

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARTURO E. PASA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.85	2.43	
b. Students (50%)	4.00	2.00	
Total for Instruction	40%	4.43	1.77
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	40%	4.78	1.91
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	4.96		
Total for Extension	5%	4.96	0.248
4. Administration	15%	5	0.75
5. Production			
TOTAL	100%		4.68

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.68

ADJECTIVAL RATING:

Outstanding


Prepared by:


ARTURO E. PASA
Name of Faculty


Reviewed by:


ANATOLIO N. POLINAR
Department Head

Recommending Approval:


ARTURO E. PASA ✓
Dean

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arturo E. Pasa a faculty member of the DEPARTMENT OFFOREST SCIENCE commit to the 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 2024.

ARTURO E. PASA
Professor VI
Date: July 18, 2024

Approved:

ANATOLIO N. POLINAR
Department Head
Date: July 19, 2024

Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
UMFO 1. ADVANCED EDUATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	6.12/2 (306%)	5	5	5	5	FORY 206, FORY 284
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2/2 (100%)	4.5	4.5	5	4.67	Omoso, Duria
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	8/2 (400%)	5	5	5	5	Enselay, Gervacio, Jaca, Papellero, Rom, Salvaleon, Solis
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	2	2/2 (100%)	4.5	5	5	4.83	FORY 206, FORY 234
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2/2 (100%)	4.5	5	5	4.83	FORY 206, FORY 234

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	2	2/2 (100%)	4.5	4.5	5	4.67	FOR Y 206, FOR Y 234
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2/2 (100%)	4.5	5	5	4.83	FOR Y 206, FOR Y 234
	A 6 : 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							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	2	14.85/2 (742.5%)	5	5	5	5	FGov 133, FMgt 128
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	7/2 (350%)	4.5	5	5	4.83	FGov 133, FMgt 128
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	6/5 (120%)	5	5	5	5	Dela Cruz Airine, Dela Cruz Abegail, Talatayod, Fantonial, Salve, Item
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1/1 (100%)	4.5	4.5	4.5	4.5	Faculty On-boarding
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	14/4 (350%)	5	4.5	5	4.83	FGov 133, FMgt 128 (2 sections)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	14/4 (350%)	4.5	5	5	4.83	FGov 133, FMgt 128 (2 sections)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	67/20 (335%)	4.5	5	5	4.83	FGov 133, FMgt 128 (2 sections)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	6/3 (200%)	5	5	5	5	Lomocso, Moreno, Cortes, Austria, Baledo, Gervacio
	A17. Number of students advised on thesis/ field practice/special problem:								

	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	2/3 (67%)	4.5	4.5	4.5	4.5	Macuto, Cabusas
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	5/3 (167%)	4.5	4.5	5	4.67	Guinocor, Bahinting, Tabios, Flores, Caindoc
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30/10 (300%)	5	5	5	5	FORY 200B.1, FGov 133, FMgt 128 (2 sections)
PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
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 Instructional module/laboratory guide/workbook or a combination thereof	2	2/2 (100%)	5	5	5	5	FGov 133, FMgt 128
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2/2 (100%)	5	5	5	5	FGov 133, FMgt 128
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6/2 (300%)	5	5	5	5	FGov 133, FMgt 128
	A 23 : 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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1/1 (100%)	4.5	4.5	5	4.67	AACCUP (on ACIAR Project Document)

	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSLI	1	1/1 (100%)	4/5	4/5	5	4.67	Project Tarsier
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3. RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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	4/1 (400%)	4/5	5	5	4.83	Green Carbon, Tarsier, Leiz Project, LGU Climate Change adaptive capacity
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	1	1/1 (100%)	4/5	5	5	4.63	UP Open U project
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1 (100%)	4/5	4/5	5	4.67	Published in Biodiversitas Scopus Index
	In refereed int'l journals								
	In refereed nat'l/regional journals								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1						none this time
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							

	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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	10	10/10 (100%)	5	5	5	5	People Organizations with Project Tarsier
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	10/10 (100%)	5	5	5	5	People Organizations with Project Tarsier
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							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
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							
Research Mentoring	Research Mentor		1	1/1 (100%)	4/5	5	5	4-83	USC PhD student
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1						none this time
Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings with partner POs in the Visayas	3	3/3 (100%)	5	5	5	5	with Project Tarsier
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	none					
		Number of farmers /PO members and officers communicated/advised							
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*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	zero non-conformity	4.5	5	5	4.83	
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100% compliant	4.5	4.5	5	4.67	
	On program accreditations								
	On institutional accreditations								
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	Zero	Zero % complaint	4.5	5	5	4.83	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	non this time					
	Number of Meeting attended	CFES	4	1/4 (25%)	5	5	5	5	Execom Meeting
		DFS	4	4/4 (100%)	5	5	5	5	DFS Faculty Meetings
		Committee	2	2/2 (100%)	5	5	5	5	Research and Development Extension, Instructional Programs Committee
		University	2	2/2 (100%)	5	5	5	5	UADCO, UAC

					4.5	5	5	4.83	Project Carbon, Womangrove Warriors Mangrove Rehabilitation, LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II), Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System, Community for Resilience (CORE) Training of Trainors (ToT) on Climate Change Adapataion and Mitigation
Total Over-all Rating		Project	12	12/12 (100%)					
		184.48							

Average Rating		4.85
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
write more articles for possible publication.

ANATOLIO N. POLINAR
 Department Head
 Date: *July 19, 2024*

Recommending Approval

ARTURO E. PASA
 Dean, CFES
 Date: *July 23, 2024*

Approved by:

ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: *9/24/24*

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

PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Forest Science
Head of Office : Dr. Anatolio N. Polinar
Number of Personnel : 7 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 (January – June 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 (January – June 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)	(January – June 2024).


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

Conducted by:


ANATOLIO N. POLINAR
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
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/ Revised & Utilized	RSCome	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FSci142, Fory198, FORY236, Fory299 All lec & Lab
		HLMondal	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fory 234, ForE134, Fmgt 126, All lec & lab
		AEPasa	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY284, Fory 206, FGov133, FMgt 128, All lec & lab
		TAPatindol	JANUARY-JUNE 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 234, ForE 149, Envi 124. All lec & lab
		DPPeque	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 124, LAMP 234, all lec & lab
		ANPolinar	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fgov 136, FSci112, all lec & lab
		SOBernaldez	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	
	Reviewed/ Approves Thesis/Field Practice Manuscript	RSCome	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

	s/Lab Exercises									Maglacion, Malinao
		<i>TAPantindol</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>HLMondal</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Lagahit, Macuto, Caindoc,
		<i>SOBernaldez</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Esmedia, Banayag, Truya
	Spent Hours For Students Consultations	<i>HLMondal</i>	JANUARY-JUNE 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	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lagahit, Macuto, Caindoc FSci112 & FGov136 students
		<i>TAPatindol</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>RSCome</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

										Maglacion, Malinao
		SOBernaldez	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Esmedia, Banayag,
	Gives Assignments, Quizzes, Exams, Etc.	AEPasa	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
	Submits Grade Sheets	TAPatindol	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci124n, ForE149, FORY224 All lec & Lab
		RSCome	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci142, ForY198n,

										FOR236, Fory199, FOR299 All lec & Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	ForE 134, FMgt 126, FOR234 All lec and Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FGov124n, FMgt128, FOR284 All lec and Lab
		<i>DPPeque</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FMgt 124, FOR 238
		<i>ANPolinar</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FSci 112, FGov 136n Lec and Lab
		<i>SOBernalde z</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
	Prepares power point lecture materials	<i>TAPatindol</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci124n, ForE149, FOR224 All lec & Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FGov124n, FMgt128, FOR284 All lec and Lab
		<i>RSCome</i>	JANUARY- JUNE 2024	Wednesday s, Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Wednesdays , Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Fory199, FGov134n, FOR234
		<i>DPPeque</i>	JANUARY- JUNE 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Mgt 124, FOR 238
		<i>ANPolinar</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	FSci 112, FGov 136n Lec and Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	ForE 134, FMgt 126, FOR234 All lec and Lab

		SOBernaldez	JANUARY-JUNE 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
MFO 2. Research Services	Conducts Researches	AEPasa	JANUARY-JUNE 2024	Project Tarsier for HSSE,						In-Country Coordinator Ongoing
		DPPeque	JANUARY-JUNE 2024			Green Carbon Inventory in Paranas Karst Forest				As Co-Project Leader
	Makes appointments	AEPasa	JANUARY-JUNE 2024	Green Carbon Inventory Research in Paranas, Samar	LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)					As Project Leader (Ongoing)
		DPPeque	JANUARY-JUNE 2024	Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"						As Component Leader
		AEPasa	JANUARY-JUNE 2024	Land Valuation/ Appraisal, Surveying and Assessment of LEIZ-Core in Merida, Leyte						As Co-Study Leader

		<i>RSCome</i>	JANUARY-JUNE 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 Project Leader (Ongoing)
MFO 3. Extension Services	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLmondal</i>	JANUARY-JUNE 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"		Participant
		<i>AEPasa, ANPolinar</i>	JANUARY-JUNE 2024			Project Tarsier for HSSE		"WoMangrove Warriors Mangrove Rehabilitation"		Participant
		<i>SOBernaldez</i>	JANUARY-JUNE 2024					"CITIZEN-SDSS: Using Citizen Science approaches and Spatial		Participant

									Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"	
		DPPeque	JANUARY-JUNE 2024					Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"		Participant
		ANPolinar, AEPasa, DPDeque	JANUARY-JUNE 2024				LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)			Participant
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	RSCome, HLmondal, ANPolinar, AEPasa, DPDeque, TAPatindol, SOBernaldez	JANUARY-JUNE 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		AEPasa,	JANUARY-JUNE 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment,

		<i>ANPolinar</i>		As Head	As Head	As Head	As Head	As Head	As Head	Payment Vouchers & PR & PPMP job order Contracts, bills, etc.
	Attends meetings.	<i>All DFS Faculty</i>	JANUARY-JUNE 2024	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>HLMondal</i>	JANUARY-JUNE 2024	Once	Once	Once	Once	Once	Once	As Department/Coll ege Secretary
	Reviews communications, letters, requests and appointments.	<i>AEPasa ANPolinar</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Repairs tables, cabinets, doors, rooms and maintained CFES/DFS ornamental garden and etc.	<i>GSCirculad o</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	CFES Rooms and other infrastructures
	Perform Nursery and Forest Protection activities	<i>RNGloria</i>	JANUARY-JUNE 2024	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Tree seedling production, patrolling and monitoring of flowering mother trees
	Releases permits for bamboo cutting/fuel wood	<i>ANPolinar RMLaurino</i>	JANUARY-JUNE 2024		Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Around 450 Permits Released

	Performs bagging, sorting, weeding and watering of plants.	RNGloria RMLaurino	JANUARY- JUNE 2024	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Weekly, Every Other Day
	Inventory of trees for cutting/pruning	RMLaurino	JANUARY- JUNE 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:


ANATOLIO N. POLINAR
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: ARTURO E. PASA

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, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Submit more publications

	proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Attend meetings and make letters.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Attended Face to face and virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	In-Country Director of TARSIER Project

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLION POLINAR
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : 4.68 Outstanding

Aim: To improve the research and extension capability of the faculty

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

Date: January 2024

Target Date: March 2024

First Step:

Require Dr. Pasa to lead the TARSIER research and extension Project.

Result:

Actively lead in the implementation of the TARSIER PROJECT in Region 8.

Date: April 2024

Target Date: June 2024

Next Step:

Draft scientific articles for possible publication in scientific journals.

Outcome:

Dr. Pasa drafted journal articles for review and possible publication

Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings. He may also encourage to develop more IM's based from the research findings of TARSIER Project.

Prepared by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Conforme:


ARTURO E. PASA

Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: PASA, ARTURO E.

Department: Dept. of Forest Science

College: College of Forestry and Environment

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FGov 133	FOREST GOVERNANCE AND POLICY	LEC	4.00	Very Satisfactory	80.0%
FGov 133	FOREST GOVERNANCE AND POLICY	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.00	Very Satisfactory	80.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

PASA, ARTURO E.

Name and Signature of Faculty

Date: 4/22/24

Distribution of copies: ODIE, College, Department, Faculty