


Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: KLEER JEANN G. LONGATANG

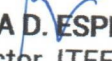
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.86 x 50% = 2.43	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	40%	4.77	1.91
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.81	1.44
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.83	0.97
4. ADMINISTRATION	10%	5.00	
5. PRODUCTION			
TOTAL			4.82

EQUIVALENT NUMERICAL RATING: 4.82
Add. Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.82
 ADJECTIVAL RATING : OUTSTANDING

Prepared by:


KLEER JEANN G. LONGATANG
 Instructor I
 ITEEM

Reviewed by:


ELIZA D. ESPINOSA
 Director, ITEEM

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, KLEER JEANN G. LONGATANG, *Instructor I* 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 2021.

KLEER JEANN G. LONGATANG

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	
MFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:	Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Conducts basic and applied scientific research	25%	100%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	-	2.78	5	5	5	5	2nd sem 2020-2021 (Mar 2021-Jul 2021): TREC 205/BIOL 205 (1.53) 1st sem 2021-2022 (Aug.-Dec. 2021):

4.86

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	
										TREC 205 (1.25)
	PI 9: Number of instructional materials developed *	<i>On-line ready courseware developed and submitted for review</i>	Prepares Instructional module (Learning guide)	-	1	5	5	5	5	TREC 205
		<i>Flexible instructional materials</i>	Converts the on-line ready courseware to modules	-	1	5	5	5	5	TREC 205
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, and pre-recorded presentations	1	11	5	5	5	5	4 ppt, 2 video clip; 5 recordings
		<i>Assessment tools</i>	Prepares assessment tools to assess students' learnings	-	5	5	5	5	5	term exam, analysis report, oral presentation, pre- recorded PowerPoint presentation, paper critique
	PI 10: Number of virtual classrooms created and operationalized	Number of on-line ready courseware's developed and operationalized	<i>Co-creator of virtual classroom using Moodle</i>	-	1	4	4	4	4	TREC 205
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	1	70.8	5	5	5	5	Envi 11 (Lec) :33.3 Envi 11e (Lec):4.35 Envi110 (Lec): (4.8) Envi 111e (Lec & Lab)15.25 Envi114n (Lab): 3.3 Envi 116n (Lab): 3.45
		<i>Number of grade sheets submitted within prescribed period</i>	Prepares grade sheet (Lec) and submits on or before deadline	1	12	5	5	5	5	Envi 11 - 6 sections, Envi 200, Envi110, Envi 11e, Envi 111e, Envi 114n (Lab), Envi 116n (Lab)

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 INC and deferred grade submitted within prescribed period</i>	Prepare and submit INC and deferred grade	-	9	5	5	5	5	Envi 11- 6 students Envi110-3 students
		<i>Number of trainings attended related to instruction</i>	Attend mandated trainings	-	3	5	5	5	5	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents-July 21-22, 2021; Orientation on the Use of Google Sites and Shared Drive for RQAT Documentation on August 5, 2021; VSU EE Virtual Classroom Management (Onboarding on the Flexible Learning Modality) on Aug. 19, 20,23, 2021;
		<i>Number of long and term examinations administered and checked</i>	Administers and checks long examination for subjects taught	3	1,135	5	5	5	5	2nd sem 2020-2021 Envi 11 (666) - 2 long exam for 222 students ,1 final exam for 222 students Envi 110 (64) -1 long exam for 32 students, 1 final for 32 students Envi 114n (22) (Lab) – 1 long exam for 22 students; Envi 116n (23) (Lab) – 1 long exam for 23 students 1st sem 2021-2022 Envi111e (244) – 2 long exams and 2 term exams for 116 students Envi 11e (116) - 2 long exam for 29 students and 2 term exams for 29 students
		<i>Number of assessment (quizzes/e-tivity, write-up), learning task and motivation</i>	Prepares, administers and checks assessment (quizzes/e-tivity, write-up), learning task,	10	1573	5	5	5	5	Envi 11 (1,056) - 3 LT, 16 MQ for 222 students Envi 110 (99) - 3 LT for 33 students

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>questions administered and checked</i>	<i>motivation questions administered and checked</i>							<i>Envi 11e (174) – 6 LTs for 29 students</i> <i>Envi 111e (244) – 4 LTs for 61 students</i>
		<i>Number of lab reports and requirements checked and graded</i>	Administer and check lab reports and requirements	2	387	5	5	5	5	<i>Envi 114n (66) - 3 lab exercise for 22 students; Envi 116n (138) - 2 laboratory exercises & 4 reflection papers for 23 students</i> <i>Envi 111e (122) - 2 Lab reports for 61 students</i>
	PI 8: Number of students advised*	<i>Number of students advised as Academic Adviser to students</i>	<i>Acts as academic adviser to students</i>	10	35	5	5	5	5	2 nd Sem, SY 2020-2021 & 1 st Sem SY 2021-2022
		<i>Number of students advised on thesis as Thesis Adviser</i>	Advises, and corrects research outline and thesis manuscript	1	4	5	5	5	5	KMaat, MMerafuentes, DNaldo, AYordan
		<i>Number of students advised on thesis as SRC Chairman</i>	Advises, and corrects research outline and thesis manuscript	2	2	5	5	4	4.67	Camarines, ADonaire
		<i>Number of students advised on thesis as SRC Member</i>	Advises, and corrects research outline and thesis manuscript	1	2	5	5	4	4.67	JAsombrado, AValida
		<i>No. of approved manuscript submitted within prescribed period</i>	Reviews and approves thesis manuscript	-	-					The university did not allow graduating students to conduct their thesis due to pandemic.
		<i>On consultation</i>	Entertains students consulting on subject taught, thesis and grades	2	397	5	5	5	5	Academic advisees during enrolment, thesis advisees .thesis SRC committees students under the subjects handled during the 2 nd Sem, SY 2020-2021 & 1 st Sem SY 2021-2022

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 9: Number of student organizations advised/ assisted*	<i>Student organizations advised</i>	Advise and monitors activities of the student's organization	-	1	4	4	4	4	Helpers of Outreaching Mother Earth's Stability (HOMES)
		<i>Student organizations assisted on student related activities</i>	Advise and monitors activities of the student's organization	-	1	4	4	4	4	On-line Phil. Association for Environmental Science Students (PAES)
	PI 10: Number of instructional materials developed*	<i>On-line ready courseware developed and submitted</i>	Prepares and submits Learning Module for review	-	6	5	5	5	5	Envi 11, Envi 110, Envi 116n, (Lab), Envi 114n (Lab), Envi 11e, Envi 111e
		<i>Flexible instructional materials</i>	Prepares instructional materials	1	4	5	5	5	5	Envi 11, Envi 110, Envi 11e, Envi 111e,
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	27	5	5	5	5	Envi 116n (1): 1 ppt Envi 11 (3): 3 ppt Envi 110 (3): 3 ppt Envi 114n (2): 2 recordings; Envi 11e (6): 6 ppt Envi 111e (12): 6 ppts & 6 recordings
		<i>Assessment tools</i>	Prepares assessment tools to assess the students' learning	1	15	5	5	5	5	Envi 116n - term exam, oral presentation, reflection paper; Envi 11 - Long exam, term exam, MQ, LT; Envi 110-LT, Long Exam and term exam, presentation; Envi 11e – Long and Term Exams; Envi 111e – Long & Term Exams and Oral presentation
	PI 11: Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operational	Creator and co-creator of virtual classroom using Moodle	-	6	5	5	5	5	Creator: Envi 11, Envi 110, Envi 11e, Envi 111e Co- creator: Envi 116n, Envi 114n,
	PI 12: Additional Outputs	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	-	4	5	5	5	5	Envi 11, Envi 110, Envi 11e, Envi 111e

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 3. RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Conducts research (study leader) for possible utilization by industry or other beneficiaries	-	1	✓	4	✓	4.67	Rainforestation and Nursery Establishment
	PI 2. Number of research outputs completed within the year *	Number of research outputs completed within the year *	Conducts and completes research project within the year as study leader	-	research continuing	✓	✓	✓	✓	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (EcoSAP)
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<i>In refereed international journals</i>	Writes publishable materials out of research outputs and submits for publication	-	1	✓	✓	✓	✓	KJGL, MJCC, JOP, DPP, LPL: Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte. International Journal on Environment and Rural Development (A notice of acceptance was received in July 09,2021 however publication of the article will be in the first quarter of 2022).
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	<i>In international fora/ conferences</i>	Submit and present research papers in international scientific fora/conferences	-	1	✓	✓	✓	✓	Philippine Native Plants Conservation Society Inc. 6th International Symposium: Saving the Plants that Save Us: Conservation of Native Flora Amidst Calamities (ONLINE) JDE, KJGL, MJCC, MCAM, KDG, LPL: Insects Associated with <i>Aquilaria</i> spp. in the wild- their

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	
										importance in sustainable agarwood production
		<i>In nat'l/regional fora/conferences</i>	Submit and present research papers in national/regional scientific fora/conferences	-	3	5	5	4	4.67	<p>National Conference on Agriculture, Fisheries and Forestry (Northeastern Mindanao State University) (ONLINE)</p> <p><u>KJGL</u>, JOP, ABO, LPL, KDG, MMB: Capability Building of the marginalized Farmers Vulnerable to Climate Change and On- Farm Induced Disasters: The Case of Yolanda Rehabilitation and Reconstruction Program of the Visayas State University</p> <p>ABO, JOP, FMA, <u>KJGL</u>, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, MMB: Mainstreaming Rainforestation Technology in the Philippines</p> <p>SJMC, VAE, DJN, AOC, <u>KJGL</u>, ABO, JOP, KDG, OBB, RMFO, LPL, FMA, MMB: School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic</p>
	PI 5. Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Facilitates in the research proposal preparation and follow-up its implementation.	50%	100%	5	5	4	4.67	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines

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						Q	E	T	A	
										(ECoSAP); VSU funded Research, ELTI funded Research
	PI 6. Additional outputs*	Other outputs implementing the new normal due to covid 19	Participates in national and international for a/conferences	-	2	5	4	5	4.67	<p>Best Research Paper Award (Forestry Track) on the research presented during the "National Conference on Agriculture, Fisheries, and Forestry (NCAFF 2021)" at Northeastern Mindanao State University from November 4-5, 2021 (ONLINE)</p> <p>Second Place: School on the Air Radio Program Modality on Rainforestation Farming Training in Response to Face-To-Face Restrictions Due to the COVID-19 Pandemic</p> <p>(SJMC, VAE, DJN, AOC, <u>KJGL</u>, ABO, JOP, KDG, OBB, RMFO, LPL, FMA, MMB)</p> <p>Third Place: Mainstreaming Rainforestation Technology in the Philippines (ABO, JOP, FMA, <u>KJGL</u>, LPL, PPM, MJCC, SJMC, LKQC, HTC, VAE, JDN, MMB)</p>
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	8	5	5	5	5	LGU (Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag), Life Giving Forest Foundation, Carigara Water District

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						Q	E	T	A	
	PI 2. Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	30	5	5	5	5	Webinar: Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number of extension programs/projects implemented	Implements duly approved extension projects	-	3	5	5	4	4.67	Rainforestation Adopters Farm Cross visits in Barangay Kambonggan and Marcos on August 07, 2021 by the participants of the "Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" Closing Program of School on the Air (SOA) on Rainforestation Farming DYBK-FM "Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima" in the municipalities of Mahaplag, Abuyog and Javier, Leyte Community consultation on "Ecological and Conservation on Sustainable Agarwood Production (ECo-SAP)"
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Provides quality and relevant training courses and advisory services	-	100%	5	5	4	4.67	"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" on July 26-28, 2021. Sponsored by Environmental

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						Q	E	T	A	
	higher in terms of quality and relevance	higher in terms of quality and relevance								Leadership and Training Initiative and Visayas State University
	PI 5. Number of technical/ expert services	Number of technical/expert services rendered as:	Provides the technical and expert services requested by beneficiaries							
		Resource Persons	Serves as resource person	-	1	5	5	5	5	"Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines" on July 26-28, 2021. Sponsored by Environmental Leadership and Training Initiative and Visayas State University Philippine Biodiversity and Ecosystem Services
		Convenor/Organizer	Provide assistance during the preparation and implementation of events	-	2	5	5	5	5	Closing Program of School-in-the-Air; Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines, Agroforestry and On-Farm Restoration Practices
	PI 8. Percent of extension proposals approved*	Percentage of extension proposals prepared, submitted and approved	Facilitates in the extension proposal preparation and follow-up its implementation.	-	1	5	5	4	4.67	Development of a Rainforestation Research and Training Site to Scale-up Forest
	PI 11. Additional outputs *	Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation; Conduct of webinar	-	2	5	5	4	4.67	Development of materials for on-line training on Rainforestation; Conduct of webinar

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 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	Additional outputs	Attendance to trainings/seminars	Attend to online trainings and webinars	-	5	5	5	5	5	Drone Flight Planning for Forest Photogrammetry (3D Models) on November 22, 2021. 3rd International Conference on Integrated Natural Resources and Environment Management (INREM) on November 17, 2021. Policy Forum "Enhancing and Sustaining Stakeholders' Participation in Watershed Management" on October 13, 2021. Webinar on Marine Biodiversity in Verde Island Passage (VIP)- September 19, 2021 "Advancing Automated Forest Restoration (AFR)" A Networking Mini-Workshop to Support Research Students and Early Career Scientists on September 04, 2021. (ONLINE). Supported by Chiang Mai University, Thailand
OVPI MFO 3. Faculty Evaluation Services										
	PI 4. Number of seminars/ trainings/conventions/ workshops coordinated outside of the university*	Number of seminars/ trainings/conventions/ workshops conducted outside of the university*	Assist in the coordination of seminars/trainings/ conventions/workshops conducted outside the university	1	-					No F2F seminar/ convention allowed due to pandemic.

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						Q	E	T	A	
	PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	Percentage of the faculty evaluation	Reminds and follow-up students for the faculty evaluation.	50%	100%	5	5	5	5	Result is based on the student's evaluation report for the 2 nd semester AY 2020 – 2021 received just this Jan. 18, 2022.
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Assist the preparation in ensuring 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	Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	5	5	5	5	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Number of planning sessions, tracking and monitoring of targets, etc. conducted	Participates in the Institute's planning sessions, tracking and monitoring of targets	-	8	5	5	5	5	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	-	8	5	5	5	5	
	PI 6: Additional Outputs	Attendance to various virtual and face-to-face meetings	Attend the Re-Orientation of Employees' Duties and	-	1	5	5	5	5	Re- Orientation of Employees' Duties and Responsibilities and Good Customer Service (ONLINE) on September 23, 2021.

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						Q	E	T	A	
			Responsibilities and Good Customer Service (ONLINE)							
		<i>Number of activities conducted/organized as committee members/ chairpersons in support to the attainment of the university's mission</i>	Training on Integrating Rainforestation Farming to Promote Sustainable Agarwood Production in the Philippines; Cross site visits on Rainforestation Adopters Farm;	-	2	5	5	5	5	The training and cross site visits were designed on the conservation and sustainable utilization of Aquilaria which is in line on the University's mission on sustainable communities and environment.
		<i>Remote RQAT Evaluation</i>	Facilitate and prepares documents for Area E.1 to E.7 (Minimum Requirements) during the RQAT evaluation of MS TREC program of the Institute	-	1	5	5	5	5	MS TREC Regional Quality Assessment Team (RQAT) Evaluation
		<i>Responding to the onslaught of the super typhoon Odette</i>	Evaluate and assess the damages caused by the Typhoon Odette on the affected ITEEM faculty and staff; facilitate and conduct clearing and cleaning operations of the ITEEM research and instruction facilities; relief distribution to students affected by the Typhoon	-	3	5	5	5	5	The following was facilitated and conducted: 1. Clearing operation at the ITEEM grounds on Dec. 20 – 23; 2. Relief distribution operation to Southern Leyte on Dec. 29 – 30; 3. Evaluation and assessment on the damages caused by the typhoon on the affected ITEEM faculty and staff; and after which, submitted a request (and was approved)

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						Q	E	T	A	
										for lumber from trees toppled down to aid the affected personnel, at least to defray some cost needed for the repairs.
Total Over-all Rating										

Average Rating (Total Overall rating divided by 4)	19.51	4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Consider taking advance degree program (PhD) to be more effective in instruction, research and extension functions.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

1/13/22
DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

1/15/22
DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

2/28/22
DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: KLEER JEANN G. LONGATANG


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 MSTREC 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 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Acts as the academic adviser for BSES students; Serves as an adviser, SRC member for BSES including BSEM (old curriculum) 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	July 1, 2021	December 31, 2021	December 31, 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	July 1, 2021	December 31, 2021	December 31, 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	July 1, 2021	December 31, 2021	December 31, 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	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Very satisfactory	
6.	<ul style="list-style-type: none"> Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 1, 2021	December 31, 2021	December 31, 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	July 1, 2021	December 31, 2021	December 31, 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. KLEER JEANN G. LONGATANG

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan- June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Aug. 2, 2021	OP MC #s 75 & 77, series of 2021	Notice of meeting	Follow up implementation of the OP Memo Circulars #s 75 & 77, s., 2021 re: Extension of Deadlines/ Change of Schedules for Submission of Course Requirements and Extension of the Academic Ease Policy in the 2 nd Sem, SY 2020-2021
		Aug. 17, 2021		Notice of meeting	Follow up updates on assigned documents (Instruments E on Minimum requirements) preparations for MSTREC RQAT virtual evaluation scheduled on Aug. 20, 2021
		Aug. 23, 2021		Notice of meeting	Updates on assigned subjects/courses for the 1 st Semester of 2021-2022 preparation, submission of course syllabus, creation and ensures all students are enrolled in the Virtual Classroom through VSUEE (TREC 205, Envi 11 & 11e, Envi 111e, Envi 116n, Envi 114n & Envi 110)
		Oct. 15, 2021		Notice of meeting	Assign thesis advising for BSES 4 th year students.
		Dec. 9, 2021		Notice of Meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of

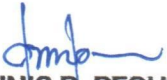
					accomplishment & submission to CFES Dean for evaluation
COACHING		July 9, 2021			Student final activity on Envi 116n (Watershed Management) with fieldwork restrictions. Discuss other options
		July 13, 2021			Constant communication with students who has deferred grades (2 nd Semester SY 2019-2020) to submit lacking requirements following OP MC #68, series of 2021
		Nov. 3, 2021		Notice of meeting	Advised to update the virtual classrooms of courses handled the first semester 2021-2022 following FM-IMD-10 for evaluation
					BSES 4 th year student concerns on the use of ISO forms for nominations and submission of the student research committees (SRC)
		Nov. 24, 2021		Notice of meeting	Cascading of the 3 rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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	KLEER JEANN G. LONGATANG
PERFORMANCE RATING	
AIM	To develop and enhance her skills in instruction, research and extension.

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

Date: July 2021

Target Date: July 2021

First Step: One-on-one discussion to take advance international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics and pursue PhD career.

Result: The agreement was to apply for the training online (due to pandemic) by next year (2022) and apply for PhD by 2023 1st Semester.

Date: Jan 2022

Target Date: July 2022

Next Step: Submit application requirements for advance training on time and apply for PhD program by 2023 in International Universities like The Czech Republic.

Outcome: Advanced skills on biodiversity conservation and PhD on Invert Ecology, and consider taking the program on Environmental Health.

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to participate in the seminar/training and PhD degree

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


KLEER JEANN G. LONGATANG
Ratee