

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

NAME OF FACULTY MEMBER: ELIZA D. ESPINOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		$4.9 \times .50 = 2.45$	
b. Students (50%)		$4.94 \times .50 = 2.47$	
Total for Instruction	40%	4.92	1.97
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5	1.5
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.94	0.99
4. ADMINISTRATION	10%	5	0.5
5. PRODUCTION			
TOTAL			4.96

EQUIVALENT NUMERICAL RATING: 4.96

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

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

ADJECTIVAL RATING : Outstanding

**Prepared by:**

**ELIZA D. ESPINOSA**  
Associate Professor I/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 December, 2022.

ELIZA D. ESPINOSA

RATEE

Approved:

DENNIS P. PEQUE

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	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: 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	CHED Research Program: - Seagrasses and Seaweeds of Camotes and Cuatro Islands; Capacity Building of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); 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 in selected barangays in Baybay City.	



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						Q	E	T	A	
OVPI MFO 2. Graduate Student Management Services										
	PI 4: FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles courses assigned	-	6.36	5	5	5	5	2 <sup>nd</sup> sem 2021-2022 (0.69) TREC/Biol 205 1 <sup>st</sup> sem 2022-2023 (5.67) TREC 205, 209
		Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade	-	-					
	PI 8: Graduate students advised *	Number of graduate students advised as academic adviser	Acts as academic adviser to graduate students	-	4	5	5	5	5	FJose, PSultan, MNIerves, FAmestoso
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	-	2	5	5	5	5	RALatoreno, FJose
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	-	-					
		Number of students entertained for consultation purposes	Entertains students seeking consultation	-	10	5	5	5	5	MNIerves, FAmestoso, EYgot, FJose, BCollander, RClavite, Jr., PMaguchu, KFlorentino, KGundemaro, RALatoreno
	PI 9: Instructional materials developed *	A5. Number of on-line ready courseware's developed and submitted for review								
		On-line ready courseware	Prepares Instructional module	-	2	4.5	4.5	4.5	4.5	TREC 205 & 209
		Flexible instructional materials	Converts the existing instructional materials into flexible instructional materials	-	2	5	5	5	5	TREC 205 & 209

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						Q	E	T	A	
	PI 10: Number of virtual classrooms created and operational	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	-	5	5	5	5	5	1 <sup>st</sup> Sem SY 2022-2023 Lecture (5 ppt)
		Assessment tools	Prepares and design assessment tools to assess the student's learning	-	5	5	5	5	5	1 <sup>st</sup> Sem SY 2022-2023 1 recorded ppt; 1 Paper Critique; 2 Published articles, 1 written exam
		A7: Number of virtual classrooms created and operational	Creator and Co-creator of virtual classroom using MOODLE	-	2	4.5	4.5	4.5	4.5	TREC 205 & 209

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10**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	4	335.2	5	5	5	5	2 <sup>nd</sup> semester 2021-2022 (161.85) Envi. 124 (Lec & Lab) + Part-time Faculty 1 <sup>st</sup> semester 2022-2023 (173.35) Envi. 115n (Lec & Lab) + Part-time Faculty
	Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	71	5	5	5	5	Envi. 124; 200.4; 115n (3); 200.2 + Part-time Faculty (67)
	Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade	-	-					
	Number of trainings attended related to instruction	Attend mandated trainings	-	4	5	5	5	5	1. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents-August 28, 2022; 2. VSU Faculty Onboarding "Padayon sa Panaghiusa VSU" 1 <sup>st</sup> semester AY 2022-2023; 3. VSU Newly- Hired Faculty Onboarding and Training Workshop



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						Q	E	T	A	
										on VSU-E-Learning Environment September 8-9,2022; 4. The landscape of Blended Learning in New Normal December 09, 2022
		Number of long, midterm and final examinations administered and checked	Administers and checks long examination and midterm & final exam for subjects taught	1	5,772	5	5	5	5	<b>2<sup>nd</sup> semester 2021-2022 (4,853):</b> 2 Long Exams (20 students) 1 MidTerm Exam (20 students) 1 Final Exam (20 students) + Part-time (4,773) <b>1<sup>st</sup> semester 2022-2023 (1,063):</b> 1 Long Exam (32 students) 1 MidTerm Exam (32 student) + Part-time (999)
		Number of quizzes, learning task, motivation questions administered and check	Prepares and checks learning tasks and motivation questions	5	8,834	5	5	5	5	<b>2<sup>nd</sup> semester 2021-2022 (4,259):</b> 1 Quiz (20 students) 4 Learning Tasks Report (20 students) 1 Oral Report (20 students) + Part-time (4,139) <b>1<sup>st</sup> semester 2022-2023 (4,855):</b> 4 Learning Tasks (32 students) 1 Oral Report (32 students) + Part-time (4,695)
		Number of lab reports and requirements checked and graded	Prepares, administers and checks lab reports and requirement	1	1,540	5	5	5	5	<b>2<sup>nd</sup> semester 2021-2022 (1,416):</b> 1 Lab Exercise (20 students) 1 Final EIA Project Report (20 students) 1 Oral Report (20 students) + Part-time (1,356) <b>1<sup>st</sup> semester 2022-2023 (184):</b> 4 Lab Exercises (31 students)
	<b>PI 8:</b> Number of students advised: *	Number of students advised:	<i>Acts as academic adviser to students</i>	3	43	5	5	5	5	1st sem SY 2022-2023
		Number of students advised on thesis:								
		<i>As Thesis Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	-	7	5	5	5	5	Cebuala, Cabusas; Lumaad; Moso; Patricio; Payot; Salve

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						Q	E	T	A	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	-	4	5	5	5	5	Mades; Merafuentes; Castañas; Moralda
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	-	1	5	5	5	5	Sanchez
		<i>Number of approved manuscript submitted within prescribed period</i>	Reviews and approves thesis manuscript	-	-					
		<i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	2	69	5	5	5	5	Academic advisees, thesis advisees, thesis SRC committees and students under the subjects handled during 2 <sup>nd</sup> Sem (SY 2021-2022) - 38 and 1 <sup>st</sup> Sem (SY 2022-2023) - 31
	<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 and review Instructional Material (Learning Module)</i>	1	2	4.5	4.5	4.5	4.5	Envi 124 (Environmental Impact Assessment System); Envi 115n (Aquatic Resource Management)
		<i>Flexible instructional materials</i>	<i>Prepares and submit instructional materials for review</i>	1	2	5	5	5	5	Envi 124 (Environmental Impact Assessment System); Envi 115n (Aquatic Resource Management)
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation and provided video clips</i>	-	40	5	5	5	5	Envi 124: 6 PPT; 19 Reading Materials Envi 115n: 5 PPT; 10 References
		<i>Assessment tools</i>	Prepares assessment tools	1	23	5	5	5	5	Envi 124: (13) 1 Long Quiz 2 Long Exams 2 Term Exams (Mid & Final Terms) 5 Learning Tasks 2 Lab Exercises 1 Oral Presentation



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	
										Envi 115n: (10) 1 Long Exam 1 Midterm Exam 4 Learning Tasks 4 Lab Exercises
	<b>PI 11:</b> Virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	-	2	4.5	4.5	4.5	4.5	Envi 124 (Environmental Impact Assessment System); Envi 115n (Aquatic Resource Management)
	<b>PI 12:</b> Additional Outputs:	<b>A 23:</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Review the submitted courseware as Chair of TRP	1	17	5	5	5	5	<b>EDE</b> (Envi 124, 115n); <b>MMB</b> (Envi 116n, 198n, 113,121); <b>JOP</b> (Envi 118n, 199, 119,111n), <b>KJGL</b> (Envi 11, 110, 114n, 11e, 111e); <b>DML</b> (Envi 112n); <b>PDC</b> (Envi 122n)
<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 as study leader for possible utilization by industry or other beneficiaries	-	3					PASAR (2021, 2022) GHD (2020, 2022) ARs (2021, 2022)
	<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	-	1  4 - continuing research					CHED Research Program: - Seagrasses and Seaweeds of Camotes and Cuatro Islands ( <i>Study Leader</i> )  1.Capacity Building of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); 2.Assessment of Marine Protected Areas in Camotes and Cuatro Islands; 3.Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; 4.Species Composition, Abundance and Succession of Seaweeds and

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						Q	E	T	A	
										Seagrasses in Artificial and Natural Reefs in selected barangays in Baybay City.
	<b>PI 4.</b> Number of research outputs presented in regional/national/int'l. fora/conferences*	Number of research outputs presented in regional/national/ international fora/ conferences *								
		<i>In national/regional fora/conferences</i>	Provide and review data (Seagrass-Seaweed), and assist the Project Leader (presenter) in the submission and presentation of the research paper in scientific forum	-	2	5	5	5	5	1. CHED DARE TO Completed Research presented (competing paper) during VSU-VICARP-RRDEN Regional Symposium (Best RDE Paper Finalist Research Category) on Nov. 17-18; 2. 54 <sup>th</sup> Annual Convention of the Federation of Institutions for Marine and Freshwater Sciences via Zoom (Competing Paper) on Dec 6-7
	<b>PI 5.</b> Research proposals approved*	Percent of research proposals approved	Prepares research proposals, submits and follows up its approval for immediate implementation	-	100%	5	5	5	5	Continuing and new research project approved for this year 2022: 1. Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); 2. VSU funded (AR's); 3. Research Project Proposal funded by industry (PASAR & GHD)
	<b>PI 6.</b> Additional outputs*	Other activities implementing the new normal due to covid 19	Facilitate, coordinate and attends research related activities to support in implementing the new normal due to covid 19	-	6	5	5	5	5	1. Biodiversity Monitoring at Maasin City funded by GHD, Aug28-29 2. Turn-over ceremony of VSU-NU Equipment to the Forestry and Ecological Modelling Laboratory, Nov 16-18 3. Five visiting professors (Prof Dr. Akira Yamauchi, Prof. Dr. Satoshi Ohkura, Prof. Dr. Sho Nakamura, Prof. Dr. Hiroyuki Hattori, Prof Dr.



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						Q	E	T	A	
										<p>Michiko Nakagawa) from Nagoya University institutionalizing collaborative research on forest ecology and ecological modeling with Visayas State University through Institute of Tropical Ecology and Environmental Management</p> <p>4. Visiting professor (Prof. Dr. Petr Kuppech) from Mendel University Czech Republic exploring collaborative research on forest-related topics</p> <p>5. Convergence of the Eco-friendly Schools program advocates in celebration of clean air month, environmental awareness month, and climate change consciousness week 2022, Nov 24-25, Palo Leyte</p> <p>6. PASAR Annual Bio-physical Assessment and Monitoring, Dec 8-10</p>
<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	<b>A 36.</b> 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	-	15	5	5	5	5	<b>Ongoing/Existing</b> 6 LGUs (5 <sup>th</sup> District, Leyte); 7 PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5 <sup>th</sup> District Representative, PO); PASAR; GHD
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	-	38	5	5	5	5	Seminar Workshop on Coastal Zoning and Spatial Planning of Baybay City for BFARMCs, July 8
	<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	-	4	5	5	5	5	<i>VSU Funded Project:</i> 1. CRM-Extension - # 04; 2. Tilapia Hatchery-Extension - # 81 <i>External Funded Project (Industry):</i> 1. PASAR 2. GHD

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						Q	E	T	A	
	PI 5. Rendered technical/ expert services	<b>A 40.</b> Number of technical/ expert services as:	Provides the technical and expert services requested by beneficiaries:							
		Research Mentor	Mentors junior researchers in Aquatic Ecosystems Division (AED) Research	1	5	5	5	5	5	KAlquino, MdelaRama, OCapin, EEstallo, ISosmeña
		Resource Persons	Provide questions for the environmental quiz	-	1	5	5	5	5	Environmental Science Quiz Bee/ Rotary Club of Ormoc Bay, Nov 19
		Convenor/Organizer	Provide assistance in the preparation and implementation of events	-	1	5	5	5	5	Seminar Workshop on Coastal Zoning and Spatial Planning of Baybay City for BFARMCs, July 8
	PI 8. Percent of extension proposals approved*	<b>A 41.</b> Extension proposals approved	Formulate, submit extension proposals for approval	-	100%	5	5	5	5	VSU Funded Extension Project for January to December 2022: Integrated Coastal Resource Management (CRM Extension – # 04); Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University (Extension - # 81)  External Funded Project (Industry): PASAR GHD
	PI 11. Additional outputs:	<b>A 41.</b> Other outputs implementing the new normal due to covid 19	Spearhead, and provide assistance on the Agri-Fair Exhibit in Baybay City on December 8-10, 2022	-	1	5	5	5	5	Display of posters on project outputs of the Aquatic Ecosystems Division
		Number of meetings attended in connection to extension activities	Attendance to webinar and face-to-face meetings	-	6	4.5	4.5	4.5	4.5	1. 4 <sup>th</sup> CIPLS-TWG meeting at Inopacan Conference Room, July 27 2. 3 <sup>rd</sup> Regular CIPLS-PAMB meeting, July 28, at CENRO Baybay City 3. 5 <sup>th</sup> CIPLS-TWG meeting, Inopacan Conference Room, Aug 31 4. Stakeholders Consultative Workshop re Updating of the CIPLS-



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						Q	E	T	A	
										Protected Area Management Plan (PAMP) at Inopacan Conference Hall, on Oct 6 5. 6 <sup>th</sup> CIPLS-TWG meeting at Inopacan Conference Room, Nov 10 6. 4 <sup>th</sup> Regular CIPLS-PAMB meeting, Nov 24, CENRO Baybay City
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	Additional Outputs*	Number of trainings attended	Attend online and face to face training	-	5	4.5	4.5	4.5	4.5	Details of trainings/ seminars/ workshops attended: 1. The Zoomustahan initiated by CHED SGS-LSA, Inc., in partnership with CHED Regional Office VIII, July 13, at the Zoom teleconference 2. Seminar on Typhoon Awareness and Calamity Readiness, Part II, July 22 3. Webinar on Supervisory Development Course (SDC) Track 1 conducted by CSC-Region 8, Sept 20-23 4. Civil Service Excellence Recognition Rites and the 2022 Conversations with Local Leaders in Eastern Visayas, at the Waterfront Cebu City Hotel, Cebu, Nov 28-29 5. 54th FIMFS Annual Convention, Dec 6-7
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</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	3	5	5	5	5	Part-time Instructors for the 1 <sup>st</sup> Sem. AY 2022-2023

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						Q	E	T	A	
OVPI MFO 3. Faculty Evaluation Services										
	<u>PI 3.</u> Seminars/trainings/ conventions/workshops coordinated for entire university*	Number of seminars/trainings/ conventions/workshops coordinated for entire university*	Conducts, coordinates the seminars/trainings/ conventions/workshops conducted for entire university	-	-					
	<u>PI 4.</u> Seminars/ trainings/ conventions/workshops coordinated outside of the university*	Number of seminars/trainings/ conventions/workshops coordinated outside of the university*	Assist and provide technical experts in the coordination of seminars/trainings/ conventions/workshops conducted outside the university	-	1	5	5	5	5	Seminar Workshop on Coastal Zoning and Spatial Planning of Baybay City for BFARMCs (July 8, 2022)
	<u>PI 5.</u> 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	50%	100%	5	5	5	5	TPES results for the 2 <sup>nd</sup> Sem SY 2021-2022 rating was very satisfactory to outstanding indeed.
	<u>PI 6.</u> In-house seminars/ trainings/workshops/reviews conducted*	Number of in-house seminars/trainings/ workshops/reviews conducted*	Assist/Co-presenter research and extension outputs presentation during RDE review  Prepare presentation and provide data as study leader of the project	-	5	5	5	5	5	<b>RDE Review Level I, RCCDC, Aug 3:</b> 1. CHED DARE TO Project (Completed) 2. Strengthening Integrated Coastal Resource Management in Southwestern Leyte 3. Artificial Reef Monitoring in the 5 <sup>th</sup> District of Leyte 4. Upgrading Tilapia and Freshwater Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the VSU 5. Capacity Building of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3)



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						Q	E	T	A	
					2	5	5	5	5	RDE Review Level II, Oct 24: 1. CHED DARE TO Project (Completed) 2. Artificial Reef Monitoring in the 5 <sup>th</sup> District of Leyte
			Spearhead in the conduct of ITEEM strategic planning and present results during CFES strategic planning workshop	-	2	5	5	5	5	1. ITEEM Strategic Planning Workshop for 2023-2027, Nov 21 2. CFES Strategic Planning Workshop, Nov 23, CCE, VSU
	PI 7. Number of faculty/ staff awards/honors received related to operations support	Regional Awardee in the 2022 Search for Outstanding Government Workers, Civil Service Commission PAGASA Award – Group Category	As VSU-SOS (Stewards of the Sea) member contributor	-	1	5	5	5	5	Award received during Civil Service Excellence Recognition Rites on Nov. 28, 2022 at the Waterfront Cebu City.
	PI 8. Additional outputs*	RDE In-House Review Evaluator	Evaluates Paper on Research /Development Commodity: Climate Change, DRRM and Resilience	-	1	5	5	5	5	RDE In-House Review on Aug. 23, 2022 at RCCDC
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. 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	zero non-conformity					
	PI 9. Additional Outputs*	Number of AACCUP compliance/narrative report prepared, taskforces for 2	Supervise and monitor AACCUP Level III Compliance/Narrative	-	8	5	5	5	5	Activities in preparation and submission of 8 narrative report for Level III AACCUP Accreditation:

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						Q	E	T	A	
		programs and change of nomenclature for BSES submitted	Report preparations (Instruction, Extension Research and Linkages/Collaborations); Taskforces for BSES (4) and MSTREC (4) programs and Change of Nomenclature for BSES submission and presentation							<ol style="list-style-type: none"> <li>1. Reviewed BSES and MSTREC compliance report for Level III AACCUP Accreditation;</li> <li>2. Reviewed/revisit MSTREC Curriculum for AACCUP Level III Accreditation Compliance (Aug. 24).</li> <li>3. AACCUP virtual meeting re Preparation status for the level III accreditation of the 7 programs of VSU (Sept. 7)</li> <li>4. Conducted faculty and staff meeting regarding the status of the AACCUP Level III Accreditation (Sept. 20);</li> <li>5. Conducted AACCUP Task Forces meeting in preparation for the four (4) Key Areas (Instruction, Research, Extension and Collaboration) scheduled for dry run (Oct. 1)</li> <li>6. AACCUP Level III, Phase 2 opening program and accreditors meeting for BSES and MSTREC Program under ITEEM (Oct. 12)</li> <li>7. AACCUP presentation of Narrative Report for MS in Tropical Ecology Program (Oct. 13)</li> </ol>
<b>UMFO 6. GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS)</b>										
	<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	-	7	5	5	5	5	Details of coaching sessions can be accessed to IPCR Exhibit G Performance Monitoring and Coaching Journals
	<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	-	4	5	5	5	5	IPCR and OPCR Targets and accomplishments conducted and monitored as needed



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 5.</b> Monthly/special faculty & staff meetings conducted/attended**	Meetings conducted/ attended	Conduct ITEEM monthly meeting	4	7	5	5	5	5	Details of the minutes of meeting can be accessed to ITEEM ISO Files.
			Attended CFES regular meeting	-	2	5	5	5	5	Regular meeting on Aug. 25 and Sept. 13
			Attended Graduate School Council meeting	-	3	5	5	5	5	Regular meeting on Aug. 15, Oct. 26 & Dec. 14
	<b>PI 7.</b> Additional outputs:	Number of meetings attended	Attendance to various virtual and face-to-face meetings	5	45	5	5	5	5	<ol style="list-style-type: none"> <li>1. Consultation meeting for BSES Envi. 198 major students (July 4);</li> <li>2. Document review of planning forms with co-process owner (July 12);</li> <li>3. Seminar on Typhoon Awareness and Calamity Readiness, Part II (July 22);</li> <li>4. Status of preparation for 7 programs to undergo Level III AACUP Accreditation (July 29);</li> <li>5. Webinar on the Guidelines on Gender Based Sexual Harassment in Higher Education Institutions (CMO No. 03, s. 2022) with Director Rogelio T. Galera, Director, Administrative, Financial and Management Services and Chair, GAD Focal Committee of CHED, as the Resource Person (Aug. 4);</li> <li>6. Graduate School Council Meeting (Aug. 15);</li> <li>7. Budget call with proponents (Review on documents of Project Proposals (Aug. 16);</li> <li>8. OUR Document Review (Aug. 23);</li> <li>9. Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents (Aug. 25);</li> <li>10. Regular CFES meeting (Aug. 25);</li> </ol>

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	
										11. ISO 9001:2015 Awareness and Re-Awareness Seminar at RDEI Hall (Aug. 30); 12. RDE In-House Review on Internationalization Project (IP) as co-presenter and as evaluator for Research/Development Commodity: Climate Change, DRRM and Resilience (Aug. 23); 13. FOB, AY 2022-2023 (Sept. 5-7); 14. PIT-VSU (DBS & ITEEM) collaboration meeting (Sept. 6); 15. Internationalization Project meeting (Sept. 6); 16. AACUP virtual meeting re Preparation status for the level III accreditation of the 7 programs of VSU (Sept. 7); 17. Virtual master thesis defense of Arne Van Den Broeck from KU Leuven (Sept. 7); 18. Newly-hired faculty onboarding and webinar workshop on VSUEE (Sept. 8-9); 19. Webinar on Supervisory Development Course (SDC) Track 1 conducted by CSC-Region 8 (Sept. 20-23); 20. 122 <sup>nd</sup> Philippine Civil Service Anniversary Opening Program (Introduction and Oath Taking of new appointees and promoted faculty and staff) (Sept. 5); 21. Opening meeting for the 4 <sup>th</sup> ISO Internal Quality Audit (IQA) at RDE Hall (Sept. 19); 22. 122 <sup>nd</sup> CSC Philippines Service Anniversary Culmination Program (Sept. 27);



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	
										23. Updating on the THE Impact Ranking 2023 data gathering (Sept. 29) 24. AACUP Level III, Phase 2 opening program and accreditors meeting for BSES and MSTREC Program under ITEEM (Oct. 12); 25. AACUP presentation of Narrative Report for MS in Tropical Ecology Program (Oct. 13); 26. Level II review presentation of the two (2) Research Projects: CHED DARE TO and CRM-Artificial Reefs of Baybay City at the RDE Hall (Oct. 24); 27. Graduate School Council meeting (Oct. 26); 28. VSU-Faculty Union General Assembly Meeting (Nov. 9); 29. Closing meeting on the 4 <sup>th</sup> Internal Quality Audit (Nov. 14, morning) 30. Revising/updating of the capital outlay for GAD Component (Nov. 14, afternoon); 31. CFES meeting with Prof. Dr. Peter Kupec from Mendel University, Czech Republic (Nov. 15); 32. Extension Focal Persons' meeting for Baybay Agri-Fair participation at OVPREI (Nov. 16); 33. VSU-VICARP-RRDEN Symposium (Nov. 17); 34. Witnessed the Turning-over of NU Equipment to VSU-NU Forestry and Ecological Modeling Laboratory held at the VSU Biodiversity Center (Old FORI Bldg) (Nov. 17);

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	
										35. CFES Strategic Planning Workshop and presented ITEEM Strat-Plan for 2023-2027 (Nov. 23); 36. Professor Nakagawa (from Nagoya University, Japan) during her courtesy call (Dec 1); 37. Document Review of Planning Forms w/ Co-Process Owners (Dec 2); 38. 54th Virtual FIMFS Annual Convention (Dec 6-7); 39. Webinar on the Landscape of Blended Learning in the New Normal (Dec 9); 40. Virtual Orientation & Overview of the new OTP Monitoring for "Monitoring of Accomplishments for CY 2022 " (Dec 12); 41. Webinar on the forums on Gender Equality, Diversity, & Social Inclusion to close this campaign (Dec 12); 42. Year-end Performance Review (Dec 13); 43. Workshop on the Accomplishments 2022 ROAM, OTP, and others (Dec 13); 44. Graduate School Faculty Meeting (Dec 14); 45. Virtual document review of OUR procedure's w/ co-process owners (Dec 15, 9 AM – 5 PM)
		Number of administrative-related activities designed and conducted	Designs administration/ management-related activities and other outputs	-	2	5	5	5	5	1. Tribute to graduating students and parents by giving recognition awards of excellence to graduates with Latin honor, endeavor awards to those who finished with earnest and conscientious efforts, leadership awards to graduates who attributed promising leadership during the



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	
										years, and certificate of recognition to all the ITEEM graduating students for their diligence to finish their degree, on Aug. 12; 2. Tribute to the retiring administrative staff by giving plaques of appreciation for their dedicated and loyal service to the Institute and the University, in general, on Dec 15
		Number of activities conducted as APB Representative	Interview, Screening and Evaluation of Applicants for DPM teaching/faculty position	-	1	5	5	5	5	Conducted on Sept. 12, 2022
		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	-	2	5	5	5	5	Attended the VSU-SWM meeting called by the VP Dr. Daniel S. Tan held at the OVPAF on Nov.8 & 16 regarding schedule on waste collection and addressing some wastes issues in the VSU market areas.
			Perform tasks assigned as committee chair in preparation for the participation of Visayas State University in the Times Higher Education (THE) Impact Ranking 2023 under SDG 6 (Clean Water and Sanitation) and as a member under SDG 14 (Life Below Water)	-	2	5	5	5	5	Updated and uploaded supporting documents/evidences completely to the shared google drive of VSU (Documents can be checked at the THE Impact Ranking shared google drive)
		Number of personnel efficiently supervised and monitored	Efficiently supervised and monitored personnel	20	39	5	5	5	5	5 Aquatic and 14 Terrestrial Divisions (4 Researchers and 10 Laborers); 7 Faculties (Core and Part-time)

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	
		Number of documents reviewed and acted upon	Meticulously reviews and acts upon documents received for action	-	300+	5	5	5	5	
		Zero reports and/or claims on the 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					
<b>Total Over-all Rating</b>										

Average Rating (Total Over-all rating divided by 4)		4.96
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:

You're are a good leader! keep up the good work.

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



“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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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 1, 2022	Dec 31, 2022	Dec 31, 2022	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

**“EXHIBIT G”**

## Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. DENNIS P. PEQUE
NAME OF FACULTY	<b>DR. ELIZA D. ESPINOSA</b>

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments
	As needed				<ul style="list-style-type: none"><li>Follow up preparations of the narrative report for BSES and MSTREC programs for AACCUP Level III Accreditation.</li><li>Follow up compliance for BSES and MSTREC programs</li></ul>
		Aug. 1, 2022		Notice of meeting	RDE In-House Review schedule and preparations for research (Eco-SAP, CHED DARE TO and ARs) and extension (Mainstreaming, KALAH I and Tilapia Hatchery)
		Aug. 24, 2022	ITEEM Memo # 04		MSTREC Curriculum Review as one of the major concerns for AACCUP Level III Accreditation
COACHING		July 19, 2022	OP Memo #634 & 639		<ul style="list-style-type: none"><li>Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)</li><li>Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program</li></ul>
		July 21, 2022		Notice of meeting	Faculty to develop a good strategy to address students concerns on thesis outline and manuscripts from preparation to approval.
		Aug. 1, 2022		Notice of Meeting  FM-ODI-12 FM-ODI-4	<ul style="list-style-type: none"><li>Cascading TPES (2nd Sem SY 2021-2022) results to faculty and discussed comments from students.</li><li>Suggested ways/interventions for faculty having satisfactory (S) or Fair (F) ratings</li></ul>



ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
					that can help improve their teaching performance in his/her classes
		Nov. 21, 2022		ITEEM OFI-22-02 – 22-09	Cascading of ISO Results and Actions for “Opportunity for Improvement” (OFI) as ITEEM Director.

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

Conducted by:



**DENNIS P. PEQUE**

Immediate Supervisor  
Dean, CFES

Noted by:



**BEATRIZ S. BELONIAS**

Next Higher Supervisor  
Vice-President for Academic Affairs

## Employee Development Plan

NAME OF EMPLOYEE	ELIZA D. ESPINOSA
PERFORMANCE RATING	4.96 (Outstanding) – July to December 2022
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: July 2022

Target Date: September 2022

First Step:

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

Result:

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

Date: October 2022

Target Date: December 2022

Next Step:

Apply the leadership strategy learned from the seminar

Outcome:

Dr. Espinosa was able to face the challenge brought about COVID-19 specially on academic matter.

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