

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ANGELITA B. ORIAS

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%	4.67	1.40
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.86	0.97
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION			
TOTAL			4.87

EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any :

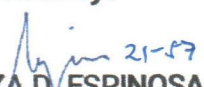
TOTAL NUMERICAL RATING : 4.87

ADJECTIVAL RATING : OUTSTANDING


Prepared by:


ANGELITA B. ORIAS
Instructor I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, OFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELITA B. ORIAS, *Instructor I* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.


ANGELITA B. ORIAS

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	22.4	✓	✓	✓	✓	Envi 11 - 125 students (Lec); Envi 111e - 24 students (Lec) Envi 198 (Lec) – 23 students; Envi 116n (Laboratory) – 27 students
		A10. Number of grade sheets submitted within prescribed period	Prepares and submit grade sheets	1	7	✓	✓	✓	✓	Envi 111e, Envi 11e, Envi 11 - 3 sections; Envi 200 – 2 sections
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	11	✓	✓	✓	✓	Envi 110 – 11 students

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						Q	E	T	A	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	3	✓ 5	✓ 5	✓ 5	✓ 5	Navigating the digital shift: Instructional Materials to Support the University's Flexible Learning (March 18); Echo-Webinar on the TIEQ-CHED Flexible Learning Foundation Virtual Conference (March 15-16); TURNITIN Instructor's Training (May 31)
		A13. Number of long examinations and midterm exam administered and checked	Administers and checks long examinations and midterm exam for subjects taught	5	325	✓ 5	✓ 5	✓ 5	✓ 5	Envi 111e - 1 long exam, 1 term exam for 24 students; Envi 11 - 1 long exam, 1 term exam for 98 students; Envi 11e - 1 long exam, 1 term exam for 27 students; Envi 116n - 1 laboratory midterm exam for 27 students
		A14. Number of assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	Prepares and checks learning tasks, e-tivity and quizzes	10	2,675	✓ 5	✓ 5	✓ 5	✓ 5	Envi 111e - 2 LT, 4 MQ for 27 students; Envi 11e - 3 LT, 16 MQ for 27 students; Envi 11 - 3 LT, 16 MQ for 98 students; Envi 198 - 4 E-tivity, 2 Write-up for 23 students
		A15. Number of lab reports and oral report checked and graded	Checks lab reports and term papers submitted as required	2	216	✓ 5	✓ 5	✓ 5	✓ 5	Envi 111e - 1 lab exercise, 1 oral presentation for 27 students; Envi 116n - 2 laboratory exercise 1, 4 reflection papers for 27 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	6	✓ 5	✓ 5	✓ 5	✓ 5	Refer to registrar's official record
		A17. Number of students advised on thesis								

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>A\$ Thesis adviser</i>	Advises and corrects research outline and thesis manuscript	1	2	5/5	5/5	5/5	5/5	Loayon, JR; Sanchez, JP
		<i>A\$ SRC Member</i>	Advises and corrects research outline and thesis manuscript	1	2	5/5	5/5	5/5	5/5	Makiling, S., Veloso, K.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	50	5/5	5/5	5/5	5/5	Consultation on grades, requirements to pass the subject, thesis study was done through email.
	PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :								
		<i>On-line ready courseware</i>	<i>Prepares and submits Instructional Material (Learning Module) for review by the Technical Review Panel</i>	1	3	5/5	5/5	5/5	5/5	Envi 111e - Modules 3 - 4, volume 2, Envi 198, Envi 116n (Laboratory)
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation and reading materials</i>	-	14	5/5	5/5	5/5	5/5	Envi 116n - 4 ppt, Envi 198 - 2 ppt; Envi 111e - 2 ppt; Envi 11e - 3 ppt; Envi 11 - 3 ppt
		<i>Flexible instructional materials</i>	<i>Prepares Instructional Material</i>	1	1	5/5	5/5	5/5	5/5	Envi 111e
		<i>Assessment tools</i>	<i>Prepares assessment tools</i>	1	15	5/5	5/5	5/5	5/5	Envi 116n - term exam, oral presentation, reflection paper; Envi 111e - oral exam, video presentation; Envi 11e - Long exam, term exam, MQ, LT; Envi 11 - Long exam, term exam, MQ, LT; Envi 198 - e-tivity; write-up

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	
		A 23: Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	-	2	✓ 5	✓ 5	✓ 5	✓ 5	Envi 111e; Envi 11
		A 24: Number of virtual classrooms created and operational	Creates virtual classroom	1	4	✓ 5	✓ 5	✓ 5	✓ 5	Envi 111e; Envi 11; Envi 198, Envi 116n
	PI 11: Additional Outputs	A 25: Undergraduate students enrolled in CHED-identified and RDC-identified programs	Act as the enrolment focal person which review and approves the subjects enrolled by the students for 2 nd semester, SY 2020-2021	-	97	✓ 5	✓ 5	✓ 5	✓ 5	Refer to the records of the BSES/BSEM students enrolled in the Office of the University Registrar for 2 nd sem, SY 2020-2021
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	-	2	✓ 5	✓ 5	✓ 5	✓ 5	Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: -Effect of Leaf litter Addition on Soil Organic Carbon and Growth Performance of Early Successional Species Planted on the Marginal Uplands of Sitio Batuan, Brgy. Linao, Inopacan, Leyte; Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of <i>A. malaccensis</i> -based Agroecological Systems in Leyte and Biliran Islands

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 (co-study leader) within the year	-	1	5 5	5 5	5 5	5 5	Effect of Leafitter Addition on Soil Organic Carbon and Growth Performance of Early Successional Species Planted on the Marginal Uplands of Sitio Batuan, Brgy. Linao, Inopacan, Leyte
	PI 6. Additional Outputs	Other outputs implementing the new normal due to covid 19	Participation to research related webinars that facilitate and enhance interest and knowledge to the interested area for research	-	1	4 4	4 4	4 4	4 4	Insect 101
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	-	5	5 5	5 5	5 5	5 5	Barugo, Sta. Fe, Alangalang, San Miguel, Life Giving Forest Foundation
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	176	5 5	5 5	5 5	5 5	ITEEM 3-day Webinar Series: Impacts of Mining (151 views); Effects of Mining to Coastal Ecosystem (158 views); Information Drive: IRR of Baybay on Waste Management (571 views); ECO-DRR (51 participants)
	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	-	6	5 5	5 5	5 5	5 5	refer to the attached lists of extension programs/project (Component Leader -5; Training Coordinator - 1)

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 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	80%	99%	5 5	5 5	5 5	5 5	School-on-the-Air on Rainforestation Farming DYBK-FM (Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima)
	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							
		Resource Persons	Act as resource person during the ITEEM Webinar Series	-	1	5 5	5 5	5 5	5 5	Eco-DRR
		Organizer	Organize and facilitate the logistics and the program of ITEEM activities	-	7	5 5	5 5	5 5	5 5	Earth Day Webinar; ITEEM Webinar Series; Final Exam of School-in-the-Air; Community Consultation in Brgy. Pinamanagan, Brgy. Mahayahay, Brgy. Tinokolan; Earth Day: VSU Beach Coastal Clean-up and Tree Planting Activity
	PI 11. Additional outputs	Other outputs implementing the new normal due to covid 19	Assist on the development of materials for online training on Rainforestation	-	1	4 4	4 4	4 4	4 4	Shooting on Rainforestation activities for the development of video for online training
OVPI MFO 1. Faculty Development Services										
	PI 11. Attendance to trainings/seminars	Faculty development	Participation to webinar	-	1	5 5	5 5	5 5	5 5	EU-ASEAN Webinar Series - EU ASEAN Dialogue on GreenTech & Innovation Mapping; Green Technologies for Plastic Value Chain Management, Series

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	
										4: Plastic Wastes Consolidation and Recycling Approaches (May 27)
UMFO 5. SUPPORT TO OPERATIONS										
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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Coordinates with the QAC as the dDRC of the institute. Prepares the needed documents prior to ISO evaluation and 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)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	✓ 5	✓ 5	✓ 5	✓ 5	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	A 47. Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	4	7	✓ 5	✓ 5	✓ 5	✓ 5	
	PI 6. Additional Outputs	A 48. Attendance to various virtual and face-to-face meetings	Attend the virtual ISO Surveillance	-	1	✓ 5	✓ 5	✓ 5	✓ 5	VSU-ISO 9001 First Surveillance Audit (Feb 4-5)
		<i>Number of activities organized as committee member in support to</i>	Facilitate the VSU Open Dumpsite Closure Planning Workshop	-	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	
		<i>the attainment of the university's mission</i>	Participate in the Benchmarking at Ormoc City Sanitary Landfill and Septage Management Facility located at City EcoWaste of Ormoc City							
Total Overall Rating						4.94	4.94	4.94	4.94	

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

Comments & Recommendations for Development Purpose:

You are one of a kind!

It's high time for you to move forward for advance degree program.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ANGELITA B. ORIAS

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 the BSEM program 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for BSEM students; Serves as SRC member for BSEM students' 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; Serves as study leader of research projects of the Institute; and 	Research project implemented, presented in scientific fora/ conferences, and	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Design research-related activities and other outputs to implement new normal. 	publishable papers 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; 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 Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Satisfactory	
6.	<ul style="list-style-type: none"> Coordinates with the QAC as the dDRC of the Institute; Prepares the needed documents before ISO evaluation and ensures that the university's QMS core processes have complied with the faculty member's performance. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding *	
7.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients. 	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

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

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

Prepared by:


E.LIZA D. ESPINOSA
 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. ELIZA D. ESPINOSA
NAME OF FACULTY	MS. ANGELITA B. ORIAS

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Feb. 18, 2021		Notice of meeting	Submission of the students' final grade for first semester 2020-2021.
					Final Individual Performance Commitment and Review (IPCR) targets for January to December 2021.
		Feb. 23, 2021		Notice of meeting	Attendance to workshop on the Computation of Grades for Environmental Science courses for uniformity.
		Feb. 28, 2021		Notice of meeting	Follow up MSTREC Key Area documents/ requirements preparation and submission for RQAT Evaluation
		March 23, 2021		Notice of meeting	Assign actual teaching load for the 2 nd semester 2020-2021 to include Envi 116n (Lab) for the BSDC students.
		March 29, 2021		Notice of meeting	Updates on the Course Syllabus for the courses handled this 2 nd semester 2020-2021 for DIMC review, CFES Dean verification and OIMD approval.
		March 31, 2021		Notice of meeting	Online enrolment of students to VSUEE
		May 3, 2021			


		May 7, 2021		Notice of meeting	Follow up quarterly Research and Extension project report submission.
	May 10, 2021				Attendance to Career Guidance Seminar
		May 21, 2021		Webinar Series Program	Conduct of webinar lecture on the Eco-DRR (Ecosystem-based Disaster Risk Reduction) in celebration of ITEEM Anniversary for the month of May 2021.
		May 24, 2021		Notice of meeting	Updates on MSTREC RQAT evaluation assignments (Instrument F6-7- Program Requirement).
		May 30, 2021		Grade Sheets	Submission of the midterm grades.
		June 14, 2021	OP MC #68, series of 2021	Notice of meeting	Deferred grades (2 nd Semester SY 2019-2020) submission deadline on July 16, 2021 to the registrar based on the memo from the office of the President.
COACHING		Feb. 3, 2021		Notice of meeting	Revise Virtual Classroom Monitoring Report with attached individual access logs at VSUEE for the courses handled for the 1 st semester of 2020-2021.
		May 3, 2021			Filing system for ISO Files

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

Conducted by.


ELIZA D. ESPINOSA
 Immediate Supervisor
 Director, ITEEM

Noted by.


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

Employee Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	
AIM	To develop her teaching skills and strategy on Environmental Science major in Natural Resource Management.

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

Date: Jan 2021

Target Date: Jan 2021

First Step:

One-on-one discussion to pursue the plan for Ms. Orias to go for MS study.

Result:

Apply for MS in Environmental Science this school year at UP-Tacloban.

Date: Jun 2021

Target Date: Aug 2021

Next Step:

Application for scholarship to support Ms. Orias' graduate study by 1st Semester, SY 2021-2022.

Outcome:

Degree on MS on Environmental Science major in Natural Resource Management.

Final Step/

Recommendation: Scholarship grant and approval from the scholarship committee to undergo MS study.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ANGELITA B. ORIAS
Ratee