

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

NAME OF FACULTY MEMBER: ELIZA D. ESPINOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.88 x 50% = 2.44	
b. Students (50%)		4.75 x 50% = 2.38	
Total for Instruction	40%	4.82	1.93
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	<del>30%</del> 20%	4.78	0.96
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	<del>20%</del> 30%	4.93	1.48
4. ADMINISTRATION	10%	4.91	0.49
5. PRODUCTION			
<b>TOTAL</b>			4.86

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any :

TOTAL NUMERICAL RATING :

ADJECTIVAL RATING :

4.86

0

4.86

OUTSTANDING

**Prepared by:**

**ELIZA D. ESPINOSA**  
Associate Professor III/Director  
ITEEM

**Reviewed by:**

**DENNIS P. PEQUE**  
Dean, CFES

**Recommending Approval:**

**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

**"EXHIBIT B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ELIZA D. ESPINOSA, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2023.

ELIZA D. ESPINOSA

RATEE

Approved:

DENNIS P. PEQUE

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	<u>PI 1:</u> Percentage of graduate school faculty engaged in research work applied in any of the following:	Pursuing advanced research degree program (PhD)*	Recommends faculty for PhD program	2	On-going	5	5	4	4.67	Jimmy O. Pogosa will be pursuing his PhD Program in Nagoya Japan (Starting 1 sem of AY 2023-2024). MS- ABO is expected to reinstate by August 2023
		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	Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs

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	
		Producing technologies for commercialization or livelihood improvement	Technology transfer to adopters and users for commercialization.	25%	100%	5	5	4	4.67	Production of Tilapia fingerlings
		Whose research resulted in an extension program	Transfer of matured technology from research to potential adopters and users as part of the extension	50%	100%	5	5	4	4.67	Artificial Reef as alternative to Coral Reef
<b>OVPI MFO 2. Graduate Student Management Services</b>										
	<b>PI 1:</b> Graduate students enrolled in research degree programs*	Percentage of graduate students enrolled in research degree programs*		100%	115.38%	5	5	5	5	First Sem 2022-2023 (13 students enrolled) Second Sem 2022-2023 (15 students enrolled)
	<b>PI 2:</b> Accredited graduate programs*	Percentage of accredited graduate programs*	Ensures accreditation of graduate program	100%	100%	5	5	4	4.67	MSTREC (AACUP Level II and COPC Compliant)
	<b>PI 3:</b> Graduate degree specializations offered and monitored*	Number of graduate degree specializations offered and monitored*	Monitor graduate degree program offered by the Institute	1	1	5	4	4	4.33	MSTREC Program
	<b>PI 4:</b> FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles courses assigned	1.5	1.88	5	5	5	5	TREC/Biol 205; TREC 208
		Number of INC forms with grade submitted within prescribed period	Facilitate the submission of the INC form with grade	-	1	5	5	5	5	TREC 205 (Orellano)
	<b>PI 5:</b> Increase in number of graduate students enrolled*	Percentage increase in number of graduate students enrolled*		5%	15%	5	5	5	5	First Sem 2022-2023 (13 students enrolled) Second Sem 2022-2023 (15 students enrolled)
	<b>PI 8:</b> Graduate students advised *	Number of graduate students advised as the academic adviser	Acts as an academic adviser to graduate students	1	7	5	5	5	5	Jose, Sultan, Collander, Anire, Mejica, Nierves, Latoreno
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	1	3	5	5	5	5	Latoreno, Jose, Maguchu
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	1	1	5	5	5	5	Collander

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>Number of students entertained for consultation purposes</i>	Entertains students seeking consultation with faculty	2	34	5	5	5	5	
	<b>PI 9:</b> Instructional materials developed *	<b>A5:</b> <i>Number of on-line ready courseware's developed and submitted for review</i>								
		<i>On-line ready courseware</i>	Prepares Instructional module	1	2	5	5	4	4.67	TREC/Biol 205; TREC 208
		<i>Flexible instructional materials</i>	Converts the existing instructional materials into flexible instructional materials	1	2	5	5	4	4.67	TREC/Biol 205; TREC 208
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	8	5	5	5	5	TREC 208 (5 ppt); TREC 205 (3 ppt)
		<i>Assessment tools</i>	Prepares and design assessment tools to assess the student's learning	1	4	5	5	5	5	2 recorded ppt; 2 Published articles (related to marine biodiversity)
	<b>PI 10:</b> Number of virtual classrooms created and operational	<b>A7:</b> <i>Number of virtual classrooms created and operational</i>	Creator and Co-creator of virtual classroom using MOODLE	1	2	5	5	4	4.67	TREC/Biol 205, TREC 208
	<b>PI 11:</b> Additional Outputs			-	4	5	5	5	5	1) Two MS TREC students will be part of the EDC biodiversity assessment as supported by MOA signed between VSU-EDC and UP Diliman (Nierves & Gundemaro) 2) Two MS TREC student thesis was funded by the Internationalization project (Eco-SAP) (Loreto & Pelino). 3) One MS TREC student thesis funded by DOST and Internationalization Project (TreCH) (Jose)

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) One PhD exchange student from the University of Munich (Christopher Klapperich)
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 2:</b> Graduates (2 years prior) that are employed*	Percentage of graduates (2 years prior) that are employed*	<i>Monitors graduates that are employed</i>	20%	20%	5	5	5	5	
	<b>PI 3:</b> Undergraduate student population enrolled in CHED-identified and RDC-identified priority programs*	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs*	<i>Ensures undergraduate student population enrolled in CHED-identified and RDC-identified priority programs</i>	100%	100%	5	5	4	4.67	BSEM and BSES Program
	<b>PI 4:</b> Undergraduate programs with accreditations*	Percentage of undergraduate programs with accreditations*	<i>Ensures accreditation of undergraduate program</i>	100%	100%	5	5	4	4.67	BSEM (AACUP Level II) and BSES (COPC)
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	20	176.85	5	5	5	5	To include FTE of Part-time Instructors (173.85)
		Number of grade sheets submitted within prescribed period	<i>Prepares grade sheet and submits on or before deadline</i>	1	2	5	5	5	5	Envi 124; 200
		Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	-	4	5	5	5	5	1) VSU Faculty Online Onboarding; 2) Webinar Workshop on VSUEE; 3) Orientation on the Functions of Offices under OVPAA and Document Review of Two Procedure Manuals; 4) Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents.
		Number of long and midterm examinations administered and checked	<i>Administers and checks long examination and midterm exam for subjects taught</i>	5	120	5	5	5	5	Envi 124

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 learning task, motivation questions administered and check	Prepares and checks learning tasks and motivation questions	5	120	5	5	5	5	Envi 124
	<b>PI 8:</b> Number of students advised: *	Number of students advised:	<i>Acts as academic adviser to students</i>	14	37	5	5	5	5	
		<i>Number of students advised on thesis:</i>								
		<i>As Thesis Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5	Cabusas, Lumaad, Pening, Moralda, Montajes
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	Merafuentes; Castañas
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	Loayon
		<i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	9	63	5	5	5	5	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	<i>Prepares, updates and review Instructional Material (Learning Module)</i>	1	1	5	5	4	4.67	Envi 124
		<i>Flexible instructional materials</i>	<i>Prepares and submit instructional materials for review</i>	1	1	5	5	4	4.67	Envi 124
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation and provided video clips</i>	2	25	5	5	5	5	Envi 124: 6 PPT; 19 Reading Materials)

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	5	9	5	5	5	5	1 Long Quiz; 2 Long Exams 2 Term Exams; 3 Learning Tasks; 1 Oral Presentation
	<b>PI 11:</b> Virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	1	1	5	5	4	4.6	Envi 124
	<b>PI 12:</b> Additional Outputs:	<b>A 23:</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Review the submit courseware as Chair of TRP	1	1	5	5	5	5	Envi 124
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 1.</b> Research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	3	5	5	5	5	CRM "Artificial Reefs" (LGUs 5th District); PASAR; GHD (Industries)
	<b>PI 2.</b> Research outputs completed within the year*	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	-	Continuing	5	5	4	4.6	Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs
	<b>PI 5.</b> Research proposals approved*	Percent of research proposals approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	100%	5	5	4	4.6	Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); VSU funded (AR's), Research Project Proposal funded by industry (PASAR)
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs,	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs,	Identifies and links with probable partners for extension activities and	2	14	5	5	5	5	(6) LGUs (5th District, Leyte); (8) PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5th

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	
	SMEs, and other stakeholders as a result of extension activities	and other stakeholders facilitated and maintained	maintains this active partnership							District Representative, PO); PASAR
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementers duly approved extension projects	-	5	5	5	4	4.67	1. CRM Project in the 5 <sup>th</sup> District of Leyte and Selected Coastal Municipalities 2. Tilapia hatchery and production 3. Environmental Symposium (48 participants); 4. Scubasurero, Dap-ag Removal and Marine Bouy Installation in Digyo Island, Inopacan Leyte (22 participants); 5. Marine Protected Are Networking (MPAN) Establishment Workshop (50 participants)
	<b>PI 5.</b> Rendered technical/ expert services	<b>A 40.</b> Number of technical/ expert services as:	Provides the technical and expert services requested by beneficiaries							
		<i>Research Mentor</i>	Mentor junior researchers in Aquatic Ecosystems Division	2	4	5	5	5	5	RAS: ISosmena, EEstallo, OCapin; ACabradilla
		<i>Resource Persons/Panelist</i>	Act as resource person	1	2	5	5	5	5	1. UGMAD Awards 2023, Farmers and Fisherfolks 2. Marine Protected Are Networking (MPAN) Establishment Workshop (50 participants)
		<i>Convenor/Organizer</i>	Spearhead the preparation and implementation of events	1	1	5	5	5	5	Environmental Symposium on May 30, 2023 (48 participants)
		<i>Evaluator</i>	Act as evaluator	-	1	5	5	5	5	UGMAD Awards 2023, Farmers and Fisherfolks
	<b>PI 8.</b> Percent of extension proposals approved*	<b>A 41.</b> Extension proposals approved	Prepares, submit extension proposals for approval	-	100%	5	5	4	4.67	Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery

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	
										Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University
	<b>PI 6.</b> Additional outputs:	Number of meetings attended in connection to extension activities	Attendance to webinar meetings	2	5	5	5	5	5	1. Attended and conducted PAMB-TWG meeting held at the Conference Room, Municipal Hall, Inopacan, Leyte (Mar 31). 2. Attended CIPLS-PAMB 2 <sup>nd</sup> Regular Meeting held at CENRO Conference Room, Baybay City, Leyte (Apr 11) 3. Conducted TWG-PAMB meeting held at the SB Session Hall, Inopacan, Leyte (May 4) 4. Attended the 1st Baybay Tourism, Culture and Arts Council meeting (as Member) held at the City Mayor Conference Room (May 17); 5. Attended CIPLS-PAMB Special Meeting held at SB Session Hall, Inopacan, Leyte (May 19);
		Percentage of good quality brood stock of tilapia as a result of effective hatchery management	Percentage of tilapia brood stock with good quality for production and distribution	50%	100%	5	5	5	55	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	<b>PI 1.</b> Faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted*	Number of faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted*	Recommend assist faculty for advanced research degree programs	1	1	4	4	4	4	JOP will be on official study leave by October 2023 for his PhD program Nagoya Japan, MS- ABO is expected to reinstate by August 2023 from taking MSc. Envi. Sci. Program

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	
OVPI MFO 2. Number of seminars/trainings/ conventions/workshops coordinated for entire university*										
	PI 2. Faculty recruited/hired based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Facilitate recruitment and hiring of faculty based on needed competencies and aligned with ISO standards	2	4	5	5	5	5	Conducted teaching demo & screening of part-time applicants. The following were hired as part-time instructors: JGAsombrado, EMNunez, SVParilla, ACMejica, Foreign GTA, Percy Charles Maguchu
OVPI MFO 3. Faculty Evaluation Services										
	PI 3. Seminars/trainings/ conventions/workshops coordinated for entire university*	Number of seminars/trainings/ conventions/workshops coordinated for entire university*	Coordinates the seminars/trainings/ conventions/workshops conducted for entire university	1	1	5	5	5	5	Environmental Symposium on May 30, 2023
	PI 4. 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	1	5	5	5	5	Marine Protected Are Networking (MPAN) Establishment Workshop
	PI 5. 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 1st sem SY 2022-2023, of the faculty got very satisfactory and outstanding ratings
	PI 6. 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	5	5	5	5	Annual In-house Review conducted last May 8-12, 2023. "Integrated Coastal Resource Management (NRM CRM 015)"
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	A 44. Compliance to all requirements of the QMS Score processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	100% compliance	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	
	College/department under ISO 9001:2015*									
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	On time submission of PPMP	Reviews and signs approve PPMPs charged to general and project funds	On time submission	submitted on time	5	5	5	5	
	<b>PI 2.</b> Customer-friendly frontline services	<b>A 46.</b> Customer-friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5	
	<b>PI 3.</b> Coaching sessions among faculty & staff	<b>A 47.</b> Number of coaching sessions among faculty & staff	Conducts coaching of faculty and staff	3	7	5	5	5	5	
	<b>PI 4.</b> Planning sessions, tracking and monitoring of targets	Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of Institute's targets	Conducts collective planning sessions, tracking and monitoring of targets, etc. to ensure attainment of Institute's targets	3	7	5	5	5	5	
	<b>PI 5.</b> Conducting monthly/special faculty and staff meetings	Number of meetings conducted	Conduct ITEEM monthly meeting	6	7	5	5	5	5	
	<b>PI 6.</b> Activities conducted/organized, and/or actions performed as committee member/chairperson in support to the attainment of the university's mission	Number of activities conducted/organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	Performs tasks assigned as SWM Chairperson	1	3	5	5	5	5	1) Preparation of Committee Plan for Integration to LUDIP 2) Putting up of markers for trash bins at the lower campus 3) Proposed increase garbage collection rate in VSU and to outsource the hauling of garbage from VSU to Baybay City Dumpsite
	<b>PI 7.</b> Supervising and monitoring of personnel	Number of personnel efficiently supervised and monitored	Efficiently supervised and monitored personnel	20	22	5	5	5	5	TED and AED
		Percentage of CARs received and acted	Ensures all CARs received are acted upon and complied	-	1	5	4	4	4.5	CAR-23-141

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	<b>PI 9.</b> Preparation of documents for processing	Number of documents reviewed and acted upon	Meticulously reviews and acts upon documents for processing	100+	100+	5	5	5	5	
	<b>PI 19.</b> Conducting daily safety and cautious inspection of the office before closing	Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before office closes	Ensures all personnel are taking part on the responsibility of assuring the safety of the office at all times	No report/ claims received	No report/ claims received	5	5	5	5	
	<b>PI 20.</b> Other activities implementing the new normal due to covid 19	Number of other virtual or face-to-face meetings attended	Attendance to various virtual and face-to-face meetings	10	31	5	5	5	5	1) Consultation meeting for the selection of Graduate School Dean (Jan 10) 2) Presentation of Planning Calendar for 2023 (Jan 17) 3) VSU-CAT 2023 Preparation (Jan 23) 4) Orientation-Workshop on New Communication Platforms for VSU employees (Jan 11) 5) ISO 9001:2015 5 <sup>TH</sup> Management Review (Jan 30 – 31); 6) Mandatory Orientation and Re-orientation of Academic Advisers, Dept. Enrollment Focal Persons in preparation for the 2 <sup>nd</sup> Semester AY 2022-2023 (Feb 10) 7) Extension meeting re Document Review of the Procedure (Feb 20) 8) ISO 9001:2015 5 <sup>TH</sup> Management Review (Feb 1); 9) Internationalization Project meeting re VLIR – South Initiatives Proposal Preparation (Feb 3); 10) Solid Waste Management of VSU meeting called by VP Tan (Feb 9); 11) ISO Audit Plan for Re-Certification (Feb 27-28); 12) VSU Brand Book Orientation and Centennial Branding (Mar 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	
										13) Conference on Climate Justice for Gender-Responsive and Resilient Communities (Mar 17) 14) Search for 2023 Outstanding Farmers and Fisherfolks (Mar 29 evening) 15) QAC meeting re ISO recertification result (Mar 1); 16) Graduate School Council meeting (Mar 15); 17) Graduate School Council Emergency meeting (Mar 20); 18) VSU-FA assembly meeting and Faculty Labor Union GA) at DSS (Mar 22); 19) Garbage Memo (VSU Waste Disposal) meeting called by the OVPFAF (Mar 22); 20) PAMB-TWG meeting at the Conference Room, Municipal Hall, Inopacan, Leyte (Mar 31). 21) IP meeting in preparation for CELESTE Webinar (Apr 11) 22) CELESTE Webinar on Managing Risks to Protected Areas (Apr 12) 23) Fund Utilization meeting of IP projects called by Pres. Tulin (Apr 17); 24) CIPLS-PAMB 2 <sup>nd</sup> Regular Meeting held at CENRO Conference Room, Baybay City, Leyte (Apr 11) 25) 2023 Level I R & D In-House Review TWG meeting held at OVPREI (May 4) 26) Graduate School Council Emergency Meeting (May 15) 27) LUDIP meeting at the OP Board Room (May 23) 28) Anniversary Symposium (with invited Resource Speakers from CENRO, LGU Macrohon, and Ormoc Private Sector)

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	
										29) TWG-PAMB meeting held at the SB Session Hall, Inopacan, Leyte (May 4); 30) 1 <sup>st</sup> Baybay Tourism, Culture and Arts Council meeting (as Member) at the City Mayor Conference Room (May 17); 31) CIPLS-PAMB Special Meeting at SB Session Hall, Inopacan, Leyte (May 19)
TOTAL OVERALL RATING									337.38	

Average Rating (Total Over-all rating divided by 4)		337.38
Additional Points:		
Punctuality		
Approved Additional points (with a copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:

We commend your hardwork and dedication for the betterment of ITEEN.

Evaluated &amp; Rated by:

DENNIS P. PEQUE

DEAN, CFES

7/21/2023

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

7/21/2023

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: 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	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials & course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of all ITEEM students during enrollment.
2	Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	DSSDRMM for Eastern Visayas Component Project, CHED Funded Projects and etc.
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Director of ITEEM.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council, VSU Administrative Council, and etc.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	

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

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

Prepared by:



**DENNIS P. PEQUE**  
Immediate Supervisor

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

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

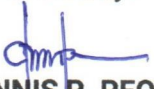
NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM)
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF FACULTY	<b>DR. ELIZA D. ESPINOSA</b>

MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
		January 2023 to June 2023	OP MC #s 149 , 147 & 146, series of 2022. OP MC # 06 & 93, series of 2023	Email	<ul style="list-style-type: none"><li>Follow up on the data of Semi Annual and Quarterly Report for 2023 for consolidation and submission to the higher offices.</li><li>Follow up on JO Contract for January to June 2023 and July – December 2023.</li><li>Follow up on the data on the Annual Report for each faculty for consolidation</li></ul>
		March 2023	OP MC # 44, 03, 08, & 10, series of 2023	Email and group chat	<ul style="list-style-type: none"><li>Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none"><li>Course syllabi for 2nd Semester SY 2022-2023 – March 12, 2023</li><li>TOS for the Midterm Exam and Finals SY 2022-2023 2<sup>nd</sup> Semester.</li></ul></li></ul>
		March 2023	OPVAF Memo # 01, series of 2023	Email and group chat	Follow up on the submission of Indicative PPMP 2024


		May 2023 to June 2023	OVPAA Advisories	Email and group chat	<ul style="list-style-type: none"> <li>Advice to make necessary preparations on the documents needed for the CHED Visit</li> </ul>
		January 2023 to June 2023		Notice of Meeting	Follow up for the Annual Report & RDE Semi-Annual Accomplishment Report, data for IPCR and OPCR
	January 2023 to June 2023			Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings/workshops	<ul style="list-style-type: none"> <li>Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials &amp; course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts.</li> <li>Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.</li> </ul>
COACHING		January 2023 to June 2023		Notice of Meeting/Email	Reminded to attend CFES Faculty Meeting regularly
		March 2023		Email	Advice to participate in the programs arranged by the college for students and faculty affairs
		January 2023		Notice of Meeting	<ul style="list-style-type: none"> <li>Cascading of OVPAA SWOT, OTP, ROAM, NEIP &amp; WFP for 2022</li> <li>Cascading of ISO Procedure Manuals</li> </ul>

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

Conducted by:

  
**DENNIS P. PEQUE**  
 Dean, CFES

Noted by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

## Employee Development Plan

NAME OF EMPLOYEE	ELIZA D. ESPINOSA
PERFORMANCE RATING	4.86 Outstanding – January to June 2023
AIM	To improve leadership capability as Director of Institute of Tropical Ecology and Environmental Management

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

Date: January 2023

Target Date: March 2023

First Step:

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

Result:

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

Date: April 2023

Target Date: June 2023

Next Step:

Apply the leadership strategy learned from the seminar

Outcome:

Dr. Espinosa was able to face the challenges she has faced as director of ITEEM. In fact, she was able to shine and receive an extensionist award despite her busy schedule.

Final Step/Recommendation:

Dr. Espinosa may seek advice from higher authorities on other essential elements needed to improve the institute.

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES

Conformé:

  
**ELIZA D. ESPINOSA**  
Ratee