

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 (100%)			
b. Students			
Total for Instruction	40%	5.00	2.00
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	15%	4.50	0.68
4. ADMINISTRATION	15%	5.00	0.75
5. PRODUCTION			
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93

Add. Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.93

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 Instruction

"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, 2020.

ELIZA D. ESPINOSA

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 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 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.19	1.25	5	5	5	5	TREC 205 - 9 students (lec & lab)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	-	3	5	5	5	5	MSTREC (Sultan, Peter, Hijada, Jonathan & Velasco, Liza)
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	2	5	5	5	5	Hijada, Jonathan
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	-					

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	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	2	5	5	5	5	Sultan, Peter & Hijada, Jonathan
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	-	2	5	5	5	5	TREC 205 & TREC 209
		Flexible instructional materials		-	2	5	5	5	5	TREC 205 & TREC 209
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	-	2	5	5	5	5	TREC 205
		Assessment tools	Require students to submit 2 published article and 2 PowerPoint Presentation (Lec and Lab); Virtual Reporting & Final Exam	-	4	5	5	5	5	TREC 205
		A7 : Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	1	2	5	5	5	5	TREC 205 (editing faculty); TREC 209 (non-editing faculty)
	PI 10. Additional outputs:	A8. Other outputs implementing the new normal due to covid 19	Assists and designs experiential learning activities and other outputs to implement new normal	-	2	5	5	5	5	Online graduate seminar was conducted by the Graduate School; and Research published paper with sampling methods on quantitative marine biodiversity measurement for TREC 205 Laboratory

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3, Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	2.7	5	5	5	5	Envi 111n - 27 students (lec)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-					No grade sheet submitted during this period of this 1st semester, AY 2020-2021 because the final term was moved to February 2021 due to pandemic
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	3	5	5	5	5	Training on Google Classroom; Webinar on TOS and Test Item Analysis
		A13. Number of long and midterm examinations administered and checked	Administers and checks long examination and midterm exam for subjects taught	-	54	5	5	5	5	Envi 111n - 27 students (lec)
		A14. Number of learning tasks and motivation questions administered and checked	Prepares and checks learning tasks and motivation questions	-	243	5	5	5	5	54 Learning Task and 189 Motivation for 27 Envi 111n students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	3	5	5	5	5	Zamora, J., Loayon, J.R., Sanchez, J.P., Maat, K, Requillo, J
		A17. Number of students advised on thesis:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5	Makiling, S., Merafuentes, M., Sanchez, J.P.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Maat, K.M., Bendaniillo, C.M.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							

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	
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	35	5	5	5	5	Makiling, S., Merafuentes, M., Sanchez, J.P., Maat, K.M., Bendanillo, C.M; Envi 111n Students (27); and Academic Advisees (3)
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional Material (Learning Module)	1	3	5	5	5	5	Envi 111n - Module 1 to 2, volume 1; Envi 11 (Module 6); Envi 111e (Module 3 -4)
		Supplemental learning resources	Prepares Power Point presentation and provided video clips	-	6	5	5	5	5	Envi 111e - 1 ppt presentations and 2 video clips; Envi 111n - 2 ppt presentation; Envi 11 - 1 video clips
		Assessment tools	Prepares assessment tools	-	4	5	5	5	5	Learning Task, Motivation Questions, Long Exam and MidTerm Exam
		<u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Review the submitted course ware as Chair of TRP	-	3	5	5	5	5	Envi 11-Modules 1-6; Envi 111e-Modules 1-2; Envi 111n-Modules 1-2
		<u>A 24</u> : Number of virtual classroom created and operational	Co-creator of virtual classrooms using Moodle	-	3	5	5	5	5	Envi 11, Envi 111n, Envi 111e (editing faculty)
UMFO 3 . RESEARCH SERVICES										
	<u>PI 1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . 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	-	2	5	5	5	5	Artificial Reefs (ARs) in Baybay and Selected Coastal Municipalities in the 5th District of Leyte; Tilapia Production (LGU's of Inopacan and Baybay City, Leyte)

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 *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	-	2	5	5	5	5	CHED and AR's refer to the attached lists of research
	PI 6. Additional outputs*	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	-						
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	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	10	5	5	5	5	GHD, PASAR, DA-BFAR, DENR, LGU 5th District of Leyte (6 municipalities)
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	-	1	4	4	4	4	Coastal Resource Management
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		-	8	5	5	5	5	RRBaroto, GResma, JCCabugwason, TRubio, Gethri, FJAmestoso, HGBayron, OCCapin
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		-						
	PI 6. Additional outputs:	A 41. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	1	4	4	4	4	Refer to the filled in template for the reframing of the extension activities under the new normal

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 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> 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*	<u>A 44.</u> Compliance to all requirements of the QMS core 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	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customer-friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5	
	<u>PI 3.</u> Additional outputs:	<u>As ITEEM Director</u> (August-December 2020) <u>A 41.</u> Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	-	1	5	5	5	5	All faculty and staff are required to report to office following health standard protocols.
Total Over-all Rating									158	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Always maintain the zeal and passion of leading
ITEM to greater heights.

Evaluated & rated by:


 DENNIS P. PEQUE

DEAN, CFES

DATE

Recommending Approval:


 DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:


 BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE

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

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"> Teaches assigned subjects for MTREC and BSEM programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; and Checks test papers and submit student's grades within the prescribed period. 	Well-educated and well-trained students	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Make effort to adjust to the new normal
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as an adviser, chairman, and member for MSTREC & BSEM students' graduate & undergraduate thesis; and Guides, advise & correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Endeavor to reach out to graduating students to complete their thesis.
3.	<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, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems sets, 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 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Keep up the good work
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research implemented, presented in scientific fora/ conferences, and	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Make use of research outputs in instruction

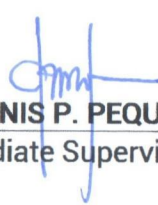
	<ul style="list-style-type: none"> Serves as project and study leader of several research projects of the Institute; Acts as a peer reviewer of journal articles/scientific papers, review the paper received and returns duly reviewed paper; and Design research-related activities and other outputs to implement new normal. 	publishable papers were written						
5.	<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 submit extension project proposals and follow 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 and offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Ask help from partners and stakeholders in identifying the needed skills of our students from prospective employees
6.	<p>Performs as ITEEM Director effective Aug. 16, 2020, and as Head of the ITEEM Aquatic Ecosystems Division (AED):</p> <ul style="list-style-type: none"> Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	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 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	In consideration of Dr. MM Bande's resignation as ITEEM Director, Dr. ED Espinosa assumes ITEEM Directorship as appointed effective Aug. 16, 2020, while at the same time performing as Head of the ITEEM AED.
	<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 new normal 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Keep up the good work

	<ul style="list-style-type: none"> Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the ITEEM for July to Aug. 15, 2020. 	Attendance to the meeting and updated activities of the Institute	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Keep up the good work
	<ul style="list-style-type: none"> Supervises and mentors administrative staff and JO workers in implementing research and extension activities of the Institute 	Well-organized activities and well-developed staff	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Impressive
7.	<ul style="list-style-type: none"> Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and Serves such as a member of the VSU Federated Faculty Association. 	Affiliated and involvement in the University-wide activities	July 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	Continue your active participation

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

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

Prepared by:


DENNIS P. PEQUE
 Immediate Supervisor