

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 (50%)		4.72 x 50% = 2.36	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	40%	4.86	1.94
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.72	1.42
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.89	0.98
4. ADMINISTRATION	10%	4.71 4.43	0.47 0.44
5. PRODUCTION			
TOTAL			4.78 4.81

EQUIVALENT NUMERICAL RATING:

~~4.78~~ 4.81

Add: Additional Points, if any

:

TOTAL NUMERICAL RATING

:

~~4.78~~ 4.81

ADJECTIVAL RATING

:

Outstanding

Prepared by:


MARLITO M. BANDE
Associate Professor IV
ITEEM

Reviewed by:


TEOFANES A. PATINDOL
Director

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES


Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

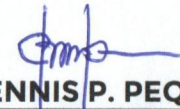
"EXHIBIT B"

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, 2023.


MARLITO M. BANDE
 RATEE
 DATE 1/25/24


TEOFANES A. PATINDOL
 DIRECTOR, ITEEM
 DATE 1/25/24


DENNIS P. PEQUE
 DEAN, CFES
 DATE 2/18/2024

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: 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	Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP) as Project Leader Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of A. malaccensis-based Agroecological Production Systems in Leyte Island as Study Leader

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>Producing technologies for commercialization or livelihood improvement</i>	Technology transfer to adopters and users for commercialization.	25%	100%	5	5	5	5	Rainforestation technology
		<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 and Aquilaria Learning Site
OVPI MFO 2. Graduate Student Management Services										
	PI 8: Number of graduate students advised *	Number of students advised as academic adviser	Acts as academic adviser to graduate students	1	8	5	5	5	5	Florentino, Gundemaro, Latoreno, Maguchu, Nierves, Pelino, Mayo, Muñez
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	1	7	5	5	5	5	Florentino, Peliño, Gundemaro, Nierves, Loreto, Mayo, Latoreno
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	1	2	5	5	5	5	Tiusen, Clavite
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	34	5	5	5	5	All academic advisees, GAC Chairs and Members (34)
	PI 9: Number of instructional materials developed *	Number of on-line ready courseware developed and submitted for review:								
		<i>Online ready courseware</i>	Prepares instructional modules	1	2	5	5	5	5	Envi 113n, TREC 209
		<i>Flexible instructional materials</i>	Prepares and submits instructional module for review	1	1	4	4	4	4	
		<i>Supplemental learning resources</i>	Prepares PowerPoint presentation, and references on course taught	1	1	4	4	4	4	

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>Assessment tools</i>	Prepares assessment tools for assessing student's learning	1	1	4	4	4	4	
	PI 10. Number of virtual classrooms created and operationalized	Number of virtual classroom created and operational	Co-creator of virtual classroom using MOODLE	1	1	4	4	4	4	

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	10	29.56	5	5	5	5	Envi 113n (52 students) (Lec & Lab), TREC209 (8 students) (Lec)
	Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5	Envi 113n, Envi 200.2, TREC209, TREC300, TREC300.1, TREC300.2
	Number of INC and deferred grade submitted within prescribed period	Prepare and submit INC and deferred grade		10	4	4	4	4	Envi 113n (2 INC); TREC 209 (7 INC and 1 DR)
	Number of long examinations/term exam administered and checked	Administers and checks long examination for subjects taught	7	104	5	5	5	5	Envi 113n (104) 1 long exam and 1 Midterm exam for 52 students;
	Number of assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	Prepares and checks assessment (quizzes/e-tivity, write-up), learning task, motivation questions	7	52	5	5	5	5	Envi 113n (52) – 1 write-up activity for 52 students
	Number of lab reports and requirements checked and graded	Administers and checks lab reports and requirements	2	52	5	5	5	5	Envi 113n: 1 lab report for 52 students
PI 8: Number of students advised: *	Number of students advised as Academic Adviser to students	Acts as academic adviser to students	13	25	5	5	5	5	1st sem 2023-2024

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 students advised on thesis as Thesis Adviser	Advises, and corrects research outline and thesis manuscript	3	6	5	5	5	5	Balili, Camarines, Ladica, Magallanes, Salve, Trinidad
		Number of students advised on thesis as SRC Chairman	Advises, and corrects research outline and thesis manuscript	3	18	5	5	5	5	Argallon, Lumen, Espregante, Moran, Vitualla, Saclay, Saucelo, Compendio, Idaguplo, Maquilan, Petilla, Gay, Lopez, Villareal, Belas, Lim, Pino, KDaguplo
		On consultation	Entertains students consulting on subject taught, thesis and grades	4	40	5	5	5	5	Academic advisees, thesis advisees, thesis SRC committees and students under the subjects handled during 1 st sem (2023-2024)
	PI 10: Number of instructional materials developed *	Number of on-line course ware developed and submitted :								
		Supplemental learning resources	Prepares PowerPoint presentation for the subjects taught	2	7	5	5	5	5	Envi 113n: 7 PPT TREC209: 6 PPT
		Assessment tools	Prepares assessment tools used to assess the students' learning	5	4	4	4	4	4	1 Long Exam; 2 Term Exam; 1 Write up
	PI 11: Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Creates virtual classroom using MODDLE (VSUEE)	2	2	4	4	4	4	Creator: Envi 113n and TREC209
UMFO 3 . RESEARCH SERVICES										
	PI 1. 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 (study leader) for possible utilization by industry or other beneficiaries	1	2	5	5	5	5	Rainfo and Nursery Establishment (KALAH-I-CIDDS 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	
	PI 2. Number of research outputs completed within the year *	Number of research outputs completed within the year *	Conducts and completes research project (study leader) within the year	1	Research continuing	4	4	4	4	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP)
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
		In int'l fora/conferences	Writes publishable materials out of research outputs and submits for publication	1	2	5	5	5	5	1. Ecological Approaches to Forest Restoration: Lessons Learned from Tropical Wet Asia; Ecological Restoration: Moving Forward Using Lessons Learned; Springer International Publishing; Pages 103-147. 2. From principles to practice; Center for International Forestry Research (CIFOR); World Agroforestry (ICRAF)
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences*	Number of research outputs presented in regional/national/ int'l fora/conferences *								
		In nat'l/regional fora/conferences	Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences	1	2	5	5	5	5	1. National Conference on Philippine Plant Conservation (July 26-28, 2023) at Richmond Hotel, Quezon City 2. R&D Project on Rainforestation in the Philippines at the 2023 National Science Technology and Innovation (November 23, 2023) at Iloilo Convention Center

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	
	PI 5. 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 Island, Philippines (ECoSAP); VSU funded Research
	Additional Outputs	Published books	Writes publishable materials out of research outputs and submits for book publication	-	2	5	5	5	5	1. Ecological Approaches to Forest Restoration: Lessons Learned from Tropical Wet Asia; Ecological Restoration: Moving Forward Using Lessons Learned; Springer International Publishing; Pages 103-147. 2. From principles to practice; Center for International Forestry Research (CIFOR); World Agroforestry (ICRAF)
			Number of awards received from the prestigious National Book Awards	-	1	5	5	5	5	The Role of Rainforestation in Forest Landscape Restoration and Conservation in the Island Municipality of Pilar, Camotes, Cebu; Aletheia Printing and Publishing House; 41st National Book Awards for 2023; Best Book in Science
UMFO 4. EXTENSION SERVICES										
	PI 1. 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	2	2	4	4	4	4	(1) VSU and LGU Barili (2) VSU and LGU Quinapondan
	PI 2. 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	25	35	5	5	5	5	Integrating Rainforestation farming to promote sustainable agarwood production in the Philippines (August 18-20, 2023; 35 participants)

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	
	PI 3. 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	-	1	5	5	5	5	Aquilaria Learning Site Silago Project (Project ALS-Silago)
	PI 4. 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%	98%	5	5	5	5	Integrating Rainforestation farming to promote sustainable agarwood production in the Philippines (August 18-20, 2023; 35 participants) 98%
	PI 5. Number of technical/ expert services *	Number of technical/ expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Research Mentoring	Mentor junior researchers in the Terrestrial Ecosystems Division	2	13	5	5	5	5	Terrestrial Ecosystems Division: Faculty: JOPogosa, KJGLongatang, ABOras Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentino, ICSeno, PMaguchu, JEdaño, MABaula
		Resource Persons	Act as resource person	2	3	5	5	5	5	1. National Conference on Philippine Plant Conservation (July 26-28) at Richmond Hotel, Quezon City 2. Integrating Rainforestation farming to promote sustainable agarwood production in the Philippines (Aug 18-20) 3. R&D Project on Rainforestation in the Philippines at the 2023 National Science Technology and Innovation (Nov 23) at Iloilo Convention Center

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>Convenor/Organizer</i>	Spearhead and/or provide assistance in the preparation and implementation of events	1	4	5	5	5	5	1. Integrating Rainforestation farming to promote sustainable agarwood production in the Philippines (Aug 18-20) 2. Planning, workshop and Formulation of MOA between VSU and Alliance of United OFWs (Sept 16) 3. MOA signing between VSU and LGU Barili (Oct 23) 4. MOA Signing between VSU and LGU Quinapondan, Eastern Samar (Oct 25)
	PI 8. Percent of extension proposals approved*	Percent of extension proposals approved	Prepares extension proposals, submits and follows up its approval for immediate implementation	-	1	5	5	5	5	<i>Aquilaria</i> Learning Site Silago Project (Project ALS-Silago)
	PI 11. Additional outputs *	Other outputs implementing the new normal due to covid-19		-	8	5	5	5	5	1. Cross site visitation of the Philippine Science Highschool Central Visayas Students (July 8) 2. Cross site visitation and presentation of <i>Aquilaria</i> to the presenters of the 5 th University Consortium Forum (Sept 21) 3. University visitation of Metro Carigara Water District (MCWD) prior to the formulation of MOA (Nov 9) 4. Baybay SPED Center visits VSU Nature Park (Nov 23) 5. Mt. Pangasugan Trailblazers Assoc. Inc.: 2023 Duyan Festival with a theme "Duyan-duyan sa Kinaiyahan (Nov 25-26) 6. University visitation of LGU Quinapondan in preparation of field assessment as stipulated in the MOA (Nov 27-28) 7. <i>Aquilaria</i> Tree planting activity and Rapid site assessment in Brgy. Cantandoy, Palompon, Leyte (Dec 21-23)

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	
										8. University visitation of LGU Macrohon and LGU Maasin prior to formulation of MOA (Dec 22)
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 3. Faculty Recruitment/Hiring Services										
	PI 4. Number of seminars/trainings/conventions/workshops coordinated outside of the university*	Number of seminars/trainings/conventions/workshops coordinated outside of the university	Assist in the coordination of seminars/trainings/conventions/workshops conducted outside the university	1	2	5	5	5	5	1. National Conference on Philippine Plant Conservation (July 26-28, 2023) at Richmond Hotel, Quezon City 2. R&D Project on Rainforestation in the Philippines at the 2023 National Science Technology and Innovation (November 23, 2023) at Iloilo Convention Center
	PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Reminds and follow-up students for the faculty evaluation	80%	100%	5	5	5	5	Based on the TPES report for the 2 nd Sem SY 2022-2023, got outstanding ratings
	PI 6. Number of in-house seminars/trainings/workshops/reviews conducted*	Number of in-house seminars/trainings/workshops/reviews conducted	Present research and extension outputs during RDE review of the university	1	1	4	4	4	4	Annual In house Review conducted last September 8, 2023 (ECo-SAP project)
OVPI MFO 4. Program and Institutional Accreditation Services										
	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*	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 functions as a faculty member	zero non-conformity	zero non-conformity	4	4	4	4	
		On program and institutional accreditations	Prepares required documents and complies with all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	

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 6. General Admin. & Support Services (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	4	4	4	4	
	PI 3. Coaching sessions among faculty & staff**	Number of coaching sessions among faculty & staff	Conducts coaching sessions to the junior faculty & staff of the Institute/Center	-	12	5	5	5	5	Terrestrial Ecosystems Division: Faculty: JOPogosa, KJGLongatang, ABORias Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, KFlorentino, ICSeno, JEdaño, MABaula Biodiversity Center: Research Assistant: RMOquias
	PI 4. 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 to ensure attainment of department targets	Participates in the Institute's planning sessions, tracking, and monitoring of targets conducted	-	3	5	5	5	5	Biodiversity Center: 1. MOA Signing between VSU and LGU Barili (Oct 23) 2. MOA Signing between VSU and LGU Quinapondan (Oct 25) 3. Formulation of Memorandum of Agreement between VSU and MCWD
	PI 5. Attendance to monthly/special staff meetings	Attendance to monthly and emergency meetings	Participate in the institute's monthly and emergency meetings	-	7	5	5	5	5	
	PI 9. Preparation of documents for processing	Number of documents prepared, reviewed, acted upon, and processed								
		Number of Individual Faculty Workload reviews and signs	Reviews and signs Individual Faculty Workload	-	1	5	5	5	5	1st sem 2023-2024
		Number of OPCR and IPCR prepared, reviewed, and acted upon	Prepares, reviews and submits OPCR and IPCR	-	2	5	5	5	5	

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 reports prepared	Prepares project activity report	-	4	5	5	5	5	<ul style="list-style-type: none"> ITEEM Annual Report (TED Res. & Ext. 2023 ECo-SAP Research Quarterly reports 2023 (3rd and 4th) ECo-SAP Research Annual Report 2023
	PI 12. Effectiveness in responding/relaying of official calls/messages	Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages on any platforms	Answers, responds and/or relays messages on any platforms	90%	100%	5	5	5	5	
	PI 20. Other activities	Number of other virtual or face-to-face meetings attended	Attendance to various virtual and face-to-face meetings	-	15	5	5	5	5	Project meetings
TOTAL OVERALL RATING						4.76 4.78	4.76 4.70	4.76 4.78	4.76 4.70	

Average Rating (Total Overall rating divided by 4)	^{19.04} 18.76 4.76	4.78 4.76
Additional Points:		
Punctuality		
Approved Additional points (with a copy of approval)		
FINAL RATING		4.78 4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Keep up the great work

Evaluated & rated by:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

1/25/24

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

2/12/24

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

Feb 13, 2024

DATE

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

"EXHIBIT I"

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*	Overall assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Teaches assigned subjects for MSTREC and BSES programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; Checks test papers and submits students' grades within the prescribed period. 	Well-educated and well-trained students	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
	<ul style="list-style-type: none"> Serves as an academic adviser for MSTREC & BSES students; Serves as an adviser, chairman, and member for MSTREC & BSES including BSEM (old curriculum) students' graduate & undergraduate thesis; and Guides, advises & corrects students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students are advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems set, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement new normal 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Prepares research proposals, submits and follows up its approval for immediate implementation; Researches possible utilization by industry or other beneficiaries; Serves as project and study leader of several research projects of the Institute; Prepares, submits, and presents research paper in scientific fora/conferences; Acts as a peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper; Writes publishable materials out of research outputs and submits for publication; and Design research-related activities and other outputs to implement new normal. 	Research proposals approved, implemented, presented in scientific fora/ conferences, and publishable papers written	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Prepares and submits extension project proposals and follows up its approval for immediate implementation; Implements duly approved extension projects; Serves as project leader of extension projects of the Institute; Designs extension-related activities and other outputs to implement new normal; and Provides quality and relevant training courses, and offers advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
	<ul style="list-style-type: none"> Assists in mentoring the junior faculty in implementing instruction, research, and extension activities of the Institute; Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university which are indeed conformed to the Institutes' performance functions; and 	Junior faculty delivers remarkable outputs; and, QMS requirements are diligently complied with in performing tasks	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Complies with all the requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 							
	<ul style="list-style-type: none"> Provides customer-friendly frontline services to clients; Initiates/introduces improvements in performing functions resulting in best practice; and Designs administration/management-related activities and other outputs to implement the "new normal". 	Clients' outstanding evaluation of their satisfaction with the request provided by the Institute	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
	<ul style="list-style-type: none"> Guides 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, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
	<ul style="list-style-type: none"> Serves as chairman and/or member of several academic and related administrative committees of the university, college, and Institute; and Serves as a member of the VSU Federated Faculty Association 	Affiliated and involved in the University-wide activities	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	

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

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

Prepared by:


TEOFANES A. PATINDOL
 Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal


	1 st	Q U A R T E R
	2 nd	
	3 rd	
✓	4 th	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF STAFF	MARLITO M. BANDE


ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				Logbook; DTR	October to December
Attendance to university activities/programs/seminars/ workshops			University memos & invitation sent via VSU email	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms	October to December
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Submissions of required reports and documents.	Staff Consultation				As needed

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

Conducted by:


TEOFANES A. PATINDOL
Immediate Supervisor
Director, ITEEM

Noted by:


DENNIS P. PEQUE
Next Higher Supervisor
Dean, 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: Jan 2024

Target Date: Jan 2024

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

Result: To recommend Dr. Bande for a post-doc study in an international university which at the same time strengthens further the international RDE collaboration in prestige universities.

Date: July 2024

Target Date: Jan 2025

Next Step: Submit a recommendation for a 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:


TEOFANES A. PATINDOL
Unit Head

Conformé:


MARLITO M. BANDE
Ratee