

## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ELIZA D. ESPINOSA

| Program Involvement<br>(1)          | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|-------------------------------------|---|---|--|
| 1. INSTRUCTION                      |   |   |  |
| a. Head/Dean (50%)                  |   | 4.79 x 50% = 2.40                       |  |
| b. Students (50%)                   |   | 4.67 x 50% = 2.34                       |  |
| Total for Instruction               | 40%   | 4.74                                    | 1.90                                       |
| 2. RESEARCH                         |   |   |  |
| a. Client/Dir. for Research (50%)   |   |   |  |
| b. Dept. Head/Center Director (50%) |   |   |  |
| Total for Research                  | 30%   | 4.75                                    | 1.43                                       |
| 3. EXTENSION                        |   |   |  |
| a. Client/Dir. for Extension (50%)  |   |   |  |
| b. Dept Head/Center Director (50%)  |   |   |  |
| Total for Extension                 | 20%   | 5.00                                    | 1.00                                       |
| 4. ADMINISTRATION                   | 10%   | 4.55                                    | 0.46                                       |
| 5. PRODUCTION                       |   |   |  |
| <b>TOTAL</b>                        |   |   | <b>4.79</b>                                |

EQUIVALENT NUMERICAL RATING: 4.79  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.79  
 ADJECTIVAL RATING : Outstanding

**Prepared by:**

  
**ELIZA D. ESPINOSA**  
 Associate Professor III/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 July to October, 2023.

**ELIZA D. ESPINOSA**

RATEE

2/5/2024

Approved:

**DENNIS P. PEQUE**

DEAN, CFES

| MFO No.   | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)   | Tasks Assigned                                 | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(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: | Pursuing advanced research degree program (PhD)*   | Recommends faculty for PhD program             | 2      | On-going              | 4      | 4 | 4 | 4 | Jimmy O. Pogosa taking his PhD Program in Nagoya Japan (1st sem of AY 2023-2024). While MS- ABO reinstated last August 2023  |
|   |   | 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 | 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 |



| MFO No.   | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|--|--|---|--------|-----------------------|--------|---|---|---|--|
|   |  |  |   |        |                       | Q      | E | T | A |  |
|   |  | Producing technologies for commercialization or livelihood improvement             | Technology transfer to adopters and users for commercialization.                                      | 25%    | 100%                  | 5      | 5 | 5 | 5 | Production of Tilapia fingerlings  |
|   |  | Whose research resulted in an extension program                                    | Transfer of matured technology from research to potential adopters and users as part of the extension | 50%    | 100%                  | 5      | 5 | 5 | 5 | Artificial Reef as alternative to Coral Reef   |
| <b>OVPI MFO 2. Graduate Student Management Services</b> |  |  |   |        |                       |        |   |   |   |  |
|   | <b>PI 1:</b> Graduate students enrolled in research degree programs*                 | Percentage of graduate students enrolled in research degree programs*              |   | 100%   | 115.38%               | 5      | 5 | 5 | 5 | 2nd Sem 2022-2023 (15 students enrolled) 1st Sem 2023-2024 (18 students enrolled)                              |
|   | <b>PI 2:</b> Accredited graduate programs*   | Percentage of accredited graduate programs*  | Ensures accreditation of graduate program   | 100%   | 100%                  | 4      | 4 | 4 | 4 | MSTREC (AACUP Level III but to comply mandatory requirements)  |
|   | <b>PI 3:</b> Graduate degree specializations offered and monitored*                  | Number of graduate degree specializations offered and monitored*                   | Monitor graduate degree program offered by the Institute  | 1      | 1                     | 4      | 4 | 4 | 4 | MSTREC Program   |
|   | <b>PI 4:</b> FTE coordinated, implemented & monitored*                               | Actual Faculty's FTE   | Handles courses assigned  | 1.5    | 6.67                  | 5      | 5 | 5 | 5 | TREC/Biol 205; TREC 208 2nd Sem SY 2022-2023/1st Sem SY 2023-2024: 1.88/6.67                                   |
|   |  | Number of INC forms with grade submitted within prescribed period                  | Facilitate the submission of the INC form with grade  | -      |                       |        |   |   |   |  |
|   | <b>PI 5:</b> Increase in number of graduate students enrolled*                       | Percentage increase in number of graduate students enrolled*                       |   | 5%     | 15%                   | 5      | 5 | 5 | 5 | 2nd Sem 2022-2023 (15 students enrolled); 1st Sem 2023-2024 (15 students enrolled)                             |
|   | <b>PI 6:</b> Increase in number of students who graduated within prescribed period * | Percentage increase in number of students who graduated within prescribed period * |   | 10%    | 20%                   | 5      | 5 | 5 | 5 | F. Jose graduated Second semester SY 2022-2023; L. Pelino and E. Katangatang first semester SY 2023-2024       |

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|---------|--|---|---|--------|-----------------------|--------|---|---|---|--|
|         |  |   |   |        |                       | Q      | E | T | A |  |
|         | <b>PI 8:</b> Graduate students advised *                           | <i>Number of graduate students advised as the academic adviser</i>                        | Acts as an academic adviser to graduate students                                    | 1      | 7                     | ✓      | ✓ | ✓ | ✓ | Jose, Sultan, Collander, Anire, Mejica, Nierves, Latoreno  |
|         |  | <i>Number of students advised on thesis as GAC Chairman</i>                               | Advises and corrects research outline and thesis manuscript                         | 1      | 3                     | ✓      | ✓ | ✓ | ✓ | Latoreno, Jose, Maguchu  |
|         |  | <i>Number of students advised on thesis as GAC Member</i>                                 | Advises and corrects research outline and thesis manuscript                         | 1      | 1                     | 4      | 4 | 4 | 4 | Collander  |
|         |  | <i>Number of students entertained for consultation purposes</i>                           | Entertains students seeking consultation with faculty                               | 2      | 68                    | ✓      | ✓ | ✓ | ✓ |  |
|         | <b>PI 9:</b> Instructional materials developed *                   | <b>A5.</b> <i>Number of on-line ready courseware's developed and submitted for review</i> |   |        |                       |        |   |   |   |  |
|         |  | <i>On-line ready courseware</i>   | Prepares Instructional module   | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | TREC/Biol 205; TREC 208  |
|         |  | <i>Flexible instructional materials</i>   | Converts the existing instructional materials into flexible instructional materials | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | TREC/Biol 205; TREC 208  |
|         |  | <i>Supplemental learning resources</i>  | Prepares Power Point presentation, video clips, movie clips, reading assignments    | 1      | 8                     | ✓      | ✓ | ✓ | ✓ | TREC 208 (5 ppt); TREC 205 (3 ppt)   |
|         |  | <i>Assessment tools</i>   | Prepares and design assessment tools to assess the student's learning               | 1      | 4                     | ✓      | ✓ | ✓ | ✓ | 2 recorded ppt; 2 Published articles (related to marine biodiversity)  |
|         | <b>PI 10:</b> Number of virtual classrooms created and operational | <b>A7:</b> <i>Number of virtual classrooms created and operational</i>                    | Creator and Co-creator of virtual classroom using MOODLE                            | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | TREC/Biol 205, TREC 208  |
|         | <b>PI 11:</b> Additional Outputs                                   |   |   | -      | 4                     | ✓      | ✓ | ✓ | ✓ | 1) Two MS TREC students will be part of the EDC biodiversity assessment as supported by MOA signed             |



| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|---------|---------------------------|--------------------------------------|----------------|--------|-----------------------|--------|---|---|---|---|
|         |                           |                                      |                |        |                       | Q      | E | T | A |   |
|         |                           |                                      |                |        |                       |        |   |   |   | between VSU-EDC and UP Diliman (Nierves & Gundemaro)<br>2) Two MS TREC student thesis was funded by the Internationalization project (Eco-SAP) (Loreto & Pelino).<br>3) One MS TREC student thesis funded by DOST and Internationalization Project (TreCH) (Jose)<br>4) One PhD exchange student from the University of Munich (Christopher Klapperich) |

**UMFO 2. HIGHER EDUCATION SERVICES****OVPI UMFO 3. Higher Education Management Services**

|   |  |  |      |       |   |   |   |   |  |
|---|--|--|------|-------|---|---|---|---|--|
| <b>PI 2:</b> Graduates (2 years prior) that are employed*   | Percentage of graduates (2 years prior) that are employed*   | <i>Monitors graduates that are employed</i>  | 20%  | 20%   | 4 | 4 | 4 | 4 |  |
| <b>PI 3:</b> Undergraduate student population enrolled in CHED-identified and RDC-identified priority programs* | Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs* | <i>Ensures undergraduate student population enrolled in CHED-identified and RDC-identified priority programs</i> | 100% | 100%  | 4 | 4 | 4 | 4 | BSEM and BSES Program  |
| <b>PI 4:</b> Undergraduate programs with accreditations*  | Percentage of undergraduate programs with accreditations*  | Ensures accreditation of undergraduate program   | 100% | 100%  | 4 | 4 | 4 | 4 | BSEM (AACUP Level II) BSES (COPC; AACUP Level III but to comply mandatory requirements). Supplemental docs were already submitted. |
| <b>PI 5:</b> Total FTE, coordinated, implemented and monitored *  | Actual Faculty's FTE   | <i>Handles and teaches courses assigned</i>  | 20   | 342.6 | 5 | 5 | 5 | 5 | To include FTE of Part-time Instructors; 2 <sup>nd</sup> Sem 2022-2023 (173.85); 1 <sup>st</sup> Sem 2023-2024 (161.7)             |
|   | Number of grade sheets submitted within prescribed period  | Prepares grade sheet and submits on or before deadline   | 1    | 2     | 5 | 5 | 5 | 5 | Envi 124; 200  |
|   | Number of trainings/workshop attended related to instruction   | Attend mandated trainings/workshop   | -    | 4     | 5 | 5 | 5 | 5 | 1) CFES Curriculum Review Workshop (Aug. 17-18, 2023)  |

| MFO No. | Description of MFO's/PAPs                  | Success/ Performance Indicators (PI)                                 | Tasks Assigned   | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|---------|--|--|--|--------|-----------------------|--------|---|---|---|--|
|         |  |  |  |        |                       | Q      | E | T | A |  |
|         |  |  |  |        |                       |        |   |   |   | 2) OVPA/IEO/IMDO/University Registrar Document Review – via Zoom (Aug. 30, 2023)<br>3) Training Workshop on Curriculum & Instructional Review of the Graduate Degree Program (Aug. 31 – Sept. 1, 2023)<br>4) Third Ceremony on the Launch of VSU's Microsoft 365 Services and Formal Distribution of Smart Classroom Equipment (Sept. 6, 2023) |
|         |  | Number of long and midterm examinations administered and checked     | Administers and checks long examination and midterm exam for subjects taught | 5      | 57                    | ✓      | ✓ | ✓ | ✓ | 2 <sup>nd</sup> Sem 2022-2023 - Envi 124 (30); 1 <sup>st</sup> Sem 2023-2024 – Envi 115n (27)  |
|         |  | Number of learning task, motivation questions administered and check | Prepares and checks learning tasks and motivation questions                  | 5      | 57                    | ✓      | ✓ | ✓ | ✓ | 2 <sup>nd</sup> Sem 2022-2023 - Envi 124 (30); 1 <sup>st</sup> Sem 2023-2024 – Envi 115n (27)  |
|         | <b>PI 8:</b> Number of students advised: * | Number of students advised:  | <i>Acts as academic adviser to students</i>                                  | 14     | 56                    | ✓      | ✓ | ✓ | ✓ |  |
|         |  | <i>Number of students advised on thesis:</i>                         |  |        |                       |        |   |   |   |  |
|         |  | <i>As Thesis Adviser</i>   | Advises, and corrects research outline and thesis/SP manuscript              | 2      | 5                     | ✓      | ✓ | ✓ | ✓ | Cebuala, Lumaad, Pening, Salve, Montajes   |
|         |  | <i>As SRC Chairman</i>   | Advises, and corrects research outline and thesis/SP manuscript              | 1      | 3                     | ✓      | ✓ | ✓ | ✓ | Castañas; Moralda, & Patricio  |
|         |  | <i>As SRC Member</i>   | Advises and corrects research outline and thesis/SP manuscript               | 1      | 1                     | 4      | 4 | 4 | 4 | Sanchez  |



| MFO No.                          | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|----------------------------------|--|---|---|--------|-----------------------|--------|---|---|---|--|
|                                  |  |   |   |        |                       | Q      | E | T | A |  |
|                                  |  | <i>Number of students entertained for consultation purposes</i>   | Entertains students consulting on subject taught, thesis and grades           | 9      | 65                    | ✓      | ✓ | ✓ | ✓ | Academic, Thesis, SRC Advisees, Students under the subjects handled during the 2nd Sem (SY 2022-2023) & 1 <sup>st</sup> Sem (SY 2023-2024)   |
|                                  | <b>PI 10:</b> Number of instructional materials developed *  | <b>A 21:</b> Number of on-line course ware developed and submitted:   |   |        |                       |        |   |   |   |  |
|                                  |  | <i>On-line ready courseware</i>   | <i>Prepares, updates and review Instructional Material (Learning Module)</i>  | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | Envi 124; 115n   |
|                                  |  | <i>Flexible instructional materials</i>   | <i>Prepares and submit instructional materials for review</i>                 | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | Envi 124; 115n   |
|                                  |  | <i>Supplemental learning resources</i>  | <i>Prepares Power Point presentation and provided video clips</i>             | 2      | 27                    | ✓      | ✓ | ✓ | ✓ | 2 <sup>nd</sup> Sem SY 2022-2023 (Envi 124: 6 PPT; 19 Reading Materials); 1 <sup>st</sup> Sem SY 2023-2024 (Envi 115n: 2 PPT)  |
|                                  |  | <i>Assessment tools</i>   | Prepares assessment tools   | 5      | 14                    | ✓      | ✓ | ✓ | ✓ | 2 <sup>nd</sup> Sem SY 2022-2023 (Envi 124: 1 Long Quiz; 2 Long Exams 2 Term Exams; 3 Learning Tasks; 1 Oral Presentation); 1 <sup>st</sup> Sem SY 2023-2024 (Envi 115n: 1 Long Exams & 4 Learning Tasks/Activity) |
|                                  | <b>PI 11:</b> Virtual classrooms created and operationalized   | Number of virtual classrooms created and operationalized  | Create and operationalize virtual classrooms                                  | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | Envi 124; 115n   |
|                                  | <b>PI 12:</b> Additional Outputs:  | <b>A 23:</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor                                      | Review the submit courseware as Chair of TRP                                  | 1      | 2                     | ✓      | ✓ | ✓ | ✓ | Envi 124; 115n   |
| <b>UMFO 3. RESEARCH SERVICES</b> |  |   |   |        |                       |        |   |   |   |  |
|                                  | <b>PI 1.</b> Research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | <b>A27.</b> 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      | 3                     | ✓      | ✓ | ✓ | ✓ | CRM "Artificial Reefs" (LGUs 5th District); PASAR; GHD (Industries)  |

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|----------------------------|--|---|---|--------|-----------------------|--------|---|---|---|---|
|                            |  |   |   |        |                       | Q      | E | T | A |   |
|                            | <b>PI 2.</b> Research outputs completed within the year*   | <b>A 28.</b> Number of research outputs completed within the year *                 | Conducts and completes research project within the year                                       | -      | Continuing            | 4      | 4 | 4 | 4 | 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              |
|                            | <b>PI 5.</b> Research proposals approved*  | Percent of research proposals approved  | Prepares research proposals, submits and follows up its approval for immediate implementation | 50%    | 100%                  | 5      | 5 | 5 | 5 | <i>Continuing:</i> Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); VSU funded (AR's), Research Project Proposal funded by industry (PASAR)  |
|                            | <b>PI6.</b> Additional outputs*  |   | Resource Person   | -      | 3                     | 5      | 5 | 5 | 5 | 1) Lecture on Biodiversity Conservation in the Philippines<br>2) One MOA signed between VSU-EDC and UP Diliman on Biodiversity Assessment of EDC Geothermal Reservation Site in Ormoc<br>3. TWG-AIHR CY 2023 Workshop – IP Projects under Fisheries & Marine Resources & Climate Change, DRRM & Resilience (July 12-13, 2023) |
|                            |  |   | Research Evaluator  |        |                       |        |   |   |   |   |
| UMFO 4. EXTENSION SERVICES |  |   |   |        |                       |        |   |   |   |   |
|                            | <b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders | <b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, | Identifies and links with probable partners for extension activities and                      | 2      | 14                    | 5      | 5 | 5 | 5 | (6) LGUs (5th District, Leyte); (8) PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5th District Representative, PO); PASAR   |



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|---------|--|---|---|--------|-----------------------|--------|---|---|---|---|
|         |  |   |   |        |                       | Q      | E | T | A |   |
|         | as a result of extension activities  | and other stakeholders facilitated and maintained                 | maintains this active partnership                                     |        |                       |        |   |   |   |   |
|         | <b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs | <b>A 38.</b> Number of extension programs/projects implemented    | Implementers duly approved extension projects                         | -      | 2                     | ✓      | ✓ | ✓ | ✓ | 1. CRM Project in the 5 <sup>th</sup> District of Leyte and Selected Coastal Municipalities<br>2. Tilapia hatchery and production   |
|         | <b>PI 5.</b> Rendered technical/ expert services   | <b>A 40.</b> 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              | 2      | 5                     | ✓      | ✓ | ✓ | ✓ | RAs: ISosmena, EEstallo, OCapin, ACabradilla, Lauder  |
|         | <b>PI 8.</b> Percent of extension proposals approved*  | <b>A 41.</b> Extension proposals approved                         | Prepares, submit extension proposals for approval                     | 50%    | 100%                  | ✓      | ✓ | ✓ | ✓ | <i>VSU Funded Extension Project for January to December 2023:</i><br><br>Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University   |
|         | <b>PI 11.</b> Additional outputs:  | Number of meetings attended in connection to extension activities | Attendance to webinar meetings  | 2      | 5                     | ✓      | ✓ | ✓ | ✓ | 1. Attended CIPLS-PAMB Regular Meeting held at CENRO Conference Room, Baybay City, Leyte (Jul 21)<br>2. Attended and conducted 3 <sup>rd</sup> PAMB-TWG meeting held at the Conference Room, Municipal Hall, Inopacan, Leyte (Aug. 31).<br>3. UGMAD Search – Centennial Anniversary Meeting (Aug. 11)<br>4. Extension Projects Meeting at OVPREI (Sept. 25) |

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|---|---|--|--|--------|-----------------------|--------|---|---|---|---|
|   |   |  |  |        |                       | Q      | E | T | A |   |
|   |   | Percentage of good quality brood stock of tilapia as a result of effective hatchery management               | Percentage of tilapia brood stock with good quality for production and distribution                      | 50%    | 100%                  | 5      | 5 | 5 | 5 |   |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>  |   |  |  |        |                       |        |   |   |   |   |
| <b>OVPI MFO 1. Faculty Development Services</b>   |   |  |  |        |                       |        |   |   |   |   |
|   | <b>PI 1.</b> Faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted* | Number of faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted* | Recommend assist faculty for advanced research degree programs   | 1      | 1                     | 4      | 4 | 4 | 4 | JOP has been on official study leave on October 2023 for his PhD program Nagoya Japan, MS- ABO reinstated in August 2023  |
| <b>OVPI MFO 2. Number of seminars/trainings/ conventions/workshops coordinated for entire university*</b> |   |  |  |        |                       |        |   |   |   |   |
|   | <b>PI 2.</b> 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      | 8                     | 5      | 5 | 5 | 5 | 4 Part-time instructors for the 2nd Sem. AY 2022- 2023 and 4 Part-time instructors in the 1st Sem AY 2023-2024<br><br>Conducted teaching demo & screening of part-time applicants. The following were hired as part-time instructors: JGAsombrado, EMNunez, SVParilla, ACMejica, MPWBajan, MJB Raymundo, Foreign GTA, Percy Charles Maguchu |
| <b>OVPI MFO 3. Faculty Evaluation Services</b>  |   |  |  |        |                       |        |   |   |   |   |
|   | <b>PI 3.</b> 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                | -      |                       |        |   |   |   |   |
|   | <b>PI 4.</b> Seminars/ trainings/ conventions/workshops   | Number of seminars/trainings/ conventions/workshops  | Assist in the coordination of seminars/trainings/ conventions/workshops                                  | -      |                       |        |   |   |   |   |



| MFO No.   | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target              | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|---|---|--|---|---------------------|-----------------------|--------|---|---|---|--|
|   |   |  |   |                     |                       | Q      | E | T | A |  |
|   | coordinated outside of the university*  | coordinated outside of the university*   | conducted outside the university  |                     |                       |        |   |   |   |  |
|   | <b>PI 5.</b> 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   | 80%                 | 100%                  | 5      | 5 | 5 | 5 | TPES Department Mean for Academic Year 2022-2023:<br>• 1 <sup>st</sup> Sem – Very Satisfactory (4.04)<br>• 2 <sup>nd</sup> Sem – Very Satisfactory (4.47)                              |
|   | <b>PI 6.</b> In-house seminars/ trainings/ workshops/reviews conducted*   | Number of in-house seminars/trainings/ workshops/reviews conducted*  | Present research and extension outputs during RDE review of the university  | -                   | 1                     | 4      | 4 | 4 | 4 | Annual In-House Review – R&D In-house Review of Program/Project under the Internationalization Program (IP), Gender & Development (G&D) & Higher & Advance Education (Sept. 7-8, 2023) |
| <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |   |  |   |                     |                       |        |   |   |   |  |
|   | <b>PI 8.</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* | <b>A 44.</b> 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 | 100% compliance       | 4      | 4 | 4 | 4 |  |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>         |   |  |   |                     |                       |        |   |   |   |  |
|   | <b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC  | On time submission of PPMP   | Reviews and signs approve PPMPs charged to general and project funds  | On time submission  | submitted on time     | 4      | 4 | 4 | 4 |  |
|   | <b>PI 2.</b> Customer-friendly frontline services   | <b>A 46.</b> Customer-friendly frontline services  | Provides customer friendly frontline services to clients  | 100%                | 100%                  | 4      | 4 | 4 | 4 |  |
|   | <b>PI 3.</b> Coaching sessions among faculty & staff  | <b>A 47.</b> Number of coaching sessions among faculty & staff   | Conducts coaching of faculty and staff  | 3                   | 7                     | 5      | 5 | 5 | 5 |  |



| MFO No. | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target                     | Actual Accomplishment      | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|---------|---|--|---|----------------------------|----------------------------|--------|---|---|---|--|
|         |   |  |   |                            |                            | Q      | E | T | A |  |
|         | <b>PI 4.</b> 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                          | 7                          | 5      | 5 | 5 | 5 |  |
|         | <b>PI 5.</b> Conducting monthly/ special faculty and staff meetings   | Number of meetings conducted   | Conduct ITEEM monthly meeting   | 6                          | 7                          | 5      | 5 | 5 | 5 |  |
|         | <b>PI 6.</b> Activities conducted/ organized, and/or actions performed as committee member/chairperson in support to the attainment of the university's mission | 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  | 1                          | 3                          | 5      | 5 | 5 | 5 | 1) Preparation of Committee Plan for Integration to LUDIP<br>2) Putting up of markers for trash bins at the lower campus<br>3) Proposed increase garbage collection rate in VSU and to outsource the hauling of garbage from VSU to Baybay City Dumpsite |
|         | <b>PI 7.</b> Supervising and monitoring of personnel  | Number of personnel efficiently supervised and monitored   | Efficiently supervised and monitored personnel  | 20                         | 22                         | 5      | 5 | 5 | 5 | TED and AED  |
|         | <b>PI 8.</b> Response to NCs and CARs Issuances   | Percentage of CARs received and acted  | Ensures all CARs received are acted upon and complied   | -                          |                            |        |   |   |   |  |
|         | <b>PI 9.</b> Preparation of documents for processing  | Number of documents reviewed and acted upon  | Meticulously reviews and acts upon documents for processing   | 100+                       | 600+                       | 5      | 5 | 5 | 5 |  |
|         | <b>PI 19.</b> Conducting daily safety and cautious inspection of the office before closing  | 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 | 4      | 4 | 4 | 4 |  |
|         | <b>PI 20.</b> Other activities implementing the new normal due to covid 19  | Number of other virtual or face-to-face meetings attended  | Attendance to various virtual and face-to-face meetings   | 10                         | 22                         | 5      | 5 | 5 | 5 | 1) Attended TWG AIHR CY 2023 – IP Projects under Fisheries and Marine Resources and Climate Change, DRRM and Resilience (July 12-13);  |



| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|---------|---------------------------|--------------------------------------|----------------|--------|-----------------------|--------|---|---|---|---|
|         |                           |                                      |                |        |                       | Q      | E | T | A |   |
|         |                           |                                      |                |        |                       |        |   |   |   | 2) Consultation meeting on GE Courses for AY 2023-2024 (July 14);<br>3) Attended CFES meeting (July 13);<br>4) Attended Graduate School Council Quarterly Meeting (July 19);<br>5) Attendance to QAC Cascading of revised procedure and forms of Handling Interested Parties' Feedback thru virtual meeting (July 21);<br>6) CFES Curriculum Review Workshop (Aug. 17-18);<br>7) UGMAD Search – Centennial Anniversary Meeting at OVPREI (Aug. 11);<br>8) VSUEE VC Concerns on General Education Courses Meeting (Aug. 14);<br>9) Conducted ITEEM Faculty Meeting (Aug. 16);<br>10) Participated the Graduate School on-boarding at RDE Hall (Aug. 29) – afternoon;<br>11) ISO 9001:2015 Awareness and Re-Awareness Seminar – via zoom (Aug. 29) – morning;<br>12) CFES Students on-boarding (Aug. 30) – afternoon;<br>13) Continuation of OVPAA/IEO/IMDO/University Registrar Document Review and other Instruction concerns – via zoom (Aug. 30) – morning;<br>14) Attended Training-Workshop on Curriculum and Instructional Review of the Graduate Degree Program (Aug. 31- Sept. 1);<br>15) Conducted CIPLS, TWG-PAMB meeting held at the SB Session Hall, Inopacan, Leyte (Aug. 4)<br>16) Training – Workshop on Curriculum and Instruction |

| MFO No.              | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|----------------------|---------------------------|--------------------------------------|----------------|--------|-----------------------|--------|---|---|---|--|
|                      |                           |                                      |                |        |                       | Q      | E | T | A |  |
|                      |                           |                                      |                |        |                       |        |   |   |   | <p>Review of Graduate Degree Programs (Sept. 1);</p> <p>17) Attendance to a Third Ceremony on the Launch of VSU's Microsoft 365 Services and Formal Distribution of Smart Classroom Equipment of the VSU RDE Hall (Sept. 6);</p> <p>18) Annual In-house Review – R&amp;D In-house Review of Program/Project under the Internationalization Program (IP), Gender &amp; Development (G&amp;D) and Higher and Advance Education (Sept. 7-8);</p> <p>19) ITTEM Faculty Meeting (Sept. 14);</p> <p>20) ISO Opening Meeting (Sept. 13);</p> <p>21) Attended Extension Projects Meeting held @ OVPREI Breakout Room (Sept. 25);</p> <p>22) Face to Face meeting at the QAC Conference Room re: Preparation of Mandatory Compliance Report and Submission of Compliance Report to AACUP (Oct. 3)</p> |
| TOTAL OVERALL RATING |                           |                                      |                |        |                       |        |   |   |   |  |



|  |       |             |
|--|-------|-------------|
| Average Rating (Total Over-all rating divided by 4)  | 19.06 | 4.77        |
| Additional Points:                                   |       |             |
| Punctuality  |       |             |
| Approved Additional points (with a copy of approval) |       |             |
| FINAL RATING   |       | 4.77        |
| ADJECTIVAL RATING                                    |       | Outstanding |

Comments &amp; Recommendations for Development Purpose:

Continue to lead and inspire  
your junior colleagues.

Evaluated &amp; 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

**"EXHIBIT G"**

**Performance Monitoring and Coaching Journal**

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

|                 |  |
|-----------------|--|
| NAME OF OFFICE  | INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) |
| SUPERVISOR      | DR. DENNIS P. PEQUE  |
| NAME OF FACULTY | ELIZA D. ESPINOSA  |

| ACTIVITY          | MECHANISM  |                           |  |                            | REMARKS   |
|-------------------|------------|---------------------------|--|----------------------------|---|
|                   | MEETING    |                           | MEMO   | OTHERS<br>(Please specify) |   |
|                   | ONE-ON-ONE | GROUP                     |  |                            |   |
| <b>MONITORING</b> |            | January 2023 to June 2023 | OP MC #s 149, 147 & 146, series of 2022. OP MC # 06 & 93, series of 2023 | Email                      | <ul style="list-style-type: none"> <li>Follow up on the data of Semi Annual and Quarterly Report for 2023 for consolidation and submission to the higher offices.</li> <li>Follow up on JO Contract for January to June 2023 and July-December 2023.</li> <li>Follow up on the data on the Annual Report for each faculty for consolidation.</li> </ul> |
|                   |            | March 2023                | OP MC # 44, 03, 08, & 10, series of 2023                                 | Email and group chat       | <ul style="list-style-type: none"> <li>Set deadlines and updates for some outputs to be submitted: <ul style="list-style-type: none"> <li>✧ Course syllabi for 2<sup>nd</sup> Sem. SY 2022-2023 -March 12, 2023</li> <li>✧ TOS for the Midterm Exam and Finals SY 2022-2023 2<sup>nd</sup> Sem.</li> </ul> </li> </ul>                                  |
|                   |            | March 2023                | OPVAF Memo # 01, series of 2023  | Email and group chat       | Follow up on the submission of Indicative PPMP 2024   |
|                   |            | May 2023 to June 2023     | OVPAAs Advisories  | Email and group chat       | Advice to make necessary preparations on the documents needed for CHED Visit  |
|                   |            | January 2023 to June 2023 |  | Notice of Meeting          | Follow up for the Annual Report & RDE Semi - Annual Accomplishment Report, data for IPCR and OPCR   |



|          |                           |                           |  |  |  |
|----------|---------------------------|---------------------------|--|--|--|
|          | January 2023 to June 2023 |                           |  | Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings /workshops | <ul style="list-style-type: none"> <li>Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials &amp; course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations and approves manuscripts.</li> <li>Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops</li> </ul> |
| COACHING |                           | January 2023 to June 2023 |  | Notice of Meeting/Email  | Reminded to attend CFES Faculty Meeting regularly  |
|          |                           | March 2023                |  | Email  | Advice to participate in the programs arranged by the college for students and faculty affairs.  |
|          |                           | January 2023              |  | Notice of Meeting  | <ul style="list-style-type: none"> <li>Cascading of OVPAA SWOT, OTP, ROAM, NEIP &amp; WFP for 2022</li> <li>Cascading of ISO Procedure Manuals</li> </ul>  |


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

Vice-President for Academic Affairs



"EXHIBIT I"

## 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"> <li>Teaches assigned subjects for MTREC and BSES programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>   | Well-educated and well-trained students  | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 2.       | <ul style="list-style-type: none"> <li>Serves as the academic adviser for MSTREC &amp; BSES students;</li> <li>Serves as an adviser, chairman, and member for MSTREC &amp; BSES including BSEM (old curriculum) students' graduate &amp; undergraduate thesis; and</li> <li>Guides, advises and corrects students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>   | Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication   | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 3.       | <ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems sets, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul> | Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system | July 2023     | December 2023               | October 31, 2023         | 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 |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 4.       | <ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as project and study leader of several research projects of the Institute;</li> <li>Acts as a peer reviewer of journal articles/scientific papers, review the paper received and returns duly reviewed paper; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>  | Research implemented, presented in scientific fora/ conferences, and publishable papers were written   | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 5.       | <ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Prepares and submits extension project proposals and follow up its approval for immediate implementation;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension-related activities and other outputs to implement the new normal; and</li> <li>Provides quality and relevant training and offers advisory for technical and expert services requested by beneficiaries for extension services.</li> </ul> | MOUs/MOAs drafted & ratified and extension projects implemented  | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 6.       | <ul style="list-style-type: none"> <li>Performs as the Director of the ITEEM;</li> <li>Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute;</li> <li>Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and</li> <li>Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools.</li> </ul>  | Efficiently managed, administered, and governed the ITEEM office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015 | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 7.       | <ul style="list-style-type: none"> <li>Provides customer-friendly frontline services to clients;</li> </ul>   | Clients' outstanding evaluation of their   | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |

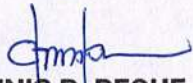


| Task No. | Task Description  | Expected Output   | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|---|---|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
|          | <ul style="list-style-type: none"> <li>Initiates/introduces improvements in performing functions resulting in best practice; and</li> <li>Designs administration/management-related activities and other outputs to implement the new normal</li> </ul>               | satisfaction on the request provided by the Institute                                 |               |                             |                          |                    |                                 |                         |
| 8.       | <ul style="list-style-type: none"> <li>Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the ITEEM.</li> </ul>  | Conducted monthly meetings and updated activities of the AED and TED of the Institute | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 9.       | <ul style="list-style-type: none"> <li>Supervises and mentors' administrative staff and JO workers in implementing administrative, research and extension activities of the Institute</li> </ul>  | Well-organized activities and well-developed staff                                    | July 2023     | December 2023               | October 31, 2023         | Very impressive!   | Outstanding                     |                         |
| 10.      | <ul style="list-style-type: none"> <li>Serves as chairman and/or member of several academic and related administrative committees of the university, college, and the institute; and</li> <li>Serves as a member of the VSU Federated Faculty Association.</li> </ul> | Affiliated and involvement in the University-wide activities                          | July 2023     | December 2023               | October 31, 2023         | 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



## **Employee Development Plan**

|                    |  |
|--------------------|--|
| NAME OF EMPLOYEE   | ELIZA D. ESPINOSA  |
| PERFORMANCE RATING | 4.86 Outstanding - January to June 2023  |
| 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 2023

Target Date: March 2023

First Step:

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

Result:

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

Date: April 2023

Target Date: June 2023

Next Step:

Apply the leadership strategy learned from the seminar

Outcome:

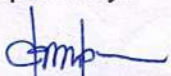
Dr. Espinosa was able to face the challenges she has faced as director of ITEEM. In fact, she was able to shine and receive an extensionist award despite her busy schedule.

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



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

**Second Semester SY 2022-2023**

Name of faculty: ESPINOSA, ELIZA D.

Department: Institute of Tropical Ecology & Environmental Mgt

College: College of Forestry and Environmental Science

| Course No. &<br>Descriptive Title |                                      | Lab/<br>Lec | RATING      |                    | % Evaluation<br>Rating |
|-----------------------------------|--------------------------------------|-------------|-------------|--------------------|------------------------|
|                                   |                                      |             | Num.        | Adjec.             |                        |
| Envi 124                          | ENVIRONMENTAL IMPACT ASSESSMENT      | LEC         | 4.00        | Very Satisfactory  | 80.0%                  |
| TREC205                           | BIO-DIVERSITY OF TROPICAL ECOSYSTEMS | LEC         | 5.00        | Outstanding        | 100.0%                 |
| TREC205                           | BIO-DIVERSITY OF TROPICAL ECOSYSTEMS | LAB         | 5.00        | Outstanding        | 100.0%                 |
| <b>Average Rating</b>             |                                      |             | <b>4.67</b> | <b>Outstanding</b> |                        |

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: September 28, 2023

Attested by:

MA RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: September 28, 2023

Received by:

ESPINOSA, ELIZA D.

Name and Signature of Faculty

Date: 10/27/23

Distribution of copies: ODIE, College, Department, Faculty