

**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: BASTASA, ARTURO S.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.2	70%	3.0
2. Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	4.8	30%	1.4
<b>TOTAL NUMERICAL RATING</b>			<b>4.4</b>

TOTAL NUMERICAL RATING : 4.4


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING : \_\_\_\_\_

FINAL NUMERICAL RATING : 4.4

ADJECTIVAL RATING : Very Satisfactory

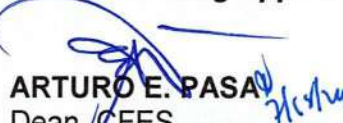
**Prepared by:**

  
**ARTURO S. BASTASA**  
Administrative Aide I  
(Messenger/Utilityman)

**Reviewed by:**

  
**TEOFANES A. PATINDOL**  
Director

**Recommending Approval:**

  
**ARTURO E. PASA**  
Dean, CFES

**Approved:**

  
**ROTACIO S. GRAVOSO** 10-4-24  
Vice-President for Academic Affairs

Jan-June 2024



## "EXHIBIT B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO S. BASTASA, *Administrative Aide I*, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commit 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 2024.

  
**ARTURO S. BASTASA**

RATEE  
DATE 7/10/24

Approved:

  
**TEOFANES A. PATINDOL**

DIRECTOR, ITEEM  
DATE 7/10/24

  
**ARTURO E. PASA**

DEAN, CFES  
DATE 7/10/24

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	
MFO 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*	Percent 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 functions as support staff	0% non-conformity	0% non-conformity	4	4	4	4	
		On program and institutional accreditations	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent of complaints from clients served	Provides customer-friendly services and assistance	Zero % complaint	Zero % complaint	4	4	4	4	



MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 5. Attendance to monthly/special staff meetings	Number of monthly/ special staff meetings attended	Attends actively to meetings by ITEEM and CFES	1	1	4	4	4	4	
	PI 9. Preparation of documents for processing	<i>Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed</i>	Meticulously records, disseminates/forwards to other units, and/or processes documents, and follows-up its status	100+	202	5	5	5	5	
	PI 12. Effectiveness in responding/relaying of official calls/messages	Percent promptness and effectiveness in answering/responding, acting, and/or relaying of messages thru any platforms	Promptly answers/responds/ acts and/or relays all official communications/messages thru any platforms	90%	95%	4	4	4	4	
	PI 14. Reproduction of documents (scanning/ photocopying/printing)	Number of documents reprinted and/or photocopied	Reprints and/or photocopies documents	30	95	5	5	5	5	
		Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	-						
	PI 17. Cleanliness and tidiness of rooms/offices and surroundings of ITEEM Marine Laboratory	Percentage of cleaning conducted daily	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	80%	100	4	4	4	4	
	PI 19. Conducting daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Ensures the safety of the laboratory and offices after office hours	No reports/ claims received	No reports/ claims received	4	4	4	4	
TOTAL OVERALL RATING									4.2	

Average Rating (Total Over-all rating divided by 4)		4.2
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.2
ADJECTIVAL RATING		Very Satisfactory

Comments &amp; Recommendations for Development Purpose:

Keep up the good work!

Evaluated &amp; rated by:

**TEOFANES A. PATINDOL**

DIRECTOR, ITEEM

7/16/24

DATE

Recommending Approval:

**ARTURO E. PASA**

DEAN, CFES

7/16/24

DATE

Approved:

**ROTACIO S. GRAVOSO**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

10-4-24

DATE

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

**"EXHIBIT G"**

**Performance Monitoring and Coaching Journal**

✓	1 <sup>st</sup>	<b>Q U A R T E R</b>
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF STAFF	<b>ARTURO S. BASTASA</b>

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				HRIS-DTR; Logbook	January to June
Attendance to university, college, and institute activities/programs/seminars/workshops			Memoranda, and invitations	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms, and HRIS	January to June
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Dissemination/forwarding to other units, and/or processing of documents, and follows-up of status	Staff Consultation				As needed

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

Conducted by:

**TEOFANES A. PATINDOL**

Immediate Supervisor  
Director, ITEEM

Noted by:

**ARTURO E. PASA**

Next Higher Supervisor  
Dean, CFES



"EXHIBIT I"

## Performance Monitoring Form

NAME OF EMPLOYEE: ARTURO S. BASTASA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1.	Provides customer-friendly services and assistance	Satisfied clients, and no complaints received	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
2.	Actively participates in the institute's monthly and emergency meetings	Active participation, updated on the institute's activities, directed on the tasks	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
3.	Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status	Process documents are timely acted, as necessary	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
4.	Answers/responses/acts and/or relays official communications/messages received thru phone calls and SMS to concerned personnel	Concerns are promptly acted	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
5.	Does photocopying of official documents	Efficiently performed	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
6.	Soft/ring binds manuals and reports	Efficiently performed	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
7.	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	Tidy and clean facilities	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	
8.	Ensures the safety of the office after office hours	Office and laboratory buildings, are safe and protected	Jan 1, 2024	June 30, 2024	June 30, 2024	very impressive	outstanding	

\*Either ☒ very impressive, ☒ impressive, ☐ needs improvement, ☐ poor, ☐ very poor

\*\*☒ Outstanding, ☒ very satisfactory, ☐ satisfactory, ☐ unsatisfactory, ☐ poor

Prepared by:

  
TEOFANES A. PATINDOL

Immediate Supervisor

## Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	
AIM	To improve his interpersonal skills and work ethic, particularly in prioritizing responsibilities.

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

Date: Jan 2024

Target Date: Jan 2024

First Step:

One-on-one discussion on how to organize and prioritize tasks, and manage time at work.

Result:

Improved work performance.

Date: July 2024

Target Date: October 2024

Next Step:

Request to allow Mr. Bastasa to participate seminars on human resource development.

Outcome:


Personal and organizational skills developed.

Final Step/  
Recommendation:


Attendance to seminars on human resource development. In-house and face-to-face seminars is highly recommended due to computer and internet skills limitations.

*Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.*

Prepared by:

  
**TEOFANES A. PATINDOL**  
Unit Head

Conformé:

  
**ARTURO S. BASTASA**  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JAN – JUNE 2024

Position: ADMINISTRATIVE AIDE I

Name of Staff: ARTURO S. BASTASA

(Utilityman/Messenger)

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1





9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		57				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		4.75				
Overall recommendation:						

  
**TEOFANES A. PATINDOL**  
 Director

## TRACKING TOOL FOR MONITORING TARGETS

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>MFO 1. ADVANCED EDUCATION SERVICES (20%)</b>										
<b>PI 1. Total FTE monitored</b>	Handles and teaches courses assigned.	Director, Faculty & Staff	Jan-June 2024	Prepared and revised lecture guides	Conducted laboratory classes	Conducted laboratory classes	Followed-up students re: lab output preparation	Followed-up students re: lab output finalization	Followed up students re: lab output finalization	MMB-2.67: [TREC 208 (8)] KJGL- 2.56: [TREC 205 (3), BIOL 205(7), TREC 299 (3)] HVO- 2.56: [TREC 205 (3), BIOL 205(7)] SAC-2.56: [TREC 205 (3), BIOL 205(7)]
<b>PI 2. Number of graduate degree programs/ specializations offered and monitored</b>	Offers and monitors degree programs	Director, Faculty & Staff	Jan-June							MS Tropical Ecology
<b>PI 3. Percentage increase in graduate students enrolled</b>	Further the promotion of the program	Director, Faculty & Staff	Jan-June							(11/8)Sebidos Al Helal Siddique
<b>PI 5. Number of graduate students awarded with scholarship/assistantship</b>	Advised student's thesis	Director, Faculty & Staff	Jan-June							P. Maguchu-GTA Nierves-DOST Florentino-Gerry Roxas Foundation
<b>PI 7: Number of graduate student supported by CFES research projects</b>	Advised student's thesis funded by ITEEM/ Biodiversity Center projects.	Director, Faculty & Staff	Jan-June							ECoSAP- Pelino, Gundemaro
<b>PI 8: Number of new international students enrolled</b>	Assess international students' applications for admission	Director, Faculty & Staff	Jan-June							Abu Sayed Helal, Abu Bakkar Siddique



MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>MFO 2. HIGHER EDUCATION SERVICES (50%)</b>										
<b>PI 1:</b> Total FTE monitored	Handles and teaches courses assigned.	Director, Faculty & Staff	Jan-June	Prepared lecture materials and laboratory guides	Reviewed lecture materials and laboratory guides.	Conducted regular classes	Conducted regular classes	Conducted regular classes  Follow-up students in their lacking requirements of their INCs	Conducted regular classes.  Prepare and administer midterm exams	MMB- 5.7 ABO- 14.55 KJGL-11.1
<b>PI 5:</b> Number of programs with COPC		Director, Faculty & Staff	Jan-June							BSES
<b>PI 9.</b> Percentage of faculty rated at least VS in the Teaching performance evaluation by students	Reminds and follow up students in the teaching performance evaluation by students	Director, Faculty & Staff	Jan-June	Performed tasks with utmost accuracy and efficiency.						Mean – 4.47% VS
<b>PI 10.</b> Percentage of faculty rated at least VS by supervisor	Performs tasks assigned by the supervisor	Director, Faculty & Staff	Jan-June							Mean – 4.6% O
<b>PI 11.</b> Percentage of courses offered with approved course syllabi	Prepares, updates and reviews course syllabus	Director, Faculty & Staff	Jan-June							100% with approved course syllabi
<b>PI 12.</b> Percentage of courses with approved IMs	Prepares, updates and reviews instructional materials (Learning Module)	Director, Faculty & Staff	Jan-June							100% with approved IMs
<b>PI 13:</b> Percentage of courses offered with final grades submitted within the allowable period	Prepares grade sheet and submits on or before the deadline.	Director, Faculty & Staff	Jan-June							
<b>PI 14:</b> Percentage of undergraduate students who	Assists students in graduating within	Director, Faculty & Staff	Jan-June							22/22

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
graduated within the prescribed period	the prescribed period.									
PI 15: Number of undergraduate thesis students supported by CFES research project	Advised student's thesis funded by ITEEM	Director, Faculty & Staff	Jan-June							ECo-SAP (6): Compendio, Daguplo, Pino, Ladica, Canciller, Abrillo Biliran Project (1): Belas
PI 16: Percentage of undergraduate students enrolled on schedule	Assists students enrolling	Director, Faculty & Staff								
PI 17: Percentage of graduate students employed (2 years prior)	Conducts graduate tracer	Director, Faculty & Staff	Jan-June	Constant tracing of BSEM and BSES graduates, maintained.						14/14 are employed
<b>MFO 3. RESEARCH SERVICES (10%)</b>										
PI 1: Percent of research proposals submitted	Prepares research proposals, submits and follows up its approval for immediate implementation	Director, Faculty & Staff	Jan-June							Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP)
PI 2: Percent of research proposals approved	Facilitate the implementation of the project	Director, Faculty & Staff	Jan-June							
PI 3: Number of approved research projects/studies implemented	Conducts research for possible utilization by industry or other beneficiaries.	Director, Faculty & Staff	Jan-June							
PI 5: Amount of research money obtained from internal sources	Helps generate research money from internal sources	Director, Faculty & Staff	Jan-June							VSU Internationalization Program ECo-SAP VSU-IP-2021-9 - January to June- P845,910.00 2 SRA@22,000 3 SRAide@14,720.00 4 Laborers @9000 CA-100,950.00



MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>PI 6.</b> Number of research outputs presented in:		Director, Faculty & Staff	Jan-June							
<i>a. International Conferences</i>										
<i>b. National Conferences</i>										
<i>c. Regional or Institutional Conferences</i>										Ecological Assessment and Conservation of <i>Aquilaria</i> through Sustainable Agarwood Production (ECo-SAP)
<b>PI 10.</b> Number of research articles derived from approved research in the university, submitted	Conceptualizes and submits article..	Director, Faculty & Staff	Jan-June							MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Reforestation Native Tree Forest Restoration. 2024
<b>PI 11:</b> Number of research articles derived from approved research in the university, published	Submits article for publication	Director, Faculty & Staff	Jan-June							
<b>PI 12.</b> Number of research outputs utilized by the industry or by other beneficiaries	Conducts constant monitoring activities and continued technical support	Director, Faculty & Staff	Jan-June							Reforestation Technology
<b>MFO 4. EXTENSION SERVICES (10%)</b>										
<b>PI 1:</b> Number of extension proposals submitted	Submits extension proposal for possible utilization by industry or other beneficiaries.	Faculty & Staff	Jan-June							(3) <sup>1</sup>

<sup>1</sup>-*Aquilaria* Learning Site (ALS-Silago): Its Role in the Conservation of the Philippine *Aquilaria* Threatened Species and Development of Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise for Forest Dependent Communities  
- Natural Resource Management-Based Extension Program (VSU Nature Park), Phase III: Development of VSU Nature Park as a Learning Site on Sustainable Agriculture and Natural Resource Management and Empowerment of Local Stakeholders through Capacity Building and Biodiversity Conservation  
- Development of a Provincewide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Reforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
PI 2: Number of extension proposal approved	Facilitate the implementation of the project	Director, Faculty & Staff	Jan-June							NRM,Biliran, ALS Silago
PI 3: Number of approved extension projects implemented	Implements duly approved extension projects.	Director, Faculty & Staff	Jan-June							NRM,Biliran, ALS Silago
PI 4: Number of extension outputs presented in:		Director, Faculty & Staff	Jan-June							
a. International Conferences										
b. National Conferences										
c. Regional or Institutional Conferences										Annual In house Review, NRM, Biliran, ALS Silago
PI 6: Number of trainings, seminars and fora conducted	Conducts training among beneficiaries of technologies for transfer.	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants; 97.45% Training evaluation
PI 7: Number of expert services rendered:										
a. peer reviewer of journal/book										
b. reviewer of research and extension proposals										
c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	Acts as a Resource Person and provides the technical and expert services requested by beneficiaries.	Director, Faculty & Staff	Jan-June							ABO, KJGL, MMB
d. accreditor										



MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<i>e. consultancy</i>										
<b>PI 13:</b> Amount of extension money obtained from internal sources	Generates extension money from internal sources	Director, Faculty & Staff	Jan-June							NRM-150K BILIRAN-120K ALS-SILAGO-150K
<b>PI 14:</b> No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	Identifies and links with probable partners for extension activities and maintains this active partnership.	Director, Faculty & Staff	Jan-June							LGU Barili and LGU Quinapondan
<b>PI 15:</b> Number of trainees weighted by the length of training	Conducts training among beneficiaries of technologies for transfer	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants
<b>PI 16:</b> No. of extension programs and projects consistent with VSUs mandated and priority programs	Implements duly approved extension projects	Director, Faculty & Staff	Jan-June							NRM, Biliran, ALS Silago,
<b>PI 17:</b> Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	Director, Faculty & Staff	Jan-June							Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII (June 17-22, 2024); 47 participants

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>MFO 5. SUPPORT TO OPERATIONS (10%)</b>										
<b>OVPA MFO 1. Faculty Development Services</b>										
<b>PI 1:</b> Number of faculty pursuing advanced research degree		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
<b>PI 3:</b> Number of faculty granted with external scholarship		Director, Faculty & Staff	Jan-June							JOP- DOST, Nagoya University (beg. 2023)
<b>PI 5:</b> Number of faculty granted with sabbatical leave		Director, Faculty & Staff	Jan-June							EDE
<b>PI 7:</b> Number of faculty sent to trainings, seminars and conferences	Actively participates/ attends trainings, seminars and conferences	Director, Faculty	Jan-June							Trainings, seminars and conferences attended/ participated <sup>2</sup>
<b>OVPA MFO 4. Program and Institutional Accreditation Services</b>										
<b>PI 1:</b> 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	Comply all the requirements to maintain and improve the QMS of the core processes of the Institute under ISO 9001:2015	Director, Faculty & Staff	Jan-June	QMS core processes of the university are complied with in the daily performance.						Zero non-conformity
<b>PI 2:</b> Compliance with all requirements of the program	Comply with all requirements of the program and	Director, Faculty & Staff	Jan-June	Requirements of the program and institutional accreditations are complied with in the daily performance.						100% compliant

<sup>2</sup> • Faculty Onboarding 2<sup>nd</sup> Sem/2023-2024

- Workshop on Scientific Writing and Illustration Lay-outing for Publication on Feb 16-17
- Book Editing workshop on the "Arthropods in Leyte" April 26
- Book Editing workshop on the "Leyte Island's Native Orchids" April 26
- VSU CAT 2024 Proctors Training and Orientation
- Stakeholders Consultation Workshop for the Crafting of the Cave Management Plans of Cag-Maanghit and Higanes Caves at Brgy. San Isidro, Hilongos Leyte on May 23



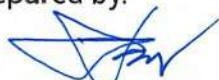
MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
and institutional accreditations	institutional accreditations									
<b>OVPAA MFO 5. Registration Services</b>										
<b>PI 1 :</b> Percentage of students enrolled and validated within the registration period	Validate enrollees registrations on time	Director, Faculty & Staff	Jan-June	Enrollees are registered within the registration period						MMB-23 ABO- 57 KJGL-83
<b>PI 2:</b> Number of students advised during the registration period	Assist enrollees in their registration concerns	Director, Faculty & Staff	Jan-June							
<b>MFO 6. GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>										
<b>PI 1:</b> Number of departments/institutes/offices supervised	Manages/supervises other unit	Faculty	Jan-June	Designation is performed with utmost efficiency, at all time.						MMB, as Director of the Biodiversity Center
<b>PI 2:</b> Number of management meetings conducted	Actively participate in the institute's monthly and emergency meetings	Director, Faculty & Staff	Jan-June	Faculty regular monthly meeting	Faculty regular monthly meeting					
<b>PI 3:</b> Number of committee meetings conducted	Actively participate in committee meetings	Director, Faculty & Staff	Jan-June							
<b>PI 4:</b> Number of routinary documents acted	Prepares documents for processing, reviews, acts, assigns control numbers, barcodes for tracking, and follow up status	Director, Faculty & Staff	Jan-June	Prepares documents for processing, reviews, acts, assigns control numbers, barcodes for tracking, and follow up status.						
<b>PI 5:</b> Number of requests acted	Performs tasks requested.	Director, Faculty & Staff	Jan-June	<ul style="list-style-type: none"> <li>• Visits to VSU Nature Park:</li> <li>• Field visit of Mindanao State University on March 2024;</li> <li>• Visit of Bethel April 2024</li> <li>• International Coastal Clean-Up</li> <li>• Environmental Jamboree</li> </ul>						

MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>PI 7:</b> Percentage of IFWs submitted to OVPAA September 30	Submits Individual Faculty Workload on time	Director, Faculty & Staff	Jan-June		IFWs, submitted					
<b>PI 8:</b> Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes	Submits Report of Actual Teaching Loads on time	Director, Faculty & Staff	Jan-June		RATL, Submitted					
<b>PI 10.</b> Percentage of complaints, if any, addressed on time	Answers and responds to complaints, if any, addressed on time	Director, Faculty & Staff	Jan-June	No complaints received.						
<b>PI 11.</b> Percentage of action plans implemented and monitored as scheduled	Supervises the action plans that are implemented and monitored as scheduled	Director, Faculty & Staff	Jan-June	Action plans are implemented as scheduled.						
<b>PI 12.</b> Monthly accomplishment report submitted on time.	Prepares monthly accomplishment report submitted on time	Director, Faculty & Staff	Jan-June	Monthly reports are regularly submitted.						
<b>PI 14:</b> Percentage of budget utilization from GAA	Monitors budget utilization	Director, Faculty & Staff	Jan-June	PPMP for annual budget utilization, submitted	Prepared and submitted PRs; Requests for petty cash advances approved and utilized; Requests for acquisitions thru bidding are regularly followed-up					
<b>PI 16.</b> Responses to NCs and CARs issuances		Director, Faculty & Staff	Jan-June							
<i>Percentage of NCs received and acted</i>	Answers and responds to NCs, if any, addressed on time	Director, Faculty & Staff	Jan-June	Daily performance is to it that required QMS processes are complied with.						100% compliant
<i>Percentage of CARs received and acted</i>	Answers and responds to CARs, if any, addressed on time	Director, Faculty & Staff	Jan-June							100% compliant



MAJOR FINAL OUTPUT/ PERFORMANCE INDICATOR	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>PI 10. Additional outputs</b>										
Number of OPCR and IPCR (targets and accomplishments) and exhibit attachments prepared	Prepares IPCR and OPCR targets and accomplishments, including all exhibit attachments of IPCR accomplishments	Director, Faculty & Staff	Jan-June	Submitted IPCR accomplishments of July-Dec 2023; Submitted OPCR & IPCR targets, 2024    Targets are regularly monitored, and accomplished.						
Number of research/extension project and affiliate faculty appointments prepared	Prepares RDE appointment recommendations and requests for affiliates	Director, Faculty & Staff	Jan-June	Prepared RDE appointment recommendations for project/study/component leaders;  Prepared requests for affiliations of faculty to handle subjects, or serve as thesis advisers of graduating BS or MS students of programs offered by the Institute						

Prepared by:



**TEOFANES A. PATINDOL**  
Director, ITEEM