

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 (100%)			
b. Students			
Total for Instruction	40%	4.88	1.95
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	5.00	0.75
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION	5%		
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: 4.70

Add: Additional Points, if any :

TOTAL NUMERICAL RATING : 4.70

ADJECTIVAL RATING : Outstanding

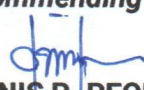
Prepared by:


KLEER JEANN G. LONGATANG
Instructor I
ITEEM

Reviewed by:


MARLITO JOSE M. BANDE
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KLERR JEANN G. LONGATANG, a faculty member of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY – JUNE 2020.

KLEER JEANN G. LONGATANG

RATEE

Approved:

MARLITO JOSE M. BANDE

DIRECTOR, ITEEM

DENNIS P. PEQUE

DEAN, CFES

MFO No.	DESCRIPTION OF MFO'S/PAPS	SUCCESS/ PERFORMANCE INDICATORS (PI)	TASKS ASSIGNED	TARGET	ACTUAL ACCOMP-LISHMENT	RATING				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1	4	4	4	4	TREC 205 - 7 students (lec & lab)
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, reading assignments	-	6	5	5	5	5	TREC 205 - 2 ppt presentations; 2 video clips; and 2 reading assignment
		A 7 : Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	1	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 *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	33.45	5	5	5	5	Envi 11 - 222 students

MFO No.	DESCRIPTION OF MFO'S/PAPS	SUCCESS/ PERFORMANCE INDICATORS (PI)	TASKS ASSIGNED	TARGET	ACTUAL ACCOMP-LISHMENT	RATING				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet (Lec) and submits on or before deadline	-	6	5	5	5	5	Envi 11
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	9	5	5	5	5	Training Workshop on Course Modules Production for FL in HEIs; Google Classroom; Moodle; Webinar on Fisheries
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	-	1332	5	5	5	5	6 long exam for 222 students
		A14. Number of quizzes administered and checked	Prepares and checks quizzes	-	7326	5	5	5	5	33 quizzes for 222 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	-	6	5	5	5	5	Gaban, A.M., Modina, J.M., Lee, O.H., Naldo, D.P., Gualvez, J., Moran, J.M.
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	-	1	5	5	5	5	Maat, K.M.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	1	5	5	5	5	Merafuentes, M.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	11	5	5	5	5	Maat, K.M., Merafuentes, M., Adlawan, J., Codera, J., Navarro, K., Loayon, J.R., Andrade, P., Bernadit, C., Acuna, J., Wenceslao, M., Marces, J.
	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							
		On-line ready courseware	Prepares Learning Module	-	1	5	5	5	5	Envi 11 - Modules 1-6

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)
						Quality	Efficiency	Timeliness	Average	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments</i>	-	11	5	5	5	5	Envi 11 - 6 ppt presentations; 3 video clips; 1 movie clips; 1 reading assignment
		<i>Assessment tools</i>	<i>Prepares assessment tools</i>	-	41	5	5	5	5	33 quizzes, 6 long exams, 2 term examinations
		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	-	1	5	5	5	5	Envi 11
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using Moddle	-	1	5	5	5	5	Envi 11 (editing faculty)
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year as study leader	-	1	5	5	5	5	Germination trials for dao, toog and kalumpit
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	-	6	5	5	5	5	Villaba, San Isidro, Tabango, Calubian, RISE, Leyte
	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	Implementes duly approved extension projects	-	3	5	5	5	5	refer to the attached lists of extension projects (Component Leader-3)
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Assist in the formulation and preparation of extension project proposal particularly output 3	-	1	5	5	5	5	Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program

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						Quality	Efficiency	Timeliness	Average	
										Output 1: Create a pool of National Experts on Eco-DRR
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*	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	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)		4.91
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

she is very committed but should be open to innovations for improvement of her work accomplishment

Evaluated & rated by:

MARLITO JOSE M. BANDE

DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: 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	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
2.	<ul style="list-style-type: none"> Acts as the academic adviser for BSEM students; Serves as adviser and 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, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
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, 2020	June 30, 2020	June 30, 2020	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 • Design research-related activities and other outputs to implement new normal. 	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
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, 2020	June 30, 2020	June 30, 2020	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	January 1, 2020	June 30, 2020	June 30, 2020	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, 2020	June 30, 2020	June 30, 2020	Very impressive	outstanding	

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

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

Prepared by:


MARLITO JOSE M. BANDE
 Director, ITEEM

"EXHIBIT G"

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

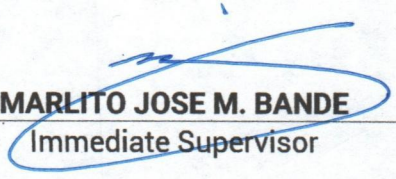
NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Marlito Jose M. Bande
NAME OF FACULTY	KLEER JEANN G. LONGATANG

ACTIVITY MONITORING	MECHANISM			OTHERS (Please specify)	REMARKS
	MEETING		MEMO		
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 6, 2020			Notice of meeting	Update on the students' academic advisee for subjects to be enrolled for the 2 nd Semester SY 2019-2020 and monitoring on the students' performance/status during the 1 st semester SY 2019-2020.
	Jan. 10, 2020			Notice of meeting	Distribution of the subjects to be taught for the 2 nd semester SY 2019-2020.
	Jan. 31, 2020			Notice of meeting	Update on the students' thesis advisee regarding the conduct of research proposals for the 2 nd semester SY 2019-2020.
	Feb. 21, 2020			Notice of meeting	Update on the conduct of graduating students' thesis.
	March 12, 2020			Notice of meeting	Monitoring on the status of the students' thesis research data collection, which is affected by the protocols to COVID-19 pandemic.
	March 23, 2020		Alternative mode of learning based on the OP memo circular no.35 series of 2020	Notice of meeting	Monitoring and updates of the alternative mode of learning for Environmental Science 11 during the time of COVID-19 pandemic.
	April 12, 2020			Notice of meeting	Monitoring of the subjects taught for the 1 st semester SY 2020-2021, for Instructional Materials (IMs) drafting.

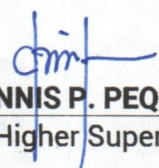
COACHING	April 15, 2020		OP memo circular no.35 series of 2020	One-on-one coaching	Coaching on improving effective teaching strategy and alternative mode of learning (ENVI 11) in times of COVID 19 pandemic.
	May 8, 2020			One-on-one coaching	Coaching on the writing of Instructional Materials (ENVI 11) that will be used for the 1 st semester 2020-2021
	May 13,2020			One-on-one coaching	Coaching on the writing of Instructional Materials (ENVI 11) that will be used for the 1 st semester 2020-2021
	June 5, 2020			One-on-one coaching	Coaching on the improvement of the Instructional Module (ENVI 11) and the OBTL syllabus for ONLINE and MODULAR learning modality.
	June 15, 2020			One-on-one coaching	Coaching on the improvement of the Instructional Module (ENVI 11) and the OBTL syllabus for ONLINE and MODULAR learning modality.

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

Conducted by:


MARLITO JOSE M. BANDE
 Immediate Supervisor

Noted by:


DENNIS P. PEQUE
 Next Higher Supervisor