

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		4.83 x .50 = 2.42	
b. Students (50%)		4.30 x .50 = 2.15	
<b>Total for Instruction</b>	50%	4.57	2.29
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	15%	5	0.75
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	15%	4.56	0.68
<b>4. Administration</b>	20%	4.91	0.98
<b>5. Production</b>			
<b>TOTAL</b>			4.7

EQUIVALENT NUMERICAL RATING:

4.70

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.70

ADJECTIVAL RATING:

Outstanding

Prepared by:

ANATOLIO N. POLINAR  
Name of Faculty

Reviewed by:

DENNIS P. PEQUE  
Department Head 7/9/12

Recommending Approval:

DENNIS P. PEQUE  
Dean

Approved:

BEATRIZ S. BELONIAS  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF Forest Science commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2022

Approved:

**ANATOLIO N. POLINAR**

Ratee

Date:

**ANATOLIO N. POLINAR**

Department Head

Date:

**DENNIS P. PEQUE**

College Dean

Date: 7/14/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FITE	Handles subjects/courses assigned	0						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	1/1 (100%)	4	4	4	4	Diaz
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1(100%)	4	4	4	4	Diaz
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	3	4/3(133%)	5	5	5	5	Suyom, Soria, Sabejon, Pelino
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	8/4(200%)	5	5	5	5	Suyom, Soria, Sabejon, Pelino, Bernaldez, Llano, Wales, Espeion
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	0						



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0						
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	0						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0						
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	8	26.90 32.7/8(421.25%)	5	5	5	5	FSci 112 and FGov 136
		A10. Number of grade-sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	7/2(350%)	5	5	5	5	FSci 112, FGov 136, Fory 200A, Fory 200
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within	2	3/2(150%)	5	5	5	5	Dequito, Mediano, Lariba
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4/1(400%)	5	5	5	5	Orientation of Academic advisers, Gender fair Education webinar, Orientation of Office functions, Turnitin
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	10/8(125%)	5	5	5	5	FSci 112, FGov 136
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	5/4(125%)	5	5	5	5	FSci 112, FGov 136

		<b>A15.</b> Number of lab reports and term papers checked and graded	Check lab reports and term papers submitted as required	6	31/6(516%)	5	5	5	5	FSci 112, FGov 136
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	10	20/10(200%)	5	5	5	5	Forestry Students (1st -4th year)
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		3	9/3 (300%)	5	5	5	5	Permangel, Gales, Gervacio, Sudaria, Betita, Mediano, Nino, Caballes, Decena
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	4/2(200%)	5	5	5	5	Permangel, Gales, Gervacio, Sudaria
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5/2(250%)	5	5	5	5	Rubas, Caballes, Pamanian, De Paz, Tayum
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	98/25(392%)	5	5	5	5	FSci 112, FGov 136, Fory 200A, Fory 200
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USDO	1	1/1(100%)	4	4	4	4	Forestry Student Society (FSS)
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1/1(100%)	4	4	4	4	Forestry Student Society (FSS)
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4/2(200%)	5	5	5	5	FSci 112, FGov 136
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15/10(150%)	5	5	5	5	FSci 112, FGov 136
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	11/4(275%)	5	5	5	5	FSci 112, FGov 136
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	0						
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4/2(200%)	5	5	5	5	FSci 112, FGov 136



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	3/1(300%)	5	5	5	5	ISO, Institutional and AACCUP evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3/1(300%)	5	5	5	5	LRP, DENR, PMPI
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of 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	3/1 (300%)	5	5	5	5	Bamboo researches, Tree species selection
	<b>PI 2.</b> Number of 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	0						
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1(100%)	5	5	5	5	Article readyfor submission to PSSN
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	1/1(100%)	5	5	5	5	Article for submission t
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in sciemic for a/conferences	0						
		In int'l fora/conferences		0						
		In nat'l/regional fora/conferences		0						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
<b>UMFO 4. EXTENSION SERVICES</b>										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	6/1(600%)	5	5	5	5	DENR, PO's, LRP, PMF
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	1/1 (100%)	4	4	4	4	POs in Northern Cebu
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1/1(100%)	4	4	4	4	ACIAR Cross Visits
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	1	100%	4	4	4	4	POs in Northern Cebu
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	3/1(300%)	5	5	5	5	PO's in Region 7 and 8
	Research Mentoring	Research Mentor		1	4/1(400%)	5	5	5	5	Forestry students
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						
	Resource Persons	Resource Persons		1	1/1(100%)	4	4	4	4	Forestry students



	Convenor/Organizer	Convenor/Organizer/Facilitator	Provide technical support to Partner peoples organizations in Regions 6,	1	3/1(300%)	5	5	5	5	Meetings with POs; Cross visits in Northern Cebu
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
			Number of farmers/PO members and officers communicated/advised	20	50/20(250%)	5	5	5	5	NAGMATA, BTFAI and HIMASACA PO's in Northern Cebu
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<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 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/her functions as faculty member	0	zero non-conformity	5	5	5	5	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	0	100% compliant	5	5	5	5	
		On program accreditations		1	2/1 (200%)	5	5	5	5	BSF and MSF Program
		On institutional accreditations		1	1/1 (100%)	4	4	4	4	VSU
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>				0						
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint	5	5	5	5	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1/1(100%)	5	5	5	5	Conduct of regular consultations /communications with staff

		<b>A 4B.</b> Other outputs implementing the new normal due to covid 19	Design, administration/management related activities and other outputs to implement new normal							
		Number of Meetings Attended	CFES	2	4/2 (200%)	5	5	5	5	Regular and emergency meetings
			DFS	4	6/4(150%)	5	5	5	5	Regular and emergency meetings
			Committee	2	3/2(150%)	5	5	5	5	Forest conservation,, Socio-cultural
			University	1	6/1(600%)	5	5	5	5	Energy conservation, Tree Mat. Committee.
			Project	2	5/2(250%)	5	5	5	5	ACIAR and BIO CAMP Project
	<b>Total Over-all Rating</b>							2.26		Submit to MMDC for editing the online courseware made for instructional purposes
	<b>Average Rating</b>							4.81		
	<b>Adjectival Rating</b>							Outstanding		

Evaluated & Rated by:

DENNIS P. PEQUE

Dean, CFES

Date:

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date: 7/11/2020

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: ANATOLIO N. POLINAR

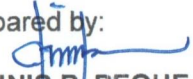
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Submit more publications

	report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Attentively attended virtual meetings

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

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

Prepared by:

  
**DENNIS P. PEQUE**  
 Dean, CFES



**"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>	

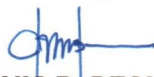
NAME OF OFFICE	DEPARTMENT OF FOREST SCIENCE
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF FACULTY	<b>DR. ANATOLIO N. POLINAR</b>

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

		March 2022	OP MC # 23 series of 2022	Email and group chat	<ul style="list-style-type: none"> <li>Ask an update regarding the preparation of documents in relation to the conduct of ISO Surveillance Audit</li> </ul>
		March 2022		Notice of Meeting	CHED Monitoring of Flexible Learning Modalities
		April 2022		Notice of Meeting	Follow up for the Annual Report & RDE Semi-Annual Accomplishment Report
	January to June 2022			Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings/workshops	<ul style="list-style-type: none"> <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>
<b>COACHING</b>		January 2022		Notice of Meeting/Email	Reminded to attend CFES Regular Meeting regularly
		February 2022		Email	Organize and facilitate a program for CFES Students Onboarding
		March 2022		Notice of Meeting	Brainstorming on Corrective Action of CAR-22-097 regarding late submission of IPCR and OPCR.
		April 2022		Notice of Meeting	<ul style="list-style-type: none"> <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**  
 VP for Academic Affairs



## Employee Development Plan

NAME OF EMPLOYEE	ANATOLIO N. POLINAR
PERFORMANCE RATING	4.70 (Outstanding) – January to June 2022
AIM	To improve leadership capability as Head of the Department Head of Forest Science

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

Date: January 2022

Target Date: March 2022

First Step:

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

Result:

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

Date: April 2022

Target Date: June 2022

Next Step:

Apply the leadership strategy learned from the seminar

Outcome:

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

Final Step/Recommendation:

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

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES

Conformé:

  
**ANATOLIO N. POLINAR**  
Ratee