

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 (50%)		$4.91 \times 50\% = 2.46$	
b. Students (50%)		$4.00 \times 50\% = 2$	
Total for Instruction	40%	4.46	1.78
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.89	0.98
4. ADMINISTRATION	10%	5	0.5
5. PRODUCTION			
TOTAL			4.76

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any

TOTAL NUMERICAL RATING

ADJECTIVAL RATING

4.76

0

4.76

Outstanding

Prepared by:

ELIZA D. ESPINOSA
Associate Professor I/Director
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, 2022.

ELIZA D. ESPINOSA

RATEE

Approved:

DENNIS P. PEQUE

DEAN, CFES 8/1/2022

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 1. Graduate Degree Program Management Services										
	PI 1: Percentage of graduate school faculty engaged in research work applied in any of the following:	Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Conducts basic and applied scientific research	25%	100%	5	5	5	5	Capacity Building of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); 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

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						Q	E	T	A	
OVPI MFO 2. Graduate Student Management Services										
	PI 4: FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles courses assigned	-	0.69	4	4	4	4	Trec/Biol 205 (Team Teaching)
		Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade	-	1	5	5	5	5	E. Tulin Trec 205 (1 st Sem SY 2021-2022)
	PI 8: Graduate students advised *	Number of graduate students advised as academic adviser	Acts as academic adviser to graduate students	1	3	5	5	5	5	J. Hijada F. Jose p. Sultan
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	1	3	5	5	5	5	J. Hijada R. Abegail F. Jose
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	-	-					Hopeful for this 1 st Sem SY 2022-2023 (July–Dec. 2022)
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	13	5	5	5	5	F. Jose B. Collander R. Clavite, Jr. P. Maguchu K. Florentino K. Gundemaro R. Latoreno J. Hijada + Trec/Biol 205 students (5)
	PI 9: Instructional materials developed *	A5. Number of on-line ready courseware's developed and submitted for review								
		On-line ready courseware	Prepares Instructional module	1	1	5	5	5	5	Trec/Biol 205
		Flexible instructional materials	Converts the existing instructional materials into flexible instructional materials	1	1	5	5	5	5	Trec/Biol 205

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						Q	E	T	A	
	PI 10: Number of virtual classrooms created and operational PI 11: Additional Outputs:	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	4	5	5	5	5	2 nd Sem SY 2021-2022 Lecture (1 ppt) Laboratory (3 ppt)
		Assessment tools	Prepares and design assessment tools to assess the student's learning	1	4	5	5	5	5	2 nd Sem SY 2021-2022 Lecture (1 recorded ppt) Laboratory (1 Paper Critique) 2 Published articles (related to marine biodiversity)
		A7: Number of virtual classrooms created and operational	Creator and Co-creator of virtual classroom using MOODLE	1	1	4	4	4	4	Trec/Biol 205
		Number of VSUEE Virtual Classrooms evaluated and monitored	Evaluate and monitor VSUEE virtual classrooms for MSTREC	-	4	5	5	5	5	2 nd Sem AY 2021-2022 Trec 206, 207, 208, 299
		Number of OBE Course Syllabus evaluated and monitored	Evaluate OBE Course Syllabus evaluated for MSTREC	-	1	5	5	5	5	2 nd Sem AY 2021-2022 Trec/Biol 205
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	Handles and teaches courses assigned	1	5	5	5	5	5	Envi. 124 (Lec & Lab)
		Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	2	5	5	5	5	2 nd Sem AY 2021-2022 Envi 124 Envi 200.4
		Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade	-	22	5	5	5	5	Envi 115 students (16) Envi 114 students (6)
		Number of trainings attended related to instruction	Attend mandated trainings	1	5	5	5	5	5	VSU Faculty Online Onboarding (1); Webinar

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						Q	E	T	A	
										Workshop on VSUEE (2); Turnitin Feedback Studio Instructors' Workflow Training (3); Orientation on the Functions of Offices under OVPA and Document Review of Two Procedure Manuals (4); Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents (5).
		Number of long, midterm and final examinations administered and checked	Administers and checks long examination and midterm & final exam for subjects taught	1	80	5	5	5	5	2 Long Exams (20 students) 1 MidTerm Exam (20 students) 1 Final Exam (20 students)
		Number of quizzes, learning task, motivation questions administered and check	Prepares and checks learning tasks and motivation questions	5	120	5	5	5	5	1 Quiz (20 students) 4 Learning Tasks Report (20 students) 1 Oral Report (20 students)
		Number of lab reports and requirements checked and graded	Prepares, administers and checks lab reports and requirement	1	60	5	5	5	5	1 Lab Exercise (20 students) 1 Final EIA Project Report (20 students) 1 Oral Report (20 students)
	PI 8: Number of students advised: *	Number of students advised:	<i>Acts as academic adviser to students</i>	12	20	5	5	5	5	3 BSEM 17 BSES
		<i>Number of students advised on thesis:</i>								
		<i>As Thesis Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5	Cabusas, V. Lumaad, A. Makiling, S.

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						Q	E	T	A	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5	Bacus, A. Bendanillo, C. Maat, K. Yordan, A. Naldo, D. Merafuentes, M.
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Artugue, E. Veloso, K.
		<i>No. of approved manuscript submitted within prescribed period</i>	Reviews and approves thesis manuscript	1	1	4	4	4	4	Makiling, S.
		<i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	1	38					8 BSEM (4 th year) 18 BSES (4 th year) 2 DevCom (4 th year) 10 BSES (3 rd year)
	PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	<i>Prepares and review Instructional Material (Learning Module)</i>	-	1	5	5	5	5	Envi 124 (Environmental Impact Assessment System)
		<i>Flexible instructional materials</i>	<i>Prepares and submit instructional materials for review</i>	-	1	5	5	5	5	Envi 124 (Environmental Impact Assessment System)
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation and provided video clips</i>	1	25	5	5	5	5	6 PPT (Lec and Lab) 19 Reading Materials
		<i>Assessment tools</i>	Prepares assessment tools	-	13	5	5	5	5	1 Long Quiz 2 Long Exams 2 Term Exams (Mid & Final Terms) 5 Learning Tasks 2 Lab Exercises 1 Oral Presentation

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						Q	E	T	A	
	PI 11: Virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	1	1	5	5	5	5	Envi 124 (Environmental Impact Assessment System)
	PI 12: Additional Outputs:	A 23: Number of on-line course were reviewed by TRP & edited by MMDC editor	Review the submitted courseware as Chair of TRP	-	10	5	5	5	5	Envi 11, 110, 114n, 116n, 118n, 122n, 124, 199, 198, 112n
		Number of VSUEE Virtual Classrooms evaluated and monitored	Evaluate and monitor VSUEE virtual classrooms for BSES	-	10	5	5	5	5	2nd Sem AY 2021-2022 Envi 11, 110, 114n 112n, 198, 199, 116n, 118n, 122n, 124
		Number of virtual class observation	Conducted virtual class observation	-	4	5	5	5	5	2nd Sem AY 2021-2022 Envi 11, 110 (2 lec and 2 Lab) for four (4) part-time instructors on June 9 – 10, 2022.
		Number of OBE Course Syllabus evaluated and monitored	Evaluate OBE Course Syllabus evaluated for BSES	-	1	5	5	5	5	2nd Sem AY 2021-2022 Envi 124
UMFO 3. RESEARCH SERVICES										
	PI 1. 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	-	3					PASAR (2021) GHD (2020) ARs (2021)
	PI 2. Research outputs completed within the year*	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	-	continuing research					Capacity Building of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); 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

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						Q	E	T	A	
										District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs
	PI 5. Research proposals approved*	Percent of research proposals approved	Prepares research proposals, submits and follows up its approval for immediate implementation	-	3	5	5	5	5	Continuing and new research project approved for this year 2022: (1) Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); (2) VSU funded (AR's); (3) Research Project Proposal funded by industry (PASAR)
	PI 6. Additional outputs*	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	5	5	5	5	1 ATR 2022 2 PIT Scientific papers for FIMFS competing papers (Prof. Category)
		Number of research/scientific paper received and evaluated	Acts as evaluator of research/scientific papers presented virtually	-	2	5	5	5	5	2 PIT Scientific papers for FIMFS competing papers (Prof. Category)
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	14	5	5	5	5	6 LGUs (5 th District, Leyte); 7 PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5 th District Representative, PO); PASAR
	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	-	483	5	5	5	5	Training and Workso on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on

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						Q	E	T	A	
										June 2-3, 2022 at Brgy. Maganhan, Baybay City;(46 Participants); ITEEM 3-day Webinar Series: Marine and Coastal Erosion (131 views); Social Impact Studies in Relation to Climate Change (111 views); Disaster Risk Reduction; Geology and Pedology of Leyte Island; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas (195 views)
	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	2	5	5	5	5	CRM-Extension - # 04 Tilapia Hatchery-Extension - # 81
	PI 4: Beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Conducts training/workshop evaluation using OVPREI survey forms	-	100%	5	5	5	5	Training and Workshop on "Rainforestation: A Strategy on Ecosystem-Based Disaster Risk Reduction" on June 2-3, 2022 at Brgy. Maganhan, Baybay City, Leyte
	PI 5. Rendered technical/ expert services	A 40. Number of technical/ expert services as:	Provides the technical and expert services requested by beneficiaries:							
		<i>Research Mentor</i>	Mentor junior researchers in Aquatic Ecosystems Division	1	4	5	5	5	5	K. Alquino M. de la Rama O. Capin E. Estallo
		<i>Resource Persons</i>	Act as resource person	-	-					

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						Q	E	T	A	
		<i>Convenor/Organizer</i>	Spearhead the preparation and implementation of events	-	8	4	4	4	4	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City (1); ITEEM 3-day webinar series (2); Tree planting activity at Canigao Island (3); VSU Beach Coastal Clean-up (4); Book launching on Rainfo; Distribution of certificates of recognition to project partners (5); Distribution of food packs to families of Brgy. Kantagnus affected by Typhoon Agaton (6); Tree planting activity at Holy Spirit Parish (7); Revival IMFARMC meeting for the 5 th District, Leyte and Macrohon & Maasin So. Leyte (8).
		<i>Evaluator</i>	Act as evaluator	-	1	5	5	5	5	2022 UGMAD Awards organized by OVPREI
	PI 8. Percent of extension proposals approved*	A 41. Extension proposals approved	Formulate, submit extension proposals for approval	-	100%	5	5	5	5	VSU Funded Extension Project for January to December 2022: Integrated Coastal Resource Management (CRM Extension – # 04); Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University (Extension - # 81)

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						Q	E	T	A	
	PI 6. Additional outputs:	A 41. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	-					
		Number of meetings attended in connection to extension activities	Attendance to webinar and face-to-face meetings	-	5	5	5	5	5	Attendance to meetings as Chairperson, focal and member: 1 st Regular PAMB Meeting via Zoom on Feb. 23, 2022; 3 TWG-PAMB meeting (F2F) on Feb. 11, Mar. 31 & Jun 24, 2022; Revival IMFARMC meeting for the 5 th District, Leyte and Macrohon & Maasin So. Leyte (F2F) on June 22, 2022
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	Additional Outputs*	Number of trainings attended	Attend online and face to face training	-	2	5	5	5	5	Details of trainings/ seminars/ workshops attended: 1. National River Basin Summit 2022 on March 15, 2022; 2. Online Pollution Control Officer Training from March 21-25, 2022
OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2. Faculty recruited/hired based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Facilitate recruitment and hiring of faculty based on needed competencies and aligned with ISO standards	2	5	5	5	5	5	Part-time Instructors for the 2 nd Sem. AY 2021-2022

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						Q	E	T	A	
OVPI MFO 3. Faculty Evaluation Services										
	PI 3. Seminars/trainings/ conventions/workshops coordinated for entire university*	Number of seminars/trainings/ conventions/workshops coordinated for entire university*	Coordinates the seminars/trainings/ conventions/workshops conducted for entire university	1	1	5	5	5	5	ITEEM 3-day Webinar Series: Marine and Coastal Erosion by Dr. Humberto R. Montes, Jr.; Social Impact Studies in Relation to Climate Change by DR. Guiraldo C Fernandez, Jr.; Disaster Risk Reduction by DR. Dennis P. Peque; Geology and Pedology of Leyte Island by Dr. Victor B. Asio; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas by Prof. Emeritus, Dr. Paciencia P. Milan
	PI 4. Seminars/ trainings/ conventions/workshops coordinated outside of the university*	Number of seminars/trainings/ conventions/workshops coordinated outside of the university*	Assist in the coordination of seminars/trainings/ conventions/workshops conducted outside the university	-	1	5	5	5	5	Training and Workso on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;
	PI 5. Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Reminds and follow-up students for the faculty evaluation	50%	100%	5	5	5	5	TPES results for the 2 nd Sem SY 2021-2022 rating was very satisfactory indeed.
	PI 6. In-house seminars/ trainings/workshops/reviews conducted*	Number of in-house seminars/trainings/ workshops/reviews conducted*	Spearhead in the conduct of in-house workshop	-	2	5	5	5	5	Conducted workshop on ITEEM OTPs, ROAM & SWOT Analysis (Feb. 4, 2022); Workshop on 2022 OPCR Targets (Jan. 3, 2022);
	PI 7. Additional outputs*									

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						Q	E	T	A	
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 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					
	PI 9. Additional Outputs*	Number of AACUP compliance report prepared, taskforces for 2 programs and change of nomenclature for BSES submitted	Supervise and monitor AACUP Level III Compliance Report preparations; Taskforces for BSES and MSTREC programs and Change of Nomenclature for BSES submission	-	12	5/5	5/5	5/5	5/5	9 Key Areas 2 Taskforces list submitted 1 BSES change of nomenclature
UMFO 6. General Admin. & Support Services (GASS)										
	PI 3. Coaching sessions among faculty & staff	A 47. Number of coaching sessions among faculty & staff	Conducts coaching of faculty and staff	3	8	5/5	5/5	5/5	5/5	Details of coaching sessions can be accessed to IPCR Exhibit G Performance Monitoring and Coaching Journals
	PI 4. Planning sessions, tracking and monitoring of targets	Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of Institute's targets	Conducts collective planning sessions, tracking and monitoring of targets, etc. to ensure attainment of Institute's targets	3	8	5/5	5/5	5/5	5/5	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended**	Meetings conducted	Conduct ITEEM monthly meeting	4	8	5/5	5/5	5/5	5/5	Details of the minutes of meeting can be accessed to ITEEM ISO Files.
			Attended CFES regular meeting	-	2	5/5	5/5	5/5	5/5	Regular meeting on April 7 and June 15, 2022

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						Q	E	T	A	
	PI 7. Additional outputs:	Other outputs implementing the new normal due to covid 19	Attendance to various virtual and face-to-face meetings	5	43	5 5	5 5	5 5	5 5	January 2022: <ol style="list-style-type: none"> YEPA 2021 (Jan. 5 - 6); International/Foreign students interview conducted by OGS (Jan. 6). Graduate Council Meeting (Jan. 7, 9 AM); Orientation on the preparation of the 2021 re GAD Accomplishment Report (Jan. 7, 2 PM); OVPA on preparations for limited face to face classes for 2nd semester, AY 2021 – 2022 (Jan. 10); RFRI Strategic Plan/Work Plan (Jan. 14); Preparation for the VSU Institutional Accreditation on April 2022 as per OP Memo # 07, s., 2022 re Task forces/committees for the IA (Jan. 19); Updates and discussion on the Notice of Suspension issued by COA (Jan. 25, 9 AM); VSU-KU Leuven partnership for ICP connect from VSU conducted by OGS (Jan. 25, 2 PM); Workshop for the identification of supporting documents as

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						Q	E	T	A	
										<p>per OP Memo Circular # 11, s., 2022 (Jan. 26);</p> <p>11. NBC 461 updates (Jan. 27);</p> <p>12. VSU-KU Leuven partnership for ICP connect follow-up meeting (Jan. 27).</p> <p>February 2022:</p> <p>13. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents on February 03, 2022;</p> <p>14. ISO-QMS Management Review 2021 on February 02 and 03, 2022;</p> <p>15. Consultation Meeting with College Deans and Department Heads on February 04, 2022;</p> <p>16. VSU Faculty Onboarding for the 2nd Sem AY 2021-2022 (February 7 – 8);</p> <p>17. VSU Faculty Association General Assembly Meeting (February 09);</p> <p>18. QM Review and ISO QMS Management Review (PART II) (February 09);</p> <p>19. Project Internationalization Meeting (February 15);</p>

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						Q	E	T	A	
										20. 49 th UAC Meeting (February 16); 21. CFES Onboarding (February 17); 22. 2 nd UAC Meeting (February 22); 23. Conducted Foreign GTA and faculty meeting (February 22); 24. Graduate School Onboarding for the 2 nd Semester AY 2021-2022 (February 24); 25. Orientation on CSC and VSU Reward and Recognition Programs (February 28). March 2022 26. University Academic Council Meeting on March 03, 2022; 27. Presentation of Workshop Output in preparation for the VSU Institutional AACUP Accreditation on March 02, 2022; 28. Institutional Accreditation Workshop Output Continuation Meeting for Area 4-9 Presentation on March 03, 2022; 29. Continuation of the Presentation of Workshop Outputs in Institutional AACUP Accreditation on March 7-11, 2022;

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						Q	E	T	A	
										30. Audit Dry run for 2 nd Surveillance ISO on March 10, 2022; 31. Orientation on the Functions of Offices under OVPAA and Document Review of Two Procedure Manuals via Zoom on March 11, 2022; 32. 2 nd Surveillance ISO Audit on March 15, 2022; 33. Special Student Onboarding on March 16, 2022; 34. Witnessed the Foreign GTA MOA Signing on March 17, 2022; 35. Turnitin Feedback Studio Instructors' Workflow Training on March 17, 2022, via Zoom; April 2022 36. Orientation on the Institutional Accreditation Process and Schedule of Internal Evaluation of Documents (April 5); 37. Data Privacy Act of 2012 Awareness Seminar (April 07); 38. Extension Evaluation for UGMAD AWARD (April 20-21); 39. 98 th VSU Founding Anniversary Convocation via Zoom (April 27); May 2022

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	
										40. Graduate School Council Meeting (May 11); 41. Level III AACCUP Accreditation Meeting (May 12); 42. VSU Institutional AACCUP Accreditation Opening Program; Stakeholders' Interview, Areas 8 & 9 Taskforces with Dr. Penaso; Closing Program (May 23, 26 & 27); June 2022 43. University Academic Council Meeting on June 24;
			Designs administration/ management related activities and other outputs to implement new normal	1	4	5 5	5 5	5 5	5 5	Conducted webinar series of lectures in celebration of the 24 th ITEEM Founding Anniversary; Coastal tree planting; Team building; Culmination Program by giving recognition awards to project partners
		NAPB Representative	Interview, Screening and Evaluation of Applicants for Agricultural Technician position	-	1	5 5	5 5	5 5	5 5	Conducted on June 8, 2022
		Number of activities conducted/organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	Performs tasks assigned as SWM Chairperson	2	5	5 5	5 5	5 5	5	1. Conducted SWM Meeting with President Tulin re VSU ECC application on March 4, 2022; 2. Training request submitted for Pres. Tulin's approval for 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	
										<p>SWM members (Online Economics of Water Pollution and Solid Waste Management and Online Basic Training Course for Pollution Control Officers);</p> <p>3. Attended PCO online training as approved by President Tulin;</p> <p>4. Inventory on VSU's waste generation and other facilities in compliance with the requirements of PD 1586, RA 6969, RA 8749, RA 9003, RA 9275 conducted by 4th Year BSES;</p> <p>5. Conceptualized, reviewed and consolidated inputs of team members, finalized and submitted the VSU Solid Waste Management Action Plan for 2022</p>
			Performs tasks assigned as committee member on Institutional Accreditation under Area 8 (Infrastructure and other Learning Resources)	-	3	✓ 5	✓ 5	✓ 5	✓ 5	Provide supporting documents on VSU's waste disposal policies; DENR-EMB approved permits to operate re Infirmary/VSU Hospital generator sets and wastewater treatment and hazardous waste storage facilities; and VSUs Waste Management Profile.

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	
		Number of personnel efficiently supervised and monitored	Efficiently supervised and monitored personnel	20	25	✓ 5	✓ 5	✓ 5	✓ 5	4 Aquatic and 14 Terrestrial Divisions (4 Researchers and 10 Laborers)? 7 Faculties (Core and Part-time)
		Number of documents reviewed and acted upon	Meticulously reviews and acts upon documents received	100+	400+	✓ 5	✓ 5	✓ 5	✓ 5	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before office closes	Ensures all personnel are taking part on the responsibility of assuring the safety of the office at all times	No report/ claims received	No report/ claims received					
Total Over-all Rating									3/6	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98 93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

You are a good leader! You are someone others
want to follow. Well done.

Evaluated & rated by:


DENNIS P. PEQUE

DEAN, CFES


 DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES


 DATE

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 BSES 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, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSES students; Serves as an adviser, chairman, and member for MSTREC & BSES including BSEM (old curriculum) 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, 2022	June 30, 2022	June 30, 2022	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, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research implemented, presented in scientific fora/ conferences, and	January 1, 2022	June 30, 2022	June 30, 2022	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"> 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. 	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, 2022	June 30, 2022	June 30, 2022	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, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	Submitting documents on time is improving. Good job!
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 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2022	June 30, 2022	June 30, 2022	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
	• Designs administration/ management related activities and other outputs to implement new normal							
8.	• 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, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
9.	• 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, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
10.	• 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, 2022	June 30, 2022	June 30, 2022	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

"EXHIBIT G"

Performance Monitoring and Coaching Journal

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

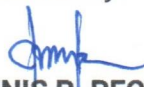
NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL SCIENCE
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF FACULTY	DR. ELIZA D. ESPINOSA

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	January 2022		OP MC #s 138, 139 & 140, series of 2021. OP MC # 01 & 10, series of 2022	Email	<ul style="list-style-type: none">Follow up the data of Annual Report for 2021 and the data for Year End Assessment for consolidation and submission to the higher offices.Follow up JO Contract for January – June 2022.Ask update on the work from home arrangement of faculty and staff of DFS
		January 2022	OP MC # 01, 03, 08, & 10, series of 2022	Email and group chat	<ul style="list-style-type: none">Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none">Course syllabi for 2nd Semester SY 2021-2022 – February 11, 2022RFCA Reports and CAPs – January 14, 2022Updated PDS, CV, PDF –January 3, 2022
		February 2022	OP MC # 11, series of 2022	Email and group chat	Follow up on the submission of documents for payment of snacks re COA Notice of Suspension

		March 2022	OP MC # 23 series of 2022	Email and group chat	<ul style="list-style-type: none"> Ask an update regarding the preparation of documents in relation to the conduct of ISO Surveillance Audit
		March 2022		Notice of Meeting	CHED Monitoring of Flexible Learning Modalities
		April 2022		Notice of Meeting	Follow up for the Annual Report & RDE Semi-Annual Accomplishment Report
	January to June 2022			Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings/workshops	<ul style="list-style-type: none"> Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials & course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts. Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.
COACHING		January 2022		Notice of Meeting/Email	Reminded to attend CFES Regular Meeting regularly
		February 2022		Email	Organize and facilitate a program for CFES Students Onboarding
		March 2022		Notice of Meeting	Brainstorming on Corrective Action of CAR-22-097 regarding late submission of IPCR and OPCR.
		April 2022		Notice of Meeting	<ul style="list-style-type: none"> Cascading of OVPAA SWOT, OTP, ROAM, NEIP & WFP for 2022 Cascading of ISO Procedure Manuals

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

Conducted by:


DENNIS P. PEQUE
 Dean, CFES

Noted by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

Employee Development Plan

NAME OF EMPLOYEE	ELIZA D. ESPINOSA
PERFORMANCE RATING	4.76 (Outstanding) – January to June 2022
AIM	To improve leadership capability as Director of Institute of Tropical Ecology and Environmental Management

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

Date: January 2022

Target Date: March 2022

First Step:

Required Dr. Espinosa to attend seminar on leadership and management to improve ITEEM functions on instruction, research, extension and production.

Result:

Actively participated in meetings with VSU leaders and attended leadership seminar.

Date: April 2022

Target Date: June 2022

Next Step:

Apply the leadership strategy learned from the seminar


Outcome:

This time of pandemic, Dr. Espinosa was able to face the challenge brought about COVID-19 specially on academic matter.

Final Step/Recommendation:

Dr. Espinosa may seek advice from higher authorities on other essential elements needed to improve the institute.

Prepared by:


DENNIS P. PEQUE
Dean, CFES

Conformé:


ELIZA D. ESPINOSA
Ratee