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%	4.94	1.98
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			**4.73**

EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional Points, if any :

TOTAL NUMERICAL RATING   :   4.73

ADJECTIVAL RATING   :   Outstanding

Prepared by:

ELIZA D. ESPINOSA
Associate Professor 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, <u>ELIZA D. ESPINOSA</u>, a faculty member of the <u>INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES)</u> commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY – JUNE 2020</u>.

ELIZA D. ESPINOSA 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	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	1.2	1.53	5	5	5	5	TREC 205 - 7 students; TREC 208 - 4 students
	PI 8: Number of graduate students advised *	**A4.** Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	2	5	5	5	5	Hijada, J., Villaceran, S.
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	-	1	5	5	5	5	TREC 205
		Assessment tools	Require student to submit publishable article	-	1	5	5	5	5	TREC 205

4.94

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomp-lishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		A 7 : Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	1	1	4	4	4	4	TREC 205 (non-editing graduate faculty)
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	4.15	5	5	5	5	Envi 110 - 35 students (lec); Envi 124 - 4 students (lec); Envi 122 - 1 student (lec & lab)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	3	5	5	5	5	Envi 110, Envi 124, Envi 122
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	8	5	5	5	5	Training Workshop on Course Modules Production for FL in HEIs; Google Classroom; Webinar on Fisheries
		A14. Number of quizzes and assignment administered and checked	Prepares and checks quizzes, and assignment for lec and lab	-	80	5	5	5	5	2 quizzes for 35 students (Envi 110); 2 quizzes for 1 student (Envi 122); 2 assignments for 4 students (Envi 124)
		A15. Number of lab reports and oral report checked and graded	Checks lab reports and graded oral report as required	-	45	5	5	5	5	1 oral report for 35 students (Envi 110); 2 oral report for 4 students (Envi 124); 1 lab and oral report for 1 student (Envi 122)
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	-	3	5	5	5	5	Zamora, J., Loayon, J.R., Sanchez, J.P.
		A17. Number of students advised on thesis:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	-	3	5	5	5	5	Makiling, S., Merafuentes, M., Sanchez, J.P.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	-	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 Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	5	✓	✓	✓	✓	Makiling, S., Merafuentes, M., Sanchez, J.P., Maat, K.M., Bendanillo, C.M., Loayon, J.R.
	PI 10: Number of instructional materials developed *	A 21 : 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 Material (Learning Module)*	-	3	✓	✓	✓	✓	Envi 111n - Module 1 to 2, volume 1; Envi 11 (Module 6); Envi 111e (Module 3 -4)
		Supplemental learning resources	*Prepares Power Point presentation, video clips*	-	10	✓	✓	✓	✓	Envi 111e - 4 ppt presentations and 1 video clip; Envi 111n - 3 ppt presentation and 1 video clip; Envi 11 - 1 ppt presentation
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Review the submitted course ware as member of TRP	-	3	✓	✓	✓	✓	Envi 11-Modules 1-6; Envi 111e-Modules 1-2; Envi 111n-Modules 1-2
		A 24 : Number of virtual classroom created and operational	Co-creator of virtual classroom using Moddle	-	3	✓	✓	✓	✓	Envi 11, Envi 111n, Envi 111e (non-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	-	1	✓	✓	✓	✓	Tilapia Production (LGU's of Inopacan and Baybay City, 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 oroject within the year	-	2	✓	✓	✓	✓	CHED and AR's refer to the attached lists of research
	PI 6. Additional outputs*	A 33. 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	-	1	✓	✓	✓	✓	Annals of Tropical Research

3

5.00

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	Eficiency	Timeliness	Average	
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	9	5	5	5	5	PASAR, DA-BFAR, DENR, LGU 5th District of Leyte (6 municipalities)
	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	-	1	5	5	5	5	Coastal Resource Management
	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*		-	8	5	5	5	5	RRBaroto, GResma, JCCabugwason, TRubio, KFiecas, Gethri, FJAmestoso, HGBayron
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		-	1	5	5	5	5	Annals of Tropical Research
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	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Assist the preparation in ensuring 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	5	5	5	5	

5.00

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomp-lishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	College/department under ISO 9001:2015*									
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)		4.96	**Comments & Recommendations for Development Purpose:**
Additional Points:			*Keep-up the good work!*
Approved Additional points (with copy of approval)			
FINAL RATING		4.96	
ADJECTIVAL RATING		Outstanding	

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
12/15/20
_____
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.	• 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, 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	
2.	• 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, 2020	June 30, 2020	June 30, 2020	Very impressive	outstanding	
3.	• 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.	• Researches possible utilization by industry or other beneficiaries; • Serves as project and study leader of several research projects of the Institute; • 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.	Research implemented, presented in scientific fora/ conferences, and publishable papers were written	January 1, 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	
5.	• Identifies and links with probable partners with the LGUs, industries, NGOs, 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, 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	
6.	• Serves as the Head of the Aquatic Ecosystems Division (AED) of the ITEEM; • Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; • Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the Institutes' performance functions; and • Prepares required documents and complies all requirements as prescribed in	Efficiently managed, administered, and governed the AED office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	

	the Quality Management System (QMS) accreditation and assessment tools.						
7.	• 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, 2020	June 30, 2020	June 30, 2020	very impressive	outstdg
8.	• Makes schedule, attends academic and administrative meetings and performs other academic and administrative related activities as AED head of the ITEEM.	Attendance to the meeting and updated activities of the AED of the Institute	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstdng
9.	• Supervises and mentors administrative staff and JO workers of the AED to implement the Institute's research and extension activities.	Well-organized activities and well-developed staff	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstdng
10.	• Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and • Serves such as a member of the VSU Federated Faculty Association.	Affiliated and involvement in the University-wide activities	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstdng

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

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

Prepared by:

MARLITO JOSE M. BANDE
Director, ITEEM

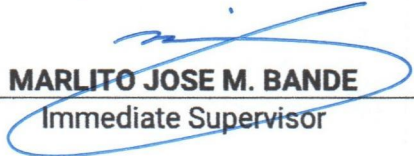# Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Marlito Jose M. Bande
NAME OF FACULTY	ELIZA D. ESPINOSA

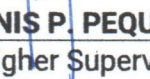| ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 6, 2020			Notice of meeting	Update on the students' academic advisee for subjects to be enrolled for the 2nd Semester SY 2019-2020 and monitoring on the students' performance/status during the 1st semester SY 2019-2020.
	Jan. 10, 2020			Notice of meeting	Distribution of the subjects to be taught for the 2nd semester SY 2019-2020.
	Jan. 27, 2020			Notice of meeting	Update on the students' thesis advisee regarding the conduct of research proposals for the 2nd semester SY 2019-2020.
	Feb. 18, 2020			Notice of meeting	Update on the conduct of graduating students' thesis.
	March 16, 2020			Notice of meeting	Monitoring on the status of the students' thesis research data collection, which is affected by the protocols to COVID-19 pandemic.
	March 31, 2020			Notice of meeting	Monitoring and updates of the graduating students on suspension of data gathering in relation to the conduct of their thesis due to COVID-19 pandemic.
	April 12, 2020			Notice of meeting	Monitoring of the subjects taught for the 1st semester SY 2020-2021, and plan for preparation of Instructional Materials (IMs).
COACHING	April 15, 2020		OP Memo Circular # 35, Series of 2020	One-on-one coaching	Coaching on improving effective teaching strategy and student research advising.
	May 20, 2020			One-on-one coaching	Coaching on the writing of Instructional Materials (IMs) that will be used for the 1st semester 2020-2021
	June 26, 2020			One-on-one	Coaching on the improvement of

				coaching	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