

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANGELICA P. BALDOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (100%)	4.97		
b. Students (50%) No TPES, newly Reinstated from sabbatical leave effective August 2024			
<b>Total for Instruction</b>	60%	4.97	2.98
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	10%	5	0.5
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	10%	5	0.5
<b>4. Administration</b>	20%	4.84	0.97
<b>5. Production</b>			
<b>TOTAL</b>			4.95

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.95

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding


Prepared by:

  
**ANGELICA P. BALDOS**  
Name of Faculty

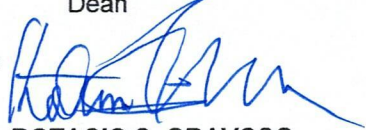
Reviewed by:

  
**ARTURO E. PASA**  
Dean

Recommending Approval:

  
**ARTURO E. PASA**  
Dean

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

*\*On Sabbatical Leave from August 1, 2023 to July 31, 2024*

Approved: ARTURO E. PASA  
Dean  
Date: 1/2/25

[illegible]

		As GAC Member		Advises and corrects research outline and thesis/SP/dissertati on manuscript	1	100% (1/1)	5	5	5	5	Sebidos
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	5	200% (10/5)	5	5	5	5	As adviser, as GAC member, as assoc. professor
	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	1	200% (2/1)	5	5	5	5	FOR285LectureGu ide, FOR285Laborator yManual



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	100% (1/1)	5	5	5	5	FORY285
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	333% (10/3)	5	5	5	5	FORY285
		A 6 : Number of on- line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	200% (2/1)	5	5	5	5	FORY285LectureGu ide, FORY285Laborator yManual
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	100% (1/1)	5	5	5	5	FORY285
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Se										



	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handles and teaches courses assigned	9	163% (14.7/9)	5	5	5	5	FMgt127, FORY285
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	200% (4/2)	5	5	5	5	FMgt127, FORY286, FORY200B
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	100% (1/1)	5	5	5	5	Faculty Onboarding
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	4	150% (6/4)	5	5	5	5	FMgt127, FORY286
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	200% (20/10)	5	5	5	5	FMgt127, FORY286
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	15	133% (20/15)	5	5	5	5	FMgt127, FORY287
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic adviser to students	10	200% (20/10)	5	5	5	5	As acad adviser
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem			1	800% (8/1)	5	5	5	5	As thesis adviser

		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	20	150% (30/20)	5	5	5	5	As teacher, thesis adviser
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1	200% (2/1)	5	5	5	5	FMgt 127LectureGuide, FMgt 127LaboratoryManual
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	200% (2/1)	5	5	5	5	FMgt 127LectureGuide, FMgt 127LaboratoryManual
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	200% (2/1)	5	5	5	5	FMgt 127Lecture, FMgt 127Laboratory

		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	200% (12/6)	5	5	5	5	FMgt 127
		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	100% (2/2)	5	5	5	5	FMgt 127
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	100% (2/2)	5	5	5	5	FMgt 127
<b>UMFO 3 . RESEARCH SERVICES</b>											
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year*	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication							



		<i>In refereed int'l or CHED recognized journals</i>			1	300% (3/1)	5	5	5	5	Labides AC, Baldos AP, Peque DP. 2024. Carbon and Nitrogen Isotopic Survey of Flora of Mt. Pangasugan in Leyte, the Philippines. Philipp J Sci 153(S1): 257–267; Oclarit JB, Baldos AP, Peque DP. 2024. Carbon buildup in enrichment planting sites as compared to the secondary forest in Mt. Pangasugan, Philippines. Sylvatrop, The Technical Journal of Philippine Ecosystems and Natural Resources 34(2):51–70; Baldos AP. 2024. Diversity and regeneration status of wildlings in Mt. Pangasugan, Philippines. Journal of Biodiversity and Environmental Sciences 24 (1), 30-39
<b>UMFO 4. EXTENSION SERVICES</b>											
	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	Resource Persons			1	100% (1/1)	5	5	5	5	Training-Workshop on Writing High Impact Publications, Oct 9, 2024, VSU RDE Hall

		Technical Expert			1	300% (3/1)	5	5	5	5	Brgy. Marcos, Pangasugan; Society of Filipino Foresters, Inc; Baybay City ENRO
UMFO 5. SUPPORT TO OPERATIONS											
OVPA 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*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero% non-conformity	100% compliant	5	5	5	5	As dept. head
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	As dept. head
		On program accreditations	DFS Head		100% compliant	100% compliant	5	5	5	5	As dept. head
		On institutional accreditations	DFS Head		100% compliant	100% compliant	5	5	5	5	As dept. head
UMFO 6. General Admin. & Support Services (GASS)											

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	5	5	4	4.67	As dept. head
		<i>Number of meetings attended</i>		CFES	1	200% (2/1)	5	5	5	5	As dept. head
				DFS	1	800% (8/1)	5	5	5	5	As dept. head
				Committee	1	100% (1/1)	5	5	5	5	DFS Personnel Committee
				University	1	1500% (15/1)	5	5	4	4.67	Grad School Council, Uni Curriculum Committee, Tree Mgt Committee, OVPAA, various uni meetings
				Project	1	200% (2/1)	5	5	4	4.67	With City ENRO Gretel Cabrito, Forest Products Innovation Center
<b>Total Over-all Rating</b>					179.01	Comments and Recommendation for Development Purpose: Encourage her to publish research articles in Scopus.					
<b>Average Rating</b>					4.97						
<b>Adjectival Rating</b>					Outstanding						

Evaluated & Rated by:

**ARTURO E. PASA**

Dean

Date: 1/2/25

Approved by:

**ROTACIO S. GRAVOSO**

Vice - President for Academic Affairs

Date: 1/2/25



## PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Forest Science  
Head of Office : Dr. Angelica P. Baldos  
Number of Personnel : 9 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Log book; DTR's	DFS Faculty & Staff (July - December 2024)
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, Program certificates	
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application and approval for Leave form	DFS Faculty & staff (July - December 2024)
Following-up documents	Utility workers/ Office Clerks / Admin Staff			Scheduled	Daily / Weekly
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July - December 2024)

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

Conducted by:

  
**ANGELICA P. BALDOS**  
Immediate Supervisor

Noted by:

  
**ARTURO E. PASA**  
Dean, CFES

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching									
<b>PI 1. Instruction</b>	Instructional Materials Developed/ Revised & Utilized	<i>RSCome</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fsci 125, FORY 283, FORY 299, all lec & lab
		<i>HLMondal</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 211, Fsci 131, Fmgt 137, All lec & lab
		<i>AEPasa</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 291, FMgt 145n, all lec & lab
		<i>TAPatindol</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
		<i>DPPeque</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	WTec 141, FMgt 147n, FORY 229 all lec & lab
		<i>ANPolinar</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
		<i>SOBernaldez</i>	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 123, FMgt 131n, all lec and lab
		<i>APBaldos</i>	AUGUST-DECEMBER	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 127. FORY 285, all lec & lab



		KBDoria	SEPTEMBER-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
Reviewed/ Approves Thesis/Field Practice Manuscripts/Lab Exercises	RSCome	JULY-DECEMBER 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Caballes, Cinco, Martinez, Solis
	TAPantindol	JULY-DECEMBER 2024					Review Outlines	Review Outlines	Review Outlines	Bonganay
	HLMondal	JULY-DECEMBER 2024					Review Outlines	Review Outlines	Review Outlines	Caballes, Tiongson, Enselay, Solis
	DPPeque	JULY-DECEMBER 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Wales, Omoso, Nabong
Spent Hours For Students Consultations	HLMondal	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 12-1, 5-6	BSF students
	AEPasa	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	DPPeque	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	BSF students
	ANPolinar	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	TAPatindol	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	RSCome	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	SOBernaldez	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
	APBaldos	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students



		KBDoria	JULY- DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
Gives Assignmen ts, Quizzes, Exams, Etc.		AEPasa	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
		APBaldos	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		KBDoria	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams,	Checks Exams,	Checks Exams,	Mondays, Tuesdays, Wednesdays,



							Quizzes, & Assignments	Quizzes, & Assignments	Quizzes, & Assignments	Thursdays, Fridays
	Submits Grade Sheets	<i>RSCome</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	Fsci 125, FORY 283, FORY 299, all lec & lab
		<i>HLMondal</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 211, Fsci 131, Fmgt 137, All lec & lab
		<i>AEPasa</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 291, FMgt 145n, all lec & lab
		<i>TAPatindol</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
		<i>DPPeque</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	WTec 141, FMgt 147n, FORY 229 all lec & lab
		<i>ANPolinar</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
		<i>SOBernaldez</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 123, FMgt 131n, all lec and lab
		<i>APBaldos</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 127. FORY 285, all lec & lab
		<i>KBDoria</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
	Prepares power point lecture materials	<i>RSCome</i>	JULY-DECEMBER 2024	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci 125, FORY 283, FORY 299, all lec & lab
		<i>HLMondal</i>	JULY-DECEMBER 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FORY 211, Fsci 131, Fmgt 137, All lec & lab
		<i>AEPasa</i>	JULY-DECEMBER 2024	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	FORY 291, FMgt 145n, all lec & lab



		<i>TAPatindol</i>	JULY- DECEMBER 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	FORy 224, FGov 149n, FORy 269, FORy 225, FORy 227, Envi IIIf. All lec & lab
		<i>DPPeque</i>	JULY- DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	WTec 141, FMgt 147n, FORy 229 all lec & lab
		<i>ANPolinar</i>	JULY- DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	FMgt 143n, ForE 139, FGov 135, FORy 205, all lec & lab
		SOBernaldez	JULY- DECEMBER 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	FMgt 123, FMgt 131n, all lec and lab
		APBaldos	JULY- DECEMBER 2024	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	Mondays, Tuesdays, Thursday, Fridays	FMgt 127. FORy 285, all lec & lab
		KBDoria	JULY- DECEMBER 2024	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	Mondays, Tuesdays, Wednesday Thursday, Friday	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
<b>MFO 2. Research Services</b>	Conducts Researches	<i>AEPasa</i>	JULY- DECEMBER 2024	Project Tarsier			Green Carbon Inventory Research in Paranas, Samar			In-Country Coordinator Ongoing,  Project Leader
		<i>DPPeque</i>	JULY- DECEMBER 2024	"Project Tarsier: A nature based solutions project for climate change, biodiversity and people"		LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)				In-Country Leader  Project Leader



	Makes appointments	<i>AEPasa</i>	JULY-DECEMBER 2024						As Project Leader
		<i>DPPeque</i>	JULY-DECEMBER 2024						
		<i>SOBernaldez</i>	JULY-DECEMBER 2024		" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"				As Study leader
		<i>RSCome</i>	JULY-DECEMBER 2024	" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to					As Project Leader (Ongoing)

				sustain and expand the remaining forest landscapes of the Philippines"						
<b>MFO 3. Extension Services</b>	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLMondal, TAPatindol, ANPolinar, AEPasa, APBaldos</i>	JULY-DECEMBER 2024							Participant
		<i>DPPeque</i>	JULY-DECEMBER 2024	"Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System"		"Community for Resilience (CORE) Training of Trainors (ToT) on Climate Change Adaptation and Mitigation"		"WoMangrove Warriors Mangrove Rehabilitation"		As Project Leader
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	<i>RSCome, HLMondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez, APBaldos, KBDoria</i>	JULY-DECEMBER 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		<i>AEPasa, ANPolinar, TAPatindol</i>	JULY-DECEMBER 2024	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills, etc.





	watering of plants.									
	Inventory of trees for cutting/pruning	RMLaurino	JULY-DECEMBER 2024	Inventory and make reports	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	As requested by offices or individual person

Prepared by:

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**  
 Unit Head



## PERFORMANCE MONITORING FORM

Name of Employee: ANGELICA P. BALDOS

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	Teaches assigned subjects and perform other teaching related functions such as; prepare and revise teaching materials, prepare and give examinations, check test papers and return to students one week after, submit grades sheets within prescribed period, make himself available for students consultations during consultation hours, revise course syllabus, and approve manuscripts.	Very Impressive	August 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Submitted grades on time, checks manuscripts on time. Entertains the concerns of BSF students during enrollment
2	Perform research and extension functions such as; prepare research/extension proposals, implement duly approved research/extension	Very Impressive	August 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Submit more publications

	projects within approved time frame, prepare report outputs and submit for publications, and attend seminar/workshops, serves training and workshops.							
3	Make schedule of meetings, appointments and communications, assign tasks, attend meetings, and perform other related activities as Head of Department of Forest Science.	Very Impressive	August 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Perform other functions such as; member of VSU Academic Council and etc.	Very Impressive	August 1, 2024	December 2024	December 31, 2024	Very Impressive	Outstanding	Attentively attended virtual and face to face meetings

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

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

Prepared by:



**ARTURO E. PASA**  
College Dean



EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Angelica P. Baldos  
Performance Rating : 4.95 Outstanding

Aim: To improve research and extension capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: August 2024

Target Date: December 2024

First Step:

Required Dr. Baldos to conduct research on forest soils, forest carbon and related topics.

Result:

Actively conducted research on the topics mentioned above.

Date: August 2024

Target Date: December 2024

Next Step:

Collect sufficient data to warrant the development of a scientific article.


Outcome:

Dr. Baldos is finalizing research articles for review and possible publication.

Final Step/Recommendation:

Dr. Baldos may share and/or disseminate relevant output of her research to farmers in the countryside.

Prepared by:

  
ARTURO E. PASA  
Dean, CFES

Conforme:

  
ANGELICA P. BALDOS  
Ratee