Research Mentoring	Research Mentor		2	6/2 (300%)	5	5	5	5	Doria, Clavite, Lagahit, Macuto, Caindoc, Modequillo
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	2/1 (200%)	5	5	5	5	Bamboo Production & Mgt.; & DFS Forestry week
Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates meetings	1	5/1 (500%)	5	5	5	5	Meeting with various stakeholders in ACIAR-FLR Project in three Regions; and as REACTOR during the Forest Summit in Borongan City
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	NA					Drafting of Extension Proposal is on Process
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	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)	4	4	4	4	DFS Nursery Seedling Distribution Projects
		Number of farmers /PO members and officers communicated/advised	40	120/40 (300%)	5	5	5	5	PO's in Region VI, VII, VIII under ACIAR Projects
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 under ISO 9001:2015*	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	NA					Target complied during the last evaluation period (january to June 2023)
	On program accreditations		1	NA					Target complied during the last evaluation period (january to June 2023)
	On institutional accreditations								
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							
PI 3: Additional Outputs	A 47. 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							
	A 48. 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	4/2 (200%)	5	5	5	5	Regular & Emergency CFES meeting
		DFS	6	8/6 (133%)	5	5	5	5	Regular, emergency & informal DFS meetings
		Committee	2	5/2 (250%)	5	5	5	5	Department Committee
		University	1	3/1 (300%)	5	5	5	5	University Committee Meetings
		Project	5	5/5 (100%)	5	5	5	5	ACIAR, ECOSAP and BIOCAMP Projects
Total Over-all Rating								2.20	
Average Rating								4.78	
Adjectival Rating								Outstanding	Comments & Recommendation for Development Purpose: Encourage him to publish research articles in Scopus and indexed journals.

Evaluated & Rated by:

ANATOLIO N. POLINAR

Department Head

Date: 1/2/24

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date: Jan 15, 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

01/29/24

## 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 performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time. Entertains the concerns of BSF students during enrollment
2	Performs research and extension functions such as; prepares	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submit more publications




	research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	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:

  
**DENNIS P. PEQUE**  
 Dean, CFES

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar  
Performance Rating : 4.69 (Outstanding) July-December 2023

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 2023

Target Date: September 2023

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 2023

Target Date: December 2023

Next Step:

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


Outcome:

Dr. Polinar is submitting articles for review and possible publication.

Final Step/Recommendation:

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

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES

Conforme:

  
**ANATOLIO N. POLINAR**  
Ratee