

EXHIBIT K

Summary of Individual Ratings of Faculty Members  
with Multiple Functions

Name of Office                    INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL  
MANAGEMENT (ITEEM)

Name of Faculty Member    **MARLITO M. BANDE**

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Instruction			
a. Head/Dean (50%)	12.5%	4.97	0.62
b. Students (50%)	12.5%	5	0.63
TOTAL			
2. Research	22.5%	4.97	1.12
3. Extension	22.5%	5	1.13
4. Administration	30.0%	5	1.5
5. Production			
TOTAL			4.99

EQUIVALENT NUMERICAL RATING : 4.99


Add: Additional Points, if any : \_\_\_\_\_

TOTAL NUMERICAL RATING : \_\_\_\_\_

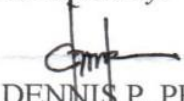
FINAL NUMERICAL RATING : \_\_\_\_\_

ADJECTIVAL RATING : Outstanding


Prepared by:

  
MARLITO JOSE M. BANDE  
Name of Staff


Reviewed by:

  
DENNIS P. PEQUE  
Dean, CFES

Recommending Approval:

  
DENNIS P. PEQUE  
Dean, CFES

Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

**“Exhibit B”**

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

I, MARLITO JOSE M. BANDE, 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, 2019.

**MARLITO JOSE M. BANDE**  
RATEE

**Approved:**

**DENNIS P. PEQUE**  
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 1 ADVANCED EDUCATION SERVICES									
TEEM MFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	Supervised the offering and monitoring on the implementation of the MSc. program	1	1	✓	✓	✓	✓	MSTREC
PI 2	Total FTE monitored	Taught the following courses: SY 2018-19 (2nd semester): TREC 206 (Lec), TREC 208 (Lec & Lab)	1	6.36	5	5	5	5	Number of students and contact hour per week: TREC 206 (16 students & 3 hours) and TREC 208 (17 students & 5 hours)
PI 3	Number of students who graduated within prescribed period	Supervised and monitored the academic performance and requirement for graduation of the graduating students	1	1	4	5	5	4.67	K. Galgo graduated in June, 2019
PI 4	Number of graduate students enrolled	Monitored and facilitated the processing of the certificate of registration during enrollment	3	12	5	5	5	5	The figure was obtained from Registrar's list of MSTREC enrollment
PI 6	Number of course syllabus developed	Revised existing course syllabus based on OBE format	1	2	5	5	5	5	TREC 206, TREC 208
ITEEM MFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/assistantship	Connected with potential funding agency that provide financial support/scholarship/ assistantship to students	1	2	✓	5	5	✓	Kleer Jeanne Galgo (GTA); Lilibeth Pelino (Thesis support - Zoological Society of London)



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 2	Number of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Facilitated the application and processing of student scholarship. Monitored the student performance and responsibility as reflected in the scholarship grant agreement.	1	1	4	5	5	4.67	Kleer Jeanne Galgo (GTA) graduated in June, 2019
PI 4	Number of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Served as thesis adviser and GAC member	2	11	5	5	5	5	<b>Thesis adviser:</b> Kleer Jeanne Galgo, Lilibeth Pelino, Mervyn Loreto, Lorriane Cristy E. Ceniza <b>GAC member:</b> Mark Vincent Latras, Marlyn Entuna, Erwin Pantenople, Warren Siarot, Sarah Villacorta, Hera Obiso, Jonathan Hijada
<b>UMFO 2 HIGHER EDUCATION SERVICES</b>									
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Taught the following courses: SY 2018-2019 (2nd semester) Envi 118 (Lec & Lab) and Envi 198 (Lec), Envi 11 (Lec)	3	7.15	5	5	5	5	Number of students and contact hour per week: Envi 11 (37 & 3 hours); Envi 118 (1 students & 5 hours); Envi 198 (9 students & 3 hours)
PI 2	Number of new undergraduate curricular program compliant to CMO, approved and offered	Facilitated the revision of the BSEM curriculum compliant to BSES CMO series of 2005	1	1	5	5	5	5	BOR approved the offering of BSES Program beginning of the 1 <sup>st</sup> semester for SY 2018-2019
PI 3	Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Prepared the necessary requirements needed for RQAT evaluation	1	1	5	5	5	5	CHED Regional Office issued Certificate of Program Compliance (COPC)
PI 4	Number of undergraduate students enrolled	Monitored and facilitated the processing of the certificate of registration during enrollment	10	46	5	5	5	5	Total number of students as of June, 2019 were: BSES students – 22 BSEM students -24
PI 5	Number of undergraduate students who graduated within prescribed period	Supervised and monitored the academic performance and requirement for graduation of the graduating students	5	12	5	5	5	5	All students who graduated within the prescribed period were BSEM
PI 6	Number of academe/industry linkage established	Connected with potential industry that may provide financial support/scholarship/ assistantship to students	1	3	5	5	5	5	4 BSEM graduating students was awarded with thesis support by NatureLife International, ELTI and Zoological Society of London

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 7	Number of students advised (thesis adviser/SRC Chairman or member)	Thesis adviser and SRC member of undergraduate students	1	8	✓	✓	✓	✓	<b>Thesis adviser:</b> Raycel Bagaslao, Kit Felian Tenio, Ken Florentino, Genevive Pepito <b>SRC member:</b> Mikah Desamparado, Darlyn Dupal, Gleah Gale Gardon, Fausto Mabansag
PI 9	Number of course syllabus developed	Revised/Updated new/existing Course Syllabi based on OBE format	1	3	✓	✓	✓	✓	Envi 118, Envi 198, Envi 11
PI 10	Additional outputs:								
PI 10.1	Number of student honors/awards received	Monitored the student's academic performance to maintain the necessary grades (average) for Latin Honor. Facilitated the application of students for Latin Honor and processing of documents as required by the registrar office.	1	2	✓	✓	✓	✓	Latin Honor (Kit Felian Tenio and Mikah Desamparado)
<b>UMFO 3 RESEARCH SERVICES</b>									
PI 1	Number of published papers in internationally indexed journals	Co-Author	1	4	✓	✓	✓	✓	International Journal of Environmental and Rural Development; Life Science and Humanities; Journal of Agriculture and Technology Management; Environmental Modelling and Software
PI 3	Number of research project/study conducted	Served as project/study leader	1	5	✓	✓	✓	✓	Conducted four (2) studies in Inopacan funded by VSU and ELTI; three (2) studies in Terrestrial Ecosystem Division funded by NatureLife; one (1) in Bacong, Negros Oriental funded by ELTI
PI 4	Number of research proposals submitted	Prepared and submitted the project proposal to funding agency	1	3	✓	✓	✓	✓	<b>VSU-OVPRE</b> (Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal Infected Dipterocarp Seedlings Planted in the marginal Uplands in Inopacan, Leyte), <b>ELTI</b> (Monitoring and evaluation of the growth performance of native trees in Negros and Leyte), <b>NatureLife International</b> (Biomass Production and Carbon Sequestration of Early Successional Seedlings in Response to Mineral Nutrient Omission)
PI 5	Number of research proposals approved	Served as proponent of the research project	1	3	✓	✓	✓	✓	VSU-OVPRE, ELTI, and NatureLife International
PI 7	Number of research studies externally funded	Prepared and submitted the project proposal to funding agency	1	2	✓	✓	✓	✓	NatureLife International and ELTI



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 8	Number of research studies institutionally funded	Prepared and submitted the project proposal to VSU-OPRE	1	1	✓	✓	✓	4.67	Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal Infected Dipterocarp Seedlings Planted in the marginal Uplands in Inopacan, Leyte
PI 9	<b>Additional outputs:</b>								
PI 9.1	Number of published books/manuals	Co-author	-	1	✓	✓	✓	✓	Manual on Nursery and Out-planting of Beach Forest Trees ISBN 978-621-95325-7-0
PI 9.3	Number of exchange scholars/researchers/visiting professors assisted	Served as local counterpart and facilitated the requirements needed by the University	1	3	✓	✓	✓	✓	David Neidel (visiting professor, Yale University); Edwino Fernando (Professor/ Researcher, UPLB), Marco O. Bellotti (Yale-VSU exchange student)
PI 9.4	Number of research articles submitted for publications	Co-author	1	2	✓	✓	✓	✓	Annals of Tropical Research and Science and Humanities Journal
PI 9.5	Number of MOAs drafted, prepared and signed as witness		1	2	✓	✓	✓	✓	<b>Approved and signed:</b> VSU-LGU Hindang, VSU-DSWD-LGU Cabucgayan-DENR, VSU-Bern University
PI 9.6	Number of terminal/ accomplishment reports submitted	ITEEM faculty/staff	1	5	✓	✓	✓	✓	RDE accomplishment reports, Bayan Academy training report, YRRP Progress Report for DA-Regional Field Office 8
<b>UMFO 4 EXTENSION SERVICES</b>									
PI 1	Number of person-days trained weighted by length of training	Acted as resource person or technical expert during the training	50	320	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 2	Number of trainings conducted	Resource person/coordinator/facilitator	1	12	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 3	Number of IEC materials (fyers), RF techno-guides distributed and Rainforestation development plan evaluated	Approved the distribution of flyers (50) and RF techno-guides (10) during the 95th VSU anniversary	10	60	✓	✓	✓	✓	Distributed 60 copies RF manual (10), Flyers on Propagation Technique of Hoya (25) and Medinilla (25)
		Assessed and evaluated the adopter's Rainforestation farm development plan during the YRRP (25) and RF training (15)	10	40	✓	✓	✓	✓	Evaluated 40 RF adopter's Farm Development Plan

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 4	Number of beneficiaries served	Served as technical expert/facilitator	50	220	✓	✓	✓	✓	A total of 220 participants during RF training; climate change and Eco-DRR training; cross-visits of farmers, researchers/extension workers and students were provided lectures and technical advised
PI 5	Number of technical/expert services	Served as technical expert	2	10	✓	✓	✓	✓	Resource person during trainings and cross-visits (Rainforestation, climate change and Eco-DRR ); technical expert (i.e., bio-physical and biodiversity assessment, tree registration) prior to the establishment of rainforestation and climate-smart agroecological production system adopters' farm
PI 6	Number of extension projects/components conducted	Served as project leader	1	2	✓	✓	✓	✓	Project Leader of the NRM-Based Extension Project and Yolanda Recovery and Reconstruction Program: Training on Climate Change and Community-Based Disaster Risk Reduction and Management
PI 7	Number of extension proposals submitted	Prepared and submitted the project proposal to funding agency	1	5	✓	✓	✓	✓	<b>VSU-OVPRE</b> (1. NRM-Based Extension Project and 2. Mainstreaming Rainforestation Technology in the Philippines); <b>ELTI</b> (Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster-Prone Areas in the Visayas); <b>NatureLife International</b> (CO <sub>2</sub> Compensation Project); and <b>DA-RFO 8</b> (Yolanda Recovery and Reconstruction Program: Training on Climate Change and Community-Based Disaster Risk Reduction and Management)
PI 8	Number of extension proposals approved	Served as proponent of the research project	2	5	✓	✓	✓	✓	<b>VSU-OVPRE</b> (1. NRM-Based Extension Project and 2. Mainstreaming Rainforestation Technology in the Philippines); <b>ELTI</b> (Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster-Prone Areas in the Visayas); <b>NatureLife International</b> (CO <sub>2</sub> Compensation Project); and <b>DA-RFO 8</b> (Yolanda Recovery and Reconstruction Program: Training on Climate Change and Community-Based Disaster Risk Reduction and Management)
PI 9	Number of extension projects externally funded	Prepared and submitted the project proposal to funding agency	1	3	✓	✓	✓	✓	<b>ELTI</b> (Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster-Prone Areas in the Visayas); <b>NatureLife International</b> (CO <sub>2</sub> Compensation Project); and <b>DA-RFO 8</b> (Yolanda Recovery and Reconstruction Program: Training on Climate Change and Community-Based Disaster Risk Reduction and Management)
PI 10	Number of extension projects institutionally funded	Prepared and submitted the project proposal to VSU-OPRE	1	2	✓	✓	✓	✓	NRM-Based Extension Project and Mainstreaming Rainforestation in the Philippines



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 11	Additional outputs:								
PI 11.1	Number of seedlings distributed	Assessed and evaluated the seedling requirement of RF adopters as approved by the University President	1000	20,000	↪	↪	↪	↪	RF adopters in Villaba, Leyte; Cabucgayan, Biliran; Basey, Samar, and Hindang, Leyte
PI 11.2	Area (hectares) of RF adopters farm established	Provided technical experts and advised in relation to establishment, maintenance and monitoring of RF adopter's farm	1.5	62	↪	↪	↪	↪	Cabucgayan (59 hectares); Villaba (2 hectares); Hindang (1 hectare)
PI 11.3	Number of farmers association/individual RF adopters monitored and assisted	Provided technical experts and advised of the farmers association in relation to biodiversity conservation, forest restoration and implementation of Rainforestation technology	1	7	↪	↪	↪	↪	KALAH I Beneficiaries Farmers Association (7)
PI 11.4	Number of RF network organized	Served as VSU's official representative of the network	1	3	↪	↪	↪	↪	RFRI (Luzon Cluster; Visayas Cluster; Mindanao Cluster)
PI 11.5	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Served as presenter and resource person	1	17	↪	↪	↪	↪	RF Training (14), RBME seminar (1), YRRP project orientation workshop (1); and KALAH I Project Sustainability Seminar (1)
<b>UMFO 5 SUPPORT TO OPERATIONS (STO)</b>									
ITEEM MFO 1	Faculty Development Services								
PI 1	Number of faculty/staff pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted	Recommended the application to the scholarship committee and monitored the academic performance of the concern faculty	2	2	↪	↪	↪	↪	Espinosa, E. D. (PhD); Compendio, S.J.M. (MS)
PI 2	Number of seminars/trainings/conventions/workshops coordinated for entire university	Served as training/workshop coordinator and resource person	1	2	↪	↪	↪	↪	International Training on Rainforestation WWF Myanmar and Restoration Bootcamp for Tropical Asian Forest
PI 3	Number of seminars/trainings/conventions/workshops coordinated outside the university	Served as training/workshop coordinator and resource person	1	13	↪	↪	↪	↪	RF Training (6); YRRP: Training on Climate Change and Community-Based Disaster Risk Reduction and Management (6); KALAH I Project Sustainability Seminar (1)

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 4	Additional outputs:								
PI 4.1	Number of activities organized/attended/assisted/participated/facilitated	Served as activity coordinator/facilitator	2	7	✓	✓	✓	✓	Environmental Jamboree; VSU Coastal Clean-up, Mr. & Ms. VSU Tree Planting; AAACU Tree Planting (VSU Admin building); Output Presentation of RISE Result in KALAH! Project sites (Brgy. Looc, Casiawan and Talibong, Cabucgayan, Biliran); ITEEM Educational Exposure and Team Building, Tree planting in HIPEDAC wildlife habitat restoration site
ITEEM MFO 2	Faculty Recruitment/Hiring Services								
PI 1	Number of faculty recruited/hired aligned with ISO standards	Requested, posted, interviewed and facilitated the requirements for hiring one substitute instructor and 3 part-time instructors	1	4	✓	✓	✓	✓	Substitute Instructor (1); Part-time Instructor (3)
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Individual Faculty Students Evaluation (for IPCR)	Taught the following courses: SY 2018-19 (2nd semester): <b>MSTREC Program:</b> TREC 206 (Lec), TREC 208 (Lec & Lab) <b>BSEM/ES Program:</b> Envi 118 (Lec & Lab) and Envi 198 (Lec), Envi 11 (Lec)	Very Satisfactory	Outstanding (Average 97.55)	✓	✓	✓	✓	TREC 208 (Lac) - 98.24 TREC 208 (Lec) - 97.65 Envi 118 (Lec) - 100 Envi 118 (Lab) - 100 Envi 198 (Lec) - 90.59 Envi 11 (Lec) - 97.65
ITEEM MFO 4	Admission & Registration Services								
PI 1	Number of undergraduate students enrolled and validated within scheduled regular registration period	Monitored, signed and facilitated the processing of the certificate of registration during enrollment	10	46	✓	✓	✓	✓	Figure was obtained from registrar's list of BSEM/BSES enrollees for S.Y. 2018-2019 (second semester)
PI 2	Number of graduate students enrolled and validated within scheduled regular registration period	Monitored, signed and facilitated the processing of the certificate of registration during enrollment	2	12	✓	✓	✓	✓	Figure was obtained from registrar's list of MSTREC enrollees for S.Y. 2018-2019 (second semester)
ITEEM MFO 5	Guidance and Counselling & Support to Students Services								
PI 3	Number of students awarded scholarship and grants & thesis supports	Connected with potential funding agency that provide financial	1	9	✓	✓	✓	✓	<b>MS Students:</b> Galgo, K.J. (GTA); Pelinio, L. (Thesis Support-Zoological Society of London (ZSL))



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		support/scholarship/ assistantship to students							<b>Thesis Support for BSEM Students:</b> Pepito, G. & Florentino, K. (NatureLife International); Tenio, K.F. (Zoological Society of London); Desamparado, M., Dupal, D., Gardon, G. (ELTI); Mabansag, F.M., (Bern University-use of RISE Software)
PI 4	Number of best practices on students' services implemented	Consulted, reviewed, adopted and implemented best practices and innovations to improve students' services of the Institute	1	5	↷	↷	↷	↷	(1) Incorporating student thesis (to avail support) in existing research projects of the Institute; (2) Tapping international collaborators (Yale University, CNRD network) in accessing published research articles in peer-reviewed journals; (3) Mentoring students in writing and publishing of thesis research outputs in peer-reviewed journals; (4) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency; (5) Encourage and facilitate students to participate in Phi Delta Best Thesis Competition
ITEEM MFO 7	<b>Program and Institutional Accreditation Services</b>								
PI 1	Number of degree programs which passed accreditation/evaluation	Monitored and facilitated the documentation and production of necessary documents needed for AACCUP evaluation (Level III)	2	2	↷	↷	↷	↷	<b>MSTREC</b> (for AACCUP Level III scheduled next year); and <b>BSEM/BSES</b> (for AACCUP Level III scheduled next year)
PI 2	Number of degree programs which passed CHED Evaluation (RQAT)	Monitored and facilitated the documentation and production of necessary documents needed for CHED (preliminary survey visit) MSTREC Program evaluation							MSTREC was one of the graduate programs recommended by graduate school for CHED preliminary survey visit prior to RQAT evaluation.
UMFO 5	<b>GENERAL ADMINISTRATION AND SUPPORT</b>								
PI 1.1	Number of admin and research staff hired	Facilitated the requirement and signed the contract of the newly hired personnel of the Institute	1	33	↷	↷	↷	↷	<b>Casual Position:</b> <u>Laborer</u> (2) Bagarinao, V., Matinao, R. <b>Project-based Position:</b> <u>Research Assistant</u> (4) Maarat, M., Gonzales, S., Isaac, K., Resma, G.; <u>Research Aide</u> (3) Matinao, G., Longatang, P., Baroto, R.; <u>Training Assistant</u> (4) Almencion, K., Ceniza, L., Camacho, A., Romo, A.; <u>Laborer</u> (1) Dolomen, R. <b>Job Order Position:</b> <u>Research Assistant</u> (2) Vidal, A.; Fiecas, K.; <u>Research Aide</u> (2) Almeroda, F., Capin, O.; <u>Administrative Aide</u> (2) Benitez, C., Gundemaro, K.; <u>Laborer</u> (13) Matinao, G., Matinao, N., Dela Cruz, C., Elizear, Tabaranza, B., Tabaranza, F., Dolomen, R., Bagarinao, J., Bancali, M., Escabarte, C., Romero, Joselito., Romero, Jeffrey, Gopio, E.

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 1.2	Number of faculty/staff supervised and monitored (including project based staff)	Supervised, monitored and evaluated the performance of the faculty and staff of the Institute as well as the project based and job order personnel	5	20	↪	↪	↪	↪	The following personnel were monitored, supervised and evaluated: Aure, Alkuino, Benitez, Longatang, Gorre, Pogosa, Orias, Bastasa, Dela Cruz, Elizear, Chu, Maarat, Gonzales, Matinao, Almencion, Romo, Camacho, Ceniza, Gundemaro, Galgo
PI 2	Number of management meetings conducted/attended	Presided the regular and emergency faculty and staff meeting of the Institute	3	6	↪	↪	↪	↪	
PI 3	Number of documents evaluated and approved	Reviewed, signed or approved the necessary documents needed for the regular operation of the Institute.	100	250	↪	↪	↪	↪	
PI 7	Number of seedlings raised	Monitored, evaluated and approved the production of quality planting materials to support advocacy and devolution of Rainforestation	1000	20,000	↪	↪	↪	↪	Figure was based on the seedling production records of the Institute
PI 9	Number of office and laboratory equipment purchased	Facilitated the request and purchased order of the laboratory equipment needed to sustain the operation of the Institute in relation to Instruction, Research and Extension functions its personnel	3	5	↪	↪	↪	↪	<b>TED:</b> digital balance, indoor data logger (2 units), megaphone (2 units), GPS, grasscutter (3 units)
PI 10	Number of office/training facilities/equipment maintained per week	Monitored the regular maintenance of the facilities and equipment of the Institute	10	50	↪	↪	↪	↪	<p><b>ITEEM Main Office:</b> Desktop Computer (4 units); Aircon (5 units); refrigerator (1 unit); printer (7 units); water dispenser (1 unit); photocopier machine (1); LCD projector (2 units); electric fan (3 units); WIFI router, telephone (3 units), percolator (1 unit), coffeemaker (1 unit)</p> <p><b>TED:</b> digital balance (2 units), indoor data logger (2 units), megaphone (2 units), GPS (3 units), grasscutter (3 units), camera (1 unit), oven (1 unit), refrigerator (1 unit), analytical balance (1 unit), light meter (1 unit), electric fan (3 units), wall fan (4 units), percolator (1 unit)</p> <p><b>AED:</b> Microscope, SCUBA air compressor, Depth sounder, Magnetic stirrer, GPS, Refractometer, SCUBA tank, BCD, Regulator, Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, Transect tape, DO meter,</p>



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
									Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, MSF, grab sampler, Hand corer
PI 11	Number of university & college committees/boards/council chaired & coordinated	Served as chairman/member of the University/College committees	2	4	✓	✓	✓	✓	(1) Tree Management and Conservation Committee; (2) Environmental and Anti-Mining Advocacy Team; (3) Land Use and Development Committee; (4) Mt. Pangasugan Biodiversity Center; (5) Committee on R, D & E;
PI 13	Number of University policies, protocols, guidelines/procedures made, approved and implemented	Monitored the proper implementation of the University's policies, protocols, guidelines/procedures as approved	1	4	✓	✓	✓	✓	(1) Guidelines in using laboratory equipment and facilities for faculty and staff (2) Guidelines in using research equipment and facilities for students conducting thesis (3) Biometrics for permanent employees and logbook for Job Order and project-based employees (4) Guidelines in conducting overtime by faculty and staff
PI 14	Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Monitored and supervised the frontline services of the Institute to ensure efficient and customer friendly	1	8	✓	✓	✓	✓	(1) Facilitate during student enrollment (2) Follow-up and update concern students on academic deficiency and requirements prior to graduation (3) Facilitate students to guidance counseling as need arises (4) Training and technical expert services (5) Regular monitoring & evaluation of stakeholders and adopters in relation to rainforestation and fish sanctuary establishment (6) Facilitate the requirement for visiting professor/researcher and exchange students (7) Facilitate the preparation and approval of MOA/MOU (8) Facilitate cross visits of university stakeholders and partners in relation to biodiversity conservation, natural resource management and environmental protection
PI 15	Zero percent complaint from clients served	Monitored and evaluated customer's satisfaction in relation to the services of the Institute	100%	100%	✓	✓	✓	✓	
PI 16	Best practices/new initiatives implemented	Consulted, reviewed, adopted and implemented the best practices and innovations to improve the services of the Institute in relation to the Instruction, Research and Extension functions its personnel	1	14	✓	✓	✓	✓	<b>Instruction</b> (1) Incorporating student thesis as part of research project deliverables; (2) Mentoring students in writing and publishing of research outputs in peer-reviewed journals; (3) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency (4) Encourage students to conduct their thesis in line with existing research projects <b>Research</b>

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
									(1) Mentoring of LGU field staff and encourage cost-sharing arrangements with Local Government Units and people's organization; (4) Feedbacking of research results to project stakeholders <b>Extension</b> (1) Exposed BSEM/BSES and MSTREC students to community-based extension activities in relation to environmental conservation (2) Encourage family membership and valuation of labor inputs as capital build up to sustain alternative livelihood activity; (3) Utilization of research outputs and matured technology to ensure effective and efficient extension services; <b>Administration</b> (1) Tapping and prioritizing all available human resources (from different projects) to enhance understanding, knowledge and skills of all ITEEM faculty and research staff in the implementation of any projects and delivery of extension services
Total Over-all Rating					4.96	5	5	4.99	

Average Rating (Total Over-all rating divided by 4)		4.99
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

## Comments &amp; Recommendations for Development Purpose:

Exemplary research & extension performance. However there is a need to balance between RPE and Instruction function

Evaluated &amp; rated by:

DENNIS P. PEQUE

DEAN, CFES

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE



EXHIBIT G

Performance Monitoring and Coaching Journal

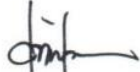
	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Dennis P. Peque
NAME OF FACULTY	MARLITO M. BANDE

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
				March 22 2018	Visit in the Office
				April 24, 2018	Visit in the Office
COACHING					

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

Conducted by:

  
DENNIS P. PEQUE  
Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor

## EXHIBIT L

### Employee Development Plan

NAME OF EMPLOYEE	DR. MARLITO M. BANDE
PERFORMANCE RATING	

AIM	To strengthen management and leadership capabilities as Director of ITEEM
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Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: January 2019

Target Date: March 2019

First Step:

Encouraged Dr. Marlito M. Bande to participate HRM-related seminar and training to improve his management and leadership function as Director of ITEEM.

Result:

Dr. Bande actively participated seminars such as PRIME-HRM, ISO certification, coaching and mentoring, etc.

Date: April 2019

Target Date: June 2019

Next Step:

To apply the leadership and management strategy learned both from the seminar and actual experience

Outcome:

Dr. Bande has improved his knowledge, skills and attitude in leading ITEEM by being able to prepare documents for CHED-RQAT, ISO and other certifications, and being able to effectively manage his administrative, and RDE staff.

Final Step/

Recommendation:

Dr. Bande may also learn from experienced staff or higher VSU authorities on other essential elements needed to improve ITEEM.

Prepared by:

  
**DENNIS P. PEQUE**  
Dean, CFES

Conforme:

  
**MARLITO JOSE M. BANDE**  
Ratee