

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

NAME OF FACULTY MEMBER: MARLITO M. BANDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (100%)		4.92 x 50% = 2.46	
b. Students		4.75 x 50% = 2.38	
Total for Instruction	40%	4.84	1.93
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
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%	5.00	0.50
5. PRODUCTION			
<b>TOTAL</b>			<b>4.93</b>

EQUIVALENT NUMERICAL RATING: 4.93  
*Add.* Additional Points, if any :                       
 TOTAL NUMERICAL RATING : 4.93  
 ADJECTIVAL RATING : OUTSTANDING

*Prepared by.*

  
**MARLITO M. BANDE**  
 Associate Professor IV  
 ITEEM

*Reviewed by.*

  
**ELIZA D. ESPINOSA**  
 Director, ITEEM

*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, MARLITO M. BANDE, *Associate Professor IV* 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 December, 2021.

**MARLITO M. BANDE**

RATEE

**Approved:**

**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

**DENNIS P. PEQUE**

DEAN, CFES

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	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Graduate school faculty engaged in research work	Percentage of graduate school faculty engaged in research work applied in any of the following:								
		Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Conducts basic and applied scientific research	25%	100%	5	5	5	5	
		Producing technologies for commercialization or livelihood improvement	Technology transfer to adopters and users for commercialization	25%	100%	5	5	5	5	Propagation of native forest seedlings

4-92



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	
		<i>Whose research resulted in an extension program</i>	Transfer of matured technology from research to potential adopters and users as part of the extension	50%	100%	5	5	5	5	Rainforestation Technology
<b>OVPI MFO 2. Graduate Student Management Services</b>										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects assigned	-	1.94	5	5	5	5	TREC 209, TREC 208, TREC 299, TREC 206
		Number of INC and deferred grades submitted within prescribed period		-	1	5	5	5	5	TREC299
	<b>PI 8:</b> Number of graduate students advised*	Number of students advised	Acts as academic adviser to graduate students	2	9	5	5	5	5	Fernandez, Albarico, Latoreno, Mayo, Florentino, Loreto, Madera, Escasinas, Tulin
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	1	4	5	5	5	5	Albarico, Isaac, Fernandez, Tulin
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	1	3	5	5	4	1.67	Tuisen, Hijada; Bernaldez
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	10	4	4	4	4	Fernandez, Albarico, Tulin, Mayo, Florentino, Latoreno, Madera, Escasinas, Isaac, Hijada
	<b>PI 9:</b> Number of instructional materials developed*	Number of on-line ready courseware developed and submitted for review:								
		<i>On-line ready courseware</i>	Prepares Instructional module	1	4	5	5	5	5	TREC 208, 209 Lec, TREC 299, TREC 206
		<i>Flexible instructional materials</i>	Prepares and submits instructional module for review	1	4	5	5	5	5	TREC 208, 209 Lec, TREC 299, TREC 206

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						Q	E	T	A	
		Supplemental learning resources	Prepares Power Point presentation, and references on course taught	1	30	5	5	5	5	7 ppt; 20 references; 3 recordings
		Assessment tools	Prepares assessment tools for assessing student's learning	-	3	5	5	5	5	oral exam, poster, oral presentation
	PI 10. Number of virtual classrooms created and operationalized	Number of online ready courseware developed and operationalized	Creator of virtual classroom using Google Classroom	1	4	5	5	5	5	TREC 206, TREC 208, TREC 209, TREC 299

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

	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	Handles and teaches courses assigned	1	22.2	5	5	5	5	Envi 116n (Lec): 3.45 AgEx 153 (Lec&Lab): 4.25 Envi113n: 9.5 Envi121n (Lec&Lab): 5
		Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	2	5	5	4	4.67	Envi 116n
		Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	54	5	5	5	5	<b>2nd sem 2020-2021</b> Envi 116n (54) - 1 long exam, 1 Final exam for 27 students  <b>1st sem 2021-2022</b> Envi 121n (40) 1 long exam, 1 Midterm Exam for 20 students; Envi 113n (94) 1 long exam and 1 Midterm exam for 47 students; AgEx 153 (34) 1 long exam and 1 midterm exam for 17 students



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						Q	E	T	A	
		Number of assessment (quizzes/e-tivity, write-up), learning task, and motivation questions administered and checked	Prepares, administers and checks assessment (quizzes/e-tivity, write-up), learning task, and motivation questions	10	162	5	5	5	5	Envi 116n (162): 2 LT, 4 MQ for 27 students
		Number of learning task and motivation question administered and checked	Prepares and checks learning tasks and motivation questions	10	162	5	5	5	5	Envi 116n - 2 LT, 4 MQ for 27 students
	<b>PI 8:</b> Number of students advised: *	Number of students advised:								
		As Academic Adviser	Acts as Academic Adviser to students	20	42	5	5	5	5	2nd Sem, SY 2020-2021 & 1st Sem SY 2021-2022
		As Thesis Adviser	Advises, and corrects research outline and thesis manuscript	1	5	5	5	5	5	JAsombrado, DBillona, CCamarines, DCanabe, ADonaire
		As SRC Chairman	Advises, and corrects research outline and thesis manuscript	4	5	5	5	5	5	KMVeloso, Gavan, Valida, Flores, Lee
		As SRC Member	Advises and corrects research outline and thesis manuscript	-	1	5	5	5	5	Cinto
		Number of approved manuscript submitted within prescribed period	Reviews and approves thesis manuscript	-	-					The university did not allow graduating students to conduct their thesis due to pandemic.
		On consultation	Entertains students consulting on subject taught, thesis and grades	2	109	4	4	4	4	Academic advisees during enrollment thesis advisees, thesis SRC committee and students under the subjects handled during the 2nd Sem, SY 2020-2021 & 1st Sem SY 2021-2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	<b>PI 10:</b> Number of instructional materials developed *	Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	<i>Review the Instructional module submitted by faculty members</i>	-	5	5	5	5	5	Envi 11, Envi 116n, Envi 121n, Envi 113n, AgEx 153
		<i>Flexible instructional materials</i>	<i>Prepares and submit for review the Instructional Material (Learning Module)</i>	-	1	5	5	5	5	Envi 11 (Updated every semester)
		Supplemental learning resources	<i>Provided Power Point presentation for the subjects taught</i>	1	31	5	5	5	5	<b>Envi 121n (9):</b> 5 ppt & 4 recorded lectures; <b>Envi 113n (13):</b> 7 ppt & 6 recorded lectures; <b>AgEX 153 (9):</b> 5 ppt & 4 recorded lectures
		Assessment tools	<i>Prepares assessment tools used to assess the students' learning</i>	-	7	5	5	5	5	Envi 116n; Envi 121n; Envi 113n - Long and Term Exams AgEx 153 - Long and Term Exams
	<b>PI 11:</b> Number of virtual classrooms created and operationalized	Number of online ready courseware developed and operationalized	Creator and co-creator of virtual classroom using MODDLE (VSUEE) and Google Classroom	-	5	5	5	5	5	Creator: Envi 116n, Envi 113n, Envi121n, AgEx153  Co-creator: Envi 11
	<b>PI12:</b> Additional Outputs	<i>Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</i>	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	4	5	5	5	5	Envi 11, Envi 113n, Envi 116n, Envi 121n
<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 *	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	1	5	5	5	5	Rainforestation and Nursery Establishment (KALAH-CIDSS and EDC)



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	
	<b>PI 2.</b> Number of research outputs completed within the year *	Number of research outputs completed within the year *	Conducts and completes research project within the year	1	Research continuing	5	5	5	5	Development of a Rainforestation Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal-Infected Dipterocarp Seedlings Planted in Marginal Upland of Inopacan. Leyte; Assessment and monitoring of RF demo farm adopter's sites
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Percentage of research outputs published in refereed national/regional journals	Writes publishable materials out of research outputs and submits for publication	-	3	5	5	5	5	<p><b>TK, BF, MK, ID, HS, EET, SN, MMB, LK:</b> In Vitro Selective Antibacterial and Antiproliferative Effects of Ethanolic Extracts from Cambodian and Philippine Plants Used in Folk Medicine for Diarrhea Treatment</p> <p><b>KNF, MMB:</b> Growth Performance of <i>Trema orientalis</i> L. (Blume) Ulm. Seedlings in Response to Mineral Nutrient Omission</p> <p><b>LCC, JOP, SBL, MMB:</b> Conservation and Ecological Threats of Agarwood (<i>Aquilaria</i> sp.) on Leyte Island, Philippines</p>

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						Q	E	T	A	
	PI 4. Number of research outputs presented in regional/national/ int'l fora/ conferences	Number of research outputs presented in <i>international fora/conferences</i>	Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences	1	4	5	5	5	5	<p>Philippine Native Plants Conservation Society Inc. 6th International Symposium: Saving the Plants that Save Us: Conservation of Native Flora Amidst Calamities (ONLINE)</p> <p>KNF, RBA, JOP, <b>MMB</b>: Morphological and Physiological Performance of Early Successional Tree Species Seedlings in Response to Mineral Nutrient Omission</p> <p>GCF, <b>MMB</b>, EPM: Race Against Time: Saving the Endangered Aquilaria Tree Species from Extinction in One of Leyte's Remaining Dipterocarp Rainforest</p> <p>SJMC, <b>MMB</b>: Socio-ecological Analysis of Forest Landscape Restoration and Conservation: The Case of Cienda- San Vicente Farmers Association</p>
		<i>In national/regional fora/ conferences</i>	Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences	-	9	5	5	5	5	<p>National Conference on Agriculture, Fisheries and Forestry (Northeastern Mindanao State University) (ONLINE)</p> <p><b>MMB</b>, JOP, ABO, GCF, EBS: Development of a Climate- Smart Agroecological Production System and Forest Restoration</p>



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						Q	E	T	A	
										<p>Initiatives of KALAH-I-CIDSS Program in Cabucgayan Biliran</p> <p>KJGL, JOP, ABO, LPL, KDG, <b>MMB</b>: Capability Building of the marginalized Farmers Vulnerable to Climate Change and On- Farm Induced Disasters: The Case of Yolanda Rehabilitation and Reconstruction Program of the Visayas State University</p> <p>JOP, <b>MMB</b>, VBA, BS, MDC, RM: Productivity and Sustainability of Coconut Production and Husk Utilization in the Philippines: Productivity and Socio-Economic Characteristics of Coconut Farmers</p> <p>GCF, <b>MMB</b>: Multiparty Rainforestation Adaptation as a Pathway for Forest Landscape Restoration and Conservation: The Pilar, Camotes, Cebu Experience</p> <p>ABO, JOP, FMA, KJGL, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, <b>MMB</b>: Mainstreaming Rainforestation Technology in the Philippines</p> <p>SJMC, VAE, DJN, AOC, KJGL, ABO, JOP, KDG, OBB, RMFO,</p>

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	
										LPL, FMA, <b>MMB</b> : School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic
	<b>PI 5.</b> Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	100%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP); VSU funded Research, ELTI funded Research
	<b>PI 6.</b> Additional outputs*	Other outputs implementing the new normal	Participates in national and international fora/ conferences	1	2	5	5	5	5	<p><b>Best Research Paper Award (Forestry Track)</b> on the research presented during the <i>National Conference on Agriculture, Fisheries, and Forestry</i> (NCAFF) 2021 at Northeastern Mindanao State University from November 4-5, 2021 (ONLINE)</p> <p><b>Second Place:</b> SJMC, VAE, DJN, AOC, KJGL, ABO, JOP, KDG, OBB, RMFO, LPL, FMA, MMB</p> <p>School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic</p> <p><b>Third Place:</b> ABO, JOP, FMA, KJGL, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, MMB</p>



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						Q	E	T	A	
										Mainstreaming Rainforestation Technology in the Philippines
		Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	1	J	J	J	J	MMB: Biodiversitas, Journal of Biological Diversity: The Habitat Distribution of Native Trees in Cebu Island Key Biodiversity Areas: Indicator for Species- Site Suitability in Local Reforestation Programs
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	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	10	J	J	J	J	EDC, LGU (Barugo, Alangalang, Sta Fe, San Miguel, San Isidro, Calubian, Villaba)  VSU Internationalization Program: LGU (Abuyog, Baybay)
	<b>PI 2.</b> Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	30	J	J	J	J	Webinar: Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University

5.00

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	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number of extension programs/projects implemented	Implements duly approved extension projects	2	3	5	5	5	5	<p>Rainforestation Adopters Farm Cross visits in Barangay Kambonggan and Marcos on August 07, 2021 by the participants of the "Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines"</p> <p>Closing Program of School on the Air (SOA) on Rainforestation Farming DYBK-FM (Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima) in the municipalities of Mahaplag, Abuyog and Javier, Leyte</p> <p>Community consultation on "Ecological and Conservation on Sustainable Agarwood Production" (ECo-SAP);</p>
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	80%	100%	5	5	5	5	<p>"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University</p>
	<b>PI 5.</b> Number of technical/ expert services	Number of technical/ expert services as/in:	Provides the technical and expert services requested by beneficiaries							



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						Q	E	T	A	
		<i>Research Mentoring</i>	Mentor junior researchers in the Terrestrial Ecosystems Division	1	10	5	5	5	5	<b>Terrestrial Ecosystems Division:</b> Faculty: JOPogosa, ABORias, KJGLongatang Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentiono, OBaldos
		<i>Peer reviewers/ Panelists</i>	Act as peer reviewer	1	1	5	5	5	5	Biodiversitas, Journal of Biological Diversity
		<i>Resource Persons</i>	Act as resource person	1	1	5	5	5	5	<i>"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University"</i>  <b>Climate-Smart Agroecological Farm Management</b>
		<i>Convenor/Organizer</i>	Spearhead and/or provide assistance in the preparation and implementation of events	-	3	5	5	5	5	Closing Program of School-in-the-Air; Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines, Agroforestry and On- Farm Restoration Practices
	<b>PI 8.</b> Percent of extension proposals approved*	Percentage of extension proposals prepared submitted and approved	Prepares extension proposals, submits and follows up its approval for immediate implementation	-	100%	5	5	5	5	Development of a Rainforestation Research and Training Site to Scale-up Forest Restoration initiatives in Climate Change Vulnerable Marginal

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						Q	E	T	A	
										Uplands in Inopacan, Leyte (3 studies) NRM P1719-3; Mainstreaming Rainforestation to Technology and Monitoring of RF Adapter's Farm NR TSP 016; Natural Resources Management-based Extension Project (VSU Nature park) Phase II: Development Physical Land-Use and Resource Map and Empowerment of Local Stakeholders through Capability Building (Nature Park); Development of Province Wide Learning Site on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran
	<b>PI 11.</b> Additional outputs *	Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation; Conduct of webinar	-	2	5	5	5	5	Development of materials for on-line training on Rainforestation; Conduct of webinar
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	Additional Outputs	Attendance to webinar meeting	Attend to online trainings/seminars	-	2	5	5	5	5	Challenging the Change; Mitigating the Impact of Climate Change on Food Security and Livelihoods in the Philippines. Sponsored by World Food Program on November 12, 2021.



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						Q	E	T	A	
										"Advancing Automated Forest Restoration (AFR)"; A Networking Mini-Workshop to Support Research Students and Early Career Scientists on September 04, 2021. (ONLINE). Supported by Chiang Mai University, Thailand
<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	<b>PI 4.</b> Number of seminars/ trainings/conventions/ workshops coordinated outside of the university*	Number of seminars/ trainings/conventions/ workshops conducted outside of the university	Assist in the coordination of seminars/trainings/conventions/workshops conducted outside the University	1	-					No F2F seminar/ convention allowed due to pandemic.
	<b>PI 5.</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of faculty evaluation	Reminds and follow-up students for the faculty evaluation	50%	100%	5	5	5	5	Result is based on the student's evaluation report for the 2 <sup>nd</sup> semester AY 2020 – 2021 received just this Jan. 18, 2022.
	<b>PI 6.</b> Number of in-house seminars/ trainings/ workshops/reviews conducted*	Number of extension and research outputs presented during the university RDE in-house review	Prepares, presents research and extension outputs during RDE review	-	3	5	5	5	5	Mainstreaming Rainforestation Technology in the Philippines and Long- Term Monitoring of RF Adopters Farm; Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders Through Capacity Building, Relocation Survey of VSU's Agricultural reservation and Development of Physical Land-use and Resource Map; Training on Climate Change and Disaster Risk Reduction and Management (YRRP)

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						Q	E	T	A	
OVPI MFO 4. Program and Institutional Accreditation Services										
	<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*	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	zero non-conformity	zero non-conformity	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)										
	<b>PI 2.</b> Zero percent complaint from clients served	Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Number of planning sessions, tracking and monitoring of targets, etc. conducted	Participate in the Institute's planning sessions, tracking and monitoring of targets	-	8	5	5	5	5	
	<b>PI 5.</b> Number of monthly/ special faculty & staff meetings conducted/ attended*	Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	-	8	5	5	5	5	
	<b>PI 6:</b> Additional Outputs	Number of activities participated as committee members in support to the attainment of the university's mission	Attendance to university events	-	2	5	5	5	5	Training on Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines;  Cross site visits on Rainforestation Adopters Farm



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						Q	E	T	A	
		Remote RQAT Evaluation	Facilitate and prepares documents for Area F.9 (Laboratory and other facilities) during RQAT evaluation of MS TREC program of the institute	-	1	5	5	5	5	MS TREC Regional Quality Assessment Team (RQAT) evaluation
		Responding to the onslaught of the super typhoon Odette	Evaluate and assess the damages caused by the Typhoon Odette on the affected ITEEM faculty and staff; facilitate and conduct clearing and cleaning operations of the ITEEM research and instruction facilities, and relief distribution to students and their families affected by the typhoon.			5	5	5	5	The following were facilitated and conducted: 1. Clearing operation at the ITEEM grounds on Dec. 20 – 23; 2. Relief distribution operation to Southern Leyte on Dec. 29 – 30; 3. Evaluation and assessment on the damages caused by the typhoon on the affected ITEEM faculty and staff; submitted a request (and was approved) for lumber from trees toppled down to aid the affected personnel, at least to defray some cost needed for the repairs.
Total Over-all Rating						4.98	4.98	4.98	4.98	

Average Rating (Total Overall rating divided by 4)	19.72	4.98
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:

*Excellent in all aspect!*

Evaluated &amp; rated by:

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

  
 DATE

Recommending Approval:

  
**DENNIS P. PEQUE**

DEAN, CFES

  
 DATE

Approved:

  
**BEATRIZ S. BELONIAS**
VICE-PRESIDENT FOR ACADEMIC  
AFFAIRS
  
 DATE

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



## Performance Monitoring Form

NAME OF EMPLOYEE: MARLITO M. BANDE

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;</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	July 1, 2021	December 31, 2021	December 31, 2021	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, advise &amp; correct 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 1, 2021	December 31, 2021	December 31, 2021	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, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems set, 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 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> <li>Prepares research proposals, submits and follows up its approval for immediate implementation;</li> <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> </ul>	Research proposals approved, implemented, presented in scientific fora/ conferences, and publishable papers written	July 1, 2021	December 31, 2021	December 31, 2021	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>Prepares, submits, and presents research paper in scientific fora/conferences;</li> <li>Acts as a peer reviewer of journal articles/scientific papers review the paper received and returns duly reviewed paper;</li> <li>Writes publishable materials out of research outputs and submits for publication; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>							
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 submit 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 new normal; and</li> <li>Provides quality and relevant training courses, and offer advisory for technical and expert services requested by beneficiaries for extension services.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
6.	<ul style="list-style-type: none"> <li>Assists in mentoring the junior faculty in implementing instruction, research, and extension activities of the Institute;</li> <li>Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the Institutes' performance functions; and</li> <li>Complies all the requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools.</li> </ul>	Junior faculty delivers remarkable outputs; and, QMS requirements are diligently complied in performing tasks	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients;</li> <li>Initiates/introduces improvements in performing functions resulting in best practice; and</li> <li>Designs administration/ management related activities and other outputs to implement new normal.</li> </ul>	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
8.	<ul style="list-style-type: none"> <li>Makes schedule of meetings, appointments, and communications, assigns tasks, attend meetings, and performs other related activities as OIC of the</li> </ul>	Attendance to the meetings and updated activities of the Institute	July 1, 2021	December 31, 2021	December 31, 2021	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
	Biodiversity Center, faculty, Study and Project Leaders of ITEEM.							
9.	• Supervises and mentors' Terrestrial Division Head, RAs and JO workers in implementing research and extension activities of the project	Well-organized activities and well-developed staff	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
10.	• Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and • Serves as a member of the VSU Federated Faculty Association	Affiliated and involvement in the University-wide activities	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	

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

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

Prepared by:

ELIZA D. ESPINOSA  
Immediate Supervisor

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

	1 <sup>st</sup>	Q U A R T E R
	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. ELIZA D. ESPINOSA
NAME OF FACULTY	DR. MARLITO M. BANDE


ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan-June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Aug. 2, 2021	OP MC #s 75 & 77, series of 2021	Notice of meeting	Follow up implementation of the OP Memo Circulars #s 75 & 77, s., 2021 re: Extension of Deadlines/ Change of Schedules for Submission of Course Requirements and Extension of the Academic Ease Policy in the 2 <sup>nd</sup> Sem, SY 2020-2021
		Aug. 17, 2021		Notice of meeting	Follow up updates on assigned documents (Instruments on F 1-5 on Program Requirements) preparations for MSTREC RQAT virtual evaluation scheduled on Aug.20, 2021
		Aug. 23, 2021		Notice of meeting	Updates on assigned subjects/courses for the 1 <sup>st</sup> Semester of 2021-2022 preparation, submission of course syllabus, creation and ensures all students are enrolled in the Virtual Classroom through VSUEE (TREC 209, TREC 208, TREC 299, TREC 206, Envi 116n, Envi 113n, Envi121n & AgEx153)
	Aug. 24, 2021				Assign to review the course syllabus for all subjects offered for 1 <sup>st</sup> semester 2021-2022 and ensure that the prescribed format will be followed at the start of the




					semester to comply with ISO requirements.
		Oct. 15, 2021		Notice of meeting	Assign thesis advising for BSES 4 <sup>th</sup> year students.
		Dec. 9, 2021		Notice of Meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation.
-COACHING		Nov. 3, 2021		Notice of meeting	Advised to update the virtual classrooms of courses handled the first semester 2021-2022 following FM-IMD-10 for evaluation
					BSES 4 <sup>th</sup> year student concerns on the use of ISO forms for nominations and submission of the student research committees (SRC)
		Nov. 24, 2021		Notice of meeting	Cascading of the 3 <sup>rd</sup> IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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

Conducted by:

  
**ELIZA D. ESPINOSA**  
 Immediate Supervisor  
 Director, ITEEM

Noted by:

  
**DENNIS P. PEQUE**  
 Next Higher Supervisor  
 Dean, College of Forestry & Environmental  
 Science (CFES)

## Employee Development Plan

NAME OF EMPLOYEE	MARLITO M. BANDE
PERFORMANCE RATING	
AIM	To develop and expand his skills in national/international research and extension collaboration.

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

Date: July 2021

Target Date: July 2021

First Step:

Follow up discussion on how to further strengthen the national/international collaboration on RDE programs of the institute.

Result:

Still, it was agreed upon to recommend Dr. Bande on a post-Doc study in International Universities of which at the same time strengthen further the international RDE collaboration in prestige universities.

Date: July 2021

Target Date: Jan 2023

Next Step:

Submit recommendation for scholarship to support Dr. Bande's post-Doctoral study.

Outcome:

Strengthened RDE international collaboration and enhanced his professional related skills

Final Step/  
Recommendation:

Scholarship grant and approval from the scholarship committee to undergo post-Doc study.

Prepared by:

  
**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

  
**MARLITO M. BANDE**  
Ratee