

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

July – December 2016

Name of Faculty Member: MS. ELIZA D. ESPINOSA (Assistant Professor IV)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	30%	2.4	0.72
b. Students (50%)	30%	2.40	0.72
Total for Instruction	60%	4.80	2.88
2. Research			
✓ a. Client/Director for Research (50%)	7.5%	2.5	0.19
b. Department Head/Center Director (50%)	7.5%	2.5	0.19
Total for Research	15%	5	0.75
3. Extension			
✓ a. Client/Director for Extension (50%)	10%	2.5	0.25
b. Department Head/Center Director (50%)	10%	5.02.5	0.25
Total for Extension	20%	5.05	0.75
4. Administrative Support Services	5%	5	0.25
TOTAL	100%		4.88


EQUIVALENT NUMERICAL RATING - 4.88

Add: Additional Points, if any -

TOTAL NUMERICAL RATING - 4.88

ADJECTIVAL RATING - Very Satisfactory


Prepared by:


ELIZA D. ESPINOSA
Name of Faculty

Reviewed by:


HUMBERTO R. MONTES, JR.
Department Head


Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZA D. ESPINOSA, of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY to DECEMBER, 2016.

ELIZA D. ESPINOSA
Ratee

Approved: 
HUMBERTO R. MONTES, JR.
Head of Unit

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 1 - 2: Advanced and Higher Education Services	FTE	Teaches the following courses: SY 2016-17 (1 st Semester) ▪ Undergraduate courses (Lec: Envi. 115; Lec and Lab Envi. 125) ▪ Graduate Course (Lec: TREC 299); (Lec and Lab: TREC 205 and Lec: TREC 209)	4.0	16.75 (6.9) (9.67)	✓	✓	✓	✓	
	Number of Instructional Materials Developed/ Revised and Utilized:								
	▪ New/Revised syllabi	Prepare and revise syllabi of courses handled	1	2	✓	✓	✓	✓	Envi. 115 and Envi. 125 with TOS
	Number of Student Research Advising:								
	▪ Approved manuscript submitted within the prescribed period (SY 2015-16)	BSci. Thesis Adviser	1	0	3.5	3.5	3.5	3.5	In-Progress (Bagaslao)
	▪ Approved thesis outline submitted within the prescribed period (SY 2015-16)	BSci. Thesis Adviser	1	0	3.5	3.5	3.5	3.5	In-Progress (Seno)

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
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	Student Advising and Consultation Services:								
	▪ No. of hours spent for student thesis	Counseling and advising students thesis outline	1 hr.	2 hrs.	✓	✓	✓	✓	2 students
	▪ No. of hours spent for student organizations	Guiding and advising students organization	0.25 mins	5 mins.	✓	✓	✓	✓	1 organization
	▪ No. of organizations advised	Adviser	1	1	✓	✓	✓	✓	HOMES
	▪ No. of student-related activities assisted	Advising	1	1	✓	✓	✓	✓	International Coastal Clean-up
	Number of Academe/ Industry Linkage established:	Technical Expert	1	2	✓	✓	✓	✓	On-going (PASAR & PryceGas)
MFO 3: Research Services	Additional Output:								
	▪ Number of student awards received	Course Adviser/Instructor	1	0	3.5	3.5	3.5	3.5	
Performance Indicator 1:	Number of Research Outputs Submitted:								
	▪ Reports (Quarterly, Annual/Terminal) to OVPRE and GIZ-PAME	Project Leader/Study Leader	2	2 + 1	✓	✓	✓	✓	Terminal Report is for GIZ-PAME Project
		Study Leader	2	2	✓	✓	✓	✓	
		Component Leader	2	2	✓	✓	✓	✓	CRM Report
Performance Indicator 2:	Number of Research Outputs Disseminated or Presented in Fora/ Conferences/Orientation/Council:								
	▪ In Local	Project/Study Output Presenter	1	3	✓	✓	✓	✓	PAMB/LGU Inopacan/LGU Hindang
	▪ In Region	Project Leader/Study Leader	1	1	✓	✓	✓	✓	CDD DENR R08
	Number of Scientific Fora attended:								
	▪ In National	Participant/Co-Paper Presenter	1	2	✓	✓	✓	✓	Presented during FIMFS (Fish and Macroinverts)

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	▪ In Local	Research Paper Presenter	1	1	✓	✓	✓	✓	RDE In-House Review
Performance Indicator 3:	Number of research project conducted	Project Leader	1	1	✓	✓	✓	✓	GIZ-PAME Project
		Study Leader	1	2	✓	✓	✓	✓	PAME and CRM
Performance Indicator 6:	Percentage of research/project proposal approved	Component Study Leader (CHED Project Proposal)	100%	100%	✓	✓	✓	✓	Just recently approved thru DARE TO
Performance Indicator 7:	Amount/Value of Project Fund/ Resources Externally Generated	Project Leader (GIZ-PAME Project Funding)	1.23M Continuing Project Funds	1.23 M (P883,330)	✓	✓	✓	✓	On-going financial liquidation and report for termination of the project
MFO 4: Extension Services									
Performance Indicator 1:	Number of persons-day trained weighted by length of training/workshop: ▪ Institutional	Resource Person/Facilitator	30	120	✓	✓	✓	✓	POs mLGUs bLGUs Bantay Dagat
Performance Indicator 2:	Number of trainings/ seminars/workshops served/conducted by levels: Institutional/Local	Resource Person Facilitator	5	1	✓	✓	✓	✓	Project Review PA Mgnt Plan CLE Training Policy on PA CIPLS Zoning Validation & Public Consultation METT Workshop
				1					
				1					
	% requests for training/seminars responded to within 3 days	Resource Person Facilitator Participant	100%	100%	✓	✓	✓	✓	
	Number of Meetings/ trainings/orientation/fora/summit attended	Convenor/presider/member/ facilitator/participant and Resource Person	4	1	✓	✓	✓	✓	3 rd International River Summit
				5					PAMB meetings
				1					IMFARMC

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
				1					Creation of M & E
	No. of letters/invitations prepared/disseminated to appropriate offices within 5 working days	Signatory Facilitator Invitees	7	17	✓	✓	✓	✓	GIZ-PAME Project concerns
Performance Indicator 3:	Number of mm material produced by type: ▪ PPT presentations	Author	5	6	✓	✓	✓	✓	GIZ-PAME Project Output given to mLGUs, PAMB, GIZ-PAME, DENR-8 and CENRO Baybay
	Number of IEC materials developed/used:	Author Coordinator	1 4	1 4	✓	✓	✓	✓	Seagrass Poster Macroinverts Corals Fishes Avifauna
	Number of permanent signages established in CIPLS Project	Project Leader	16	16	✓	✓	✓	✓	GIZ-PAME Project
Performance Indicator 4:	Number of beneficiaries served	Technical Experts/Adviser	30 continuing services	120	✓	✓	✓	✓	5 th District Coastal Mun., PAMB & LGU-Inopacan, LGU Hindang, POs, PAMB & Boat Service Providers
Performance Indicator 5: Technical Advisory Services	Number of LGUs, NGOs, POs and Councils/Board assisted	Technical Expert and Collaborator	6 (continuing assistance)	9 (continuing assistance)	✓	✓	✓	✓	IMFARMC 5th District, PAMB, ITOURCO ECOFISH, Boat Service Providers LGU-Inopacan, LGU Hindang, bLGU Apid, bLGU Himokilan
	Number of partnerships/	Collaborator/Technical Expert	continuing	continuing					GIZ-PAME; Coastal

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	linkages/resource generated established (e.g. MOAs, MOUs)		partnership or linkage	partnership or linkage					Municipalities 5 th District of Leyte; PASAR
	Number of MPA assisted	Technical Expert/ Collaborator	5	10 (continuing services)	✓	✓	✓	✓	Baybay-Matalom including Protected Areas (CIPLS)
	Number of critical technical support services request facilitation/ coordination:	Technical Expert	2	4 (continuing services)	✓	✓	✓	✓	DENR, LGUs, PAMB, ECOFISH
	% requests for critical tech. services responded to within 3 days	Technical Expert/Evaluator	100%	100%	✓	✓	✓	✓	DENR, LGUs, PAMB, ECOFISH
	% of clients who rated the service as satisfactory or better	Technical Expert/Evaluator	100%	100%	✓	✓	✓	✓	DENR, LGUs, PAMB, ECOFISH, POs, CLE
Performance Indicator 6:	Number of extension projects/components conducted	Project Leader Component Leader Study Leader	1 1 1	1 1 1	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	GIZ-PAME Project CRM CRM
MFO 5: Support to Operation Services									
Performance Indicator 6:	Number of In-house writeshop/reviews conducted/attended	Participant/Presenter	2	2	✓	✓	✓	✓	Project Output (GIZ and CRM)
Performance Indicator 8:	Number of activities organized/attended/assisted/ participated/facilitated	Organizer/Facilitator/Resource Person	4	5	✓	✓	✓	✓	CIPLS Project activities
MFO 6: Administrative Support Services	Number of staff supervised and monitored	Research Assistant	1	1	✓	✓	✓	✓	GIZ-PAME
	Meetings attended: ▪ College and Department ▪ University	Faculty	6	6	✓	✓	✓	✓	CFES, ITEEM (monthly meetings)

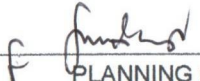
MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISH MENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	Number of applicants evaluated (CFES and ITEEM)	Personnel Committee Member	As the need arises	As the need arises					
	No. of progress reports prepared, retrieved, consolidated & submitted	Project/Study Leader/ CRM Coordinator	6	6 (quarterly + annual + terminal report)	✓	✓	✓	✓	GIZ-PAME CRM PASAR
	No. of office and laboratory equipment purchased	Laboratory Instructor/Faculty							
	No. of college/departments chaired and member	Chairman	2	2	✓	✓	✓	✓	Continuing responsibilities (ITEEM and CFES)
		Member	5	5	✓	✓	✓	✓	
	% of apparatus/equipment maintained	MR (Focal)	100%	100%	✓	✓	✓	✓	GIZ-PAME supplies/ equipment (continuing)
TOTAL OVER-ALL RATING								225	

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISH MENT	RATING				REMARKS
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Average Rating (Total Over-all rating divided by 4)		1.9
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		0.05
FINAL RATING		4.95
ADJECTIVAL RATING		Very Satisfactory


Comments & Recommendations for Development Purpose:

Received by:


PLANNING OFFICE

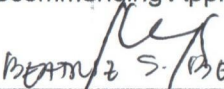
DATE

Calibrated by:


PMT


DATE

Recommending Approval:


BEATRIZ S. DELONIAS
VICE-PRESIDENT

DATE

Approved:


EDGARDO E. TULIN
PRESIDENT

DATE

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