

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DENNIS P. PEQUE


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.87 \times .50 = 2.44$	
b. Students (50%)		$4.17 \times .50 = 2.09$	
Total for Instruction	50%	4.53	2.27
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5	1
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.97	0.5
4. Administration	20%	4.83	0.97
5. Production			
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:


DENNIS P. PEQUE

Name of Faculty 

Reviewed by:


ANATOLIO N. POLINAR

Department Head 

Recommending Approval:


DENNIS P. PEQUE

Dean 

Approved:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DENNIS PEQUE, a faculty member of the DEPARTMENT OF FOREST 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, 2022.

Approved:


DENNIS P. PEQUE
Assoc. Prof. V
Date: 7/16/22


ANATOLIO N. POLINAR
Department Head, DFS
Date: 7/25/22

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	
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	2 (1)	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3 (1.5)	6/1.5 (400%)	5	5	5	5	Wales, Recosana, Artajo, Lopez, Aguilar, Cepada
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1 (.5)	3/0.5 (600%)	4.5	4.5	5	4.67	Wales, Aguilar, Recosana
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1 (.5)	7/0.5 (1400%)	4.5	5	5	4.83	Espejon, Albarico, Mercado, Sabejon, Tiusen, Bernaldez, Llano

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2 (1)	13/1 (1300%)	5	5	5	5	Espejon, Albarico, Mercado, Sabejon, Tiusen, Bernaldez, Llano, Wales, Aguilar, Recosana
	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	1 (.5)	N/A					No MS subjects handled
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1 (.5)	N/A					No MS subjects handled
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1 (.5)	N/A					No MS subjects handled
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1 (.5)	N/A					No MS subjects handled
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1 (.5)	N/A					No MS subjects handled
	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	0						
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 (.5)	21.7/0.5 (4340%)	5	5	5	5	Fmgt 124 lec & lab, ForE 154 lec & lab

19.50
4 4.88

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1 (.5)	6/0.5 (1200%)	5	5	5	5	Fmgt 124 lec & lab, ForE 154 lec & lab, Fory 200a, Fory 200, Fory 300
		A11. 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		3	4.5	5	5	4.83	Fmgt 131n, Fory 234, Fmgt 124
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2 (1)						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1 (.5)	3/1 (300%)	4.5	5	5	4.83	Fmgt 124 lec & lab, ForE 154 lec & lab
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2 (1)	6/0.5 (1200%)	4.5	4.5	5	4.67	Fmgt 124 lec & lab, ForE 154 lec & lab
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3 (1.5)	15/1 (1500%)	4.5	5	5	4.83	Fmgt 124 lec & lab, ForE 154 lec & lab
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10 (5)	14/5 (280%)	5	5	5	5	Banayag, Cagnan, Esotros, Pagal, Rosanabe, Razaga, Rebadulla, Rutor, Sabandal, Serafina, Tabat, Tabios, Truya, Tagayong
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	2	4.5	5	5	4.83	Abergido, Rubas
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	4.5	4.5	5	4.67	de Paz, Morales

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10 (5)	22/5 (440%)	5	5	5	5	4th year BSF student
		As academic advisers			3	4.5	4.5	5	4.67	Esotros, Dequito, Cagnan
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1 (.5)	1/0.5 (200%)	5	5	5	5	CFES SSC
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1 (.5)	1/0.5 (200%)	5	5	5	5	CFES SSC
	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	1 (.5)	4/0.5 (800%)	4.5	5	5	4.83	Fmgt 124 lec & lab, ForE 154 lec & lab
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3 (1.5)	15/1.5 (1000%)	4.5	5	5	4.83	Fmgt 124 lec & lab, ForE 154 lec & lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4 (2)	7/2 (350%)	4.5	5	5	4.83	Fmgt 124 lec & lab, ForE 154 lec & lab
		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	1 (.5)	2/0.5 (200%)	5	5	5	5	Fmgt 124 lec & lab, ForE 154 lec & lab

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1 (.5)	1/0.5 (200%)	5	5	5	5	Future's Thinking Proposal
	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	1 (.5)						Period not covered yet
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
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	1 (.5)	12/0.5 (2400%)	5	5	5	5	Pos in Biliran, Kananga, & Capoocan
	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	1 (.5)	2/0.5 (400%)	4.5	5	5	4.83	High quality seedling production, Biliran Pos
	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	1 (.5)	2/0.5 (400%)	5	5	5	5	Climate-Smart Agriculture, CORE ToT

10250

21 9-88

	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 (.5)	7/0.5 (1400%)	5	5	5	5	5 RA's (Balane, Rom, Paña, Bulahan, Lopez)
	Peer reviewers/Panelists	Peer reviewers/Panelists		1 (.5)	1/0.5 (200%)	5	5	5	5	Project proposed by LGU Ormoc for submission to People's Survival Fund
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	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							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									

24.83

54.97

	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		zero non-conformity					
		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% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	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	1		4.5	5	5	4.83	Assign BIOCAMP Project Laborers to do other work during lean period
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating	157.67				Comments and Recommendations for Development Purposes:				
	Average Rating	4.89								
	Adjectival Rating	outstanding								

Evaluated and Rated by:

ANATOLIO N. POLINAR

Department Head

Date: 7/25/20

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date: 7/25/20

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 7/25/20

4.83

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PERFORMANCE MONITORING FORM

Name of Employee: DENNIS P. PEQUE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output *	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials & course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of all CFES students during enrollment.
2	Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	BIOCAMP Project, DSSDRMM for Eastern Visayas Component Project, Project Tarsier and RCCRDC projects
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Dean of CFES.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council, VSU Administrative Council, and etc.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
 Unit Head

"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	DEPARTMENT OF FOREST SCIENCE
SUPERVISOR	DR. ANATOLIO N. POLINAR
NAME OF STAFF	DR. DENNIS P. PEQUE

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	January 2022		OP MC #s 138, 139 & 140, series of 2021. OP MC # 01 & 10, series of 2022	Email	<ul style="list-style-type: none">Follow up the data of Annual Report for 2021 and the data for Year End Assessment for consolidation and submission to the higher offices.Follow up JO Contract for January – June 2022.Ask update on the work from home arrangement of faculty and staff of DFS
		January 2022	OP MC # 01, 03, 08, & 10, series of 2022	Email and group chat	<ul style="list-style-type: none">Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none">Course syllabi for 2nd Semester SY 2021-2022 – February 11, 2022RFCA Reports and CAPs – January 14, 2022Updated PDS, CV, PDF –January 3, 2022
		February 2022	OP MC # 11, series of 2022	Email and group chat	Follow up on the submission of documents for payment of snacks re COA Notice of Suspension

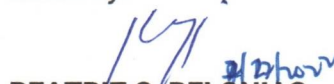
		March 2022	OP MC # 23 series of 2022	Email and group chat	<ul style="list-style-type: none"> Ask an update regarding the preparation of documents in relation to the conduct of ISO Surveillance Audit
		March 2022		Notice of Meeting	CHED Monitoring of Flexible Learning Modalities
		April 2022		Notice of Meeting	Follow up for the Annual Report & RDE Semi-Annual Accomplishment Report
	January to June 2022			Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings/workshops	<ul style="list-style-type: none"> Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials & course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts. Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.
COACHING		January 2022		Notice of Meeting/Email	Reminded to attend DFS Faculty Meeting regularly
		February 2022		Email	Organize and facilitate a program for CFES Students Onboarding
		March 2022		Notice of Meeting	Brainstorming on Corrective Action of CAR-22-097 regarding late submission of IPCR and OPCR.
		April 2022		Notice of Meeting	<ul style="list-style-type: none"> Cascading of OVPAA SWOT, OTP, ROAM, NEIP & WFP for 2022 Cascading of ISO Procedure Manuals

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

Conducted by:


ANATOLIO N. POLINAR
 Head, DFS

Noted by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Dennis P. Peque
Performance Rating : 4.74 (Outstanding) January – June 2022

Aim: To improve leadership capability as Dean of the College.

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

Date: January 2022

Target Date: March 2022

First Step:

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

Result:

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

Date: April 2022

Target Date: June 2022

Next Step:

Apply the leadership strategy learned from the seminar

Outcome:

This time of pandemic, Dr. Peque was able to face the challenge brought about COVID-19 specially on academic matter.

Final Step/Recommendation:

Dr. Peque may seek advice from higher authorities on other essential elements needed to improve the college and for the offering of new BS Program under the College of Forestry and Environmental Science. He is also encouraged to obtain more skills and knowledge in crisis and disaster management in order to prepare for future disaster risks that the university may face.

Prepared by:

ANATOLIO N. POLINAR

Unit Head *stshn*

Conforme:

DENNIS P. PEQUE

Ratee *stshn*