

## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: MARLITO M. BANDE

| Program Involvement<br>(1)          | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|-------------------------------------|---|---|--|
| 1. INSTRUCTION                      |   | 4.91 = 2.46                             |  |
| a. Head/Dean (50%)                  |   | 4.91<br>$4.74 \times 50\% = 2.37$       |  |
| b. Students (50%)                   |   | $4.38 \times 50\% = 2.19$               |  |
| Total for Instruction               | 40%   | 4.65<br><u>4.56</u> 4.65                | 1.86<br><u>1.82</u> 1.86                   |
| 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                 | 20%   | 5.00                                    | 1.00                                       |
| 4. ADMINISTRATION                   | 10%   | 5.00                                    | 0.50                                       |
| 5. PRODUCTION                       |   |   |  |
| TOTAL                               |   |   | 4.86<br><u>4.82</u>                        |

EQUIVALENT NUMERICAL RATING: 4.86  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.86  
 ADJECTIVAL RATING : OUTSTANDING

**Prepared by:**

**MARLITO M. BANDE**  
Associate Professor IV  
ITEEM

**Reviewed by:**

**ELIZA D. ESPINOSA**  
Director, ITEEM

**Recommending Approval:**

**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

**"EXHIBIT B"**

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

I, MARLITO M. BANDE, *Associate Professor IV* 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, 2023.

**MARLITO M. BANDE**

RATEE

Approved:

**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

**DENNIS P. PEQUE**

DEAN, CFES

| MFO No.   | Description of MFO's/PAPs                              | Success/ Performance Indicators (PI)   | Tasks Assigned                                 | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|---|--|--|--|--------|-----------------------|--------|---|---|---|--|
|   |  |  |  |        |                       | Q      | E | T | A |  |
| UMFO 1. ADVANCED EDUCATION SERVICES                     |  |  |  |        |                       |        |   |   |   |  |
| OVPI MFO 1. Graduate Degree Program Management Services |  |  |  |        |                       |        |   |   |   |  |
|   | PI 1: Graduate school faculty engaged in research work | Percentage of graduate school faculty engaged in research work applied in any of the following:  |  |        |                       |        |   |   |   |  |
|   |  | Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research) | Conducts basic and applied scientific research | 25%    | 100%                  | 5      | 5 | 5 | 5 | Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP) as Project Leader<br><br>Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of A. malaccensis-based Agroecological Production Systems in Leyte Island as Study Leader |



| MFO No.   | Description of MFO's/PAPs                                  | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |      | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|--|---|---|--------|-----------------------|--------|---|---|------|--|
|   |  |   |   |        |                       | Q      | E | T | A    |  |
|   |  | <i>Producing technologies for commercialization or livelihood improvement</i> | Technology transfer to adopters and users for commercialization.                                      | 25%    | 100%                  | 5      | 5 | 5 | 5    | Rainforestation technology   |
|   |  | <i>Whose research resulted in an extension program</i>                        | Transfer of matured technology from research to potential adopters and users as part of the extension | 50%    | 100%                  | 5      | 5 | 5 | 5    | Rainforestation technology   |
| <b>OVPI MFO 2. Graduate Student Management Services</b> |  |   |   |        |                       |        |   |   |      |  |
|   | <b>PI 8:</b> Number of graduate students advised *         | Number of students advised as academic adviser                                | Acts as academic adviser to graduate students   | 1      | 7                     | 5      | 5 | 5 | 5    | Florentino, Latoreno, Maguchu, Pelino, Mayo Muñoz, Madera  |
|   |  | Number of students advised on thesis as GAC Chairman                          | Advises and corrects research outline and thesis manuscript   | 1      | 7                     | 5      | 5 | 4 | 4.67 | Albarico, Isaac, Fernandez, Florentino, Peliño, Gundemaro, Nierves   |
|   |  | Number of students advised on thesis as GAC Member                            | Advises and corrects research outline and thesis manuscript   | 1      | 4                     | 5      | 5 | 4 | 4.67 | Loreto, Latoreno, Porazo, Clavite  |
|   |  | Number of students entertained for consultation purposes                      | Entertains students seeking consultation with faculty   | 1      | 34                    | 5      | 5 | 5 | 5    | All academic advisees, GAC Chairs and Members (34)   |
|   | <b>PI 9:</b> Number of instructional materials developed * | Number of on-line ready courseware developed and submitted for review:        |   |        |                       |        |   |   |      |  |
|   |  | <i>On-line ready courseware</i>   | Prepares Instructional module   | -      | -                     | 1      |   |   |      |  |
|   |  | <i>Flexible instructional materials</i>                                       | Prepares and submits instructional module for review  | 1      | 1                     | 5      | 5 | 5 | 5    |  |



| MFO No.  | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)                                | Tasks Assigned   | Target | Actual Accomplishment | Rating |        |        |        | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)                |
|--|--|---|--|--------|-----------------------|--------|--------|--------|--------|---|
|  |  |   |  |        |                       | Q      | E      | T      | A      |   |
|  |  | <i>Supplemental learning resources</i>                              | Prepares Power Point presentation, and references on course taught | 1      | 1                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ |   |
|  |  | <i>Assessment tools</i>   | Prepares assessment tools for assessing student's learning         | 1      | 1                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ |   |
|  | <b>PI 10.</b> Number of virtual classrooms created and operationalized | Number of virtual classroom created and operational                 | Co-creator of virtual classroom using MOODLE                       | 1      | 1                     | 4<br>✓ | 4<br>✓ | 4<br>✓ | 4<br>✓ |   |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |   |  |        |                       |        |        |        |        |   |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |   |  |        |                       |        |        |        |        |   |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored *       | Actual Faculty's FTE  | <i>Handles and teaches courses assigned</i>                        | 10     | 7.25                  | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Envi 116n, Envi 198 (7.25)  |
|  |  | Number of grade sheets submitted within prescribed period           | Prepares gradesheet and submits on or before deadline              | 5      | 3                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Envi 116n, Envi 198, Envi 200.4   |
|  |  | Number of INC and deferred grade submitted within prescribed period | Prepare and submit INC and deferred grade                          |        | 1                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Envi 198 (1 INC)  |
|  |  | Number of trainings attended related to instruction                 | Attend mandated trainings related to instruction                   | -      | 1                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents |
|  |  | Number of long examinations/term exam administered and checked      | Administers and checks long examination for subjects taught        | 7      | 56                    | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Envi 198 (29) – 1 long exam, Envi 116n (28) - 1 long exam   |
|  |  | Number of assessment (quizzes/e-tivity, write-up),                  | Prepares and checks assessment (quizzes/e-tivity,                  | 7      | 114                   | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓ | Envi 116n (56)- 2 reflection paper, for 28 students   |



| MFO No. | Description of MFO's/PAPs           | Success/ Performance Indicators (PI)                          | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)                             |
|---------|-------------------------------------|---|---|--------|-----------------------|--------|---|---|---|--|
|         |                                     |   |   |        |                       | Q      | E | T | A |  |
|         |                                     | learning task, motivation questions administered and checked  | write-up), learning task, motivation questions                      |        |                       |        |   |   |   | Envi 198 (58)- 1 ppt presentation, 1 write-up of Chapter 1 outline for 29 students   |
|         |                                     | Number of lab reports and requirements checked and graded     | Administers and checks lab reports and requirements                 | 2      | 28                    | 5      | 5 | 5 | 5 | Envi 116n: 1 lab report for 28 students  |
|         | PI 8: Number of students advised: * | Number of students advised as Academic Adviser to students    | <i>Acts as academic adviser to students</i>                         | 13     | 36                    | 5      | 5 | 5 | 5 | 2nd sem SY 2022-2023   |
|         |                                     | Number of students advised on thesis as Thesis Adviser        | Advises, and corrects research outline and thesis manuscript        | 3      | 6                     | 5      | 5 | 5 | 5 | Acuyong, Butawan, De Dios, Into, Macale, Maruya  |
|         |                                     | Number of students advised on thesis as SRC Chairman          | Advises, and corrects research outline and thesis manuscript        | 3      | 11                    | 5      | 5 | 5 | 5 | Jagonos, Lee, Magpatoc, Oplehida, Requitillo, Abrillo, Canciller, Cagoyong, Cuares, Gratil, Montecillo                                     |
|         |                                     | Number of students advised on thesis as SRC Member            | Advises and corrects research outline and thesis manuscript         | 1      | 1                     | 5      | 5 | 5 | 5 | Cinto  |
|         |                                     | No. of approved manuscript submitted within prescribed period | Reviews and approves thesis manuscript                              | 5      | 5                     | 5      | 5 | 5 | 5 | Acuyong, Butawan, De Dios, Macale, Maruya  |
|         |                                     | On consultation   | Entertains students consulting on subject taught, thesis and grades | 4      | 63                    | 5      | 5 | 5 | 5 | Academic advisees, thesis advisees, thesis SRC committees and students under the subjects handled during 2 <sup>nd</sup> Sem (SY2022-2023) |
|         |                                     | PI 10: Number of instructional materials developed *          | Number of on-line course were developed and submitted :             |        |                       |        |   |   |   |  |

| MFO No. | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)  | Tasks Assigned   | Target | Actual Accomplishment | Rating |        |        |        | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)                                       |
|---------|---|---|--|--------|-----------------------|--------|--------|--------|--------|--|
|         |   |   |  |        |                       | Q      | E      | T      | A      |  |
|         |   | On-line ready courseware  | Prepares, updates and review the Instructional module submitted by faculty members           | 2      | 2                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Envi 116n, 198   |
|         |   | Flexible instructional materials  | Prepares and submits instructional materials (learning module) for review                    | 2      | 2                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Envi 116n, 198   |
|         |   | Supplemental learning resources   | Prepares PowerPoint presentation for the subjects taught                                     | 2      | 7                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Envi 116n: 7 PPT   |
|         |   | Assessment tools  | Prepares assessment tools used to assess the students' learning                              | 5      | 5                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | 1 Quiz; 1 Long Exam; 2 Term Exam; 1 Reflection Paper   |
|         | PI 11: Number of virtual classrooms created and operationalized   | Number of virtual classrooms created and operationalized  | Creates virtual classroom using MODDLE (VSUEE)   | 2      | 2                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Creator: Envi 116n, 198n   |
|         | PI 12: Additional Outputs   | 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                      | -      | 2                     | 4<br>4 | 4<br>4 | 4<br>4 | 4<br>4 | Envi 116n, 198   |
|         | UMFO 3 . RESEARCH SERVICES  |   |  |        |                       |        |        |        |        |  |
|         | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Conducts research (study leader) for possible utilization by industry or other beneficiaries | 1      | 1                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Rainfo and Nursery Establishment (KALAH-CIDDS and EDC)   |
|         | PI 2. Number of research outputs completed within the year *  | Number of research outputs completed within the year *  | Conducts and completes research project (study leader) within the year                       | 1      | Research continuing   | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP) |



| MFO No. | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|---------|---|---|---|--------|-----------------------|--------|---|---|---|--|
|         |   |   |   |        |                       | Q      | E | T | A |  |
|         | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year |   |        |                       |        |   |   |   |  |
|         |   | In int'l fora/conferences   | Writes publishable materials out of research outputs and submits for publication  | 1      | 2                     | 5      | 5 | 5 | 5 | 1. Springer Link: Ecological Approaches to Forest Restoration: Lessons Learned from Tropical Wet Asia In Book: ECOLOGICAL RESTORATION: Moving Forward Using Lessons Learned<br>2. CIFOR/WORLD AGROFORESTRY: Agroforestry: A Primer; Design & Management Principles for People & the Environment: Chapter 8- From Principles to Practice: Key Systems |
|         | <b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences*                                     | Number of research outputs presented in regional/national/ int'l fora/conferences *                             |   |        |                       |        |   |   |   |  |
|         |   | In int'l fora/conferences   | Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences | -      | 2                     | 5      | 5 | 5 | 5 | 1. Influence of Native Trees on Soil Fertility in the Rainforestation Site in Mailhi, Baybay City, Leyte<br>2. Visayas State University's Botanic Garden and Arboretum: Institutionalization of State Universities & Colleges in Ph Region 8 for Research, Education and Conservation Efforts  |

| MFO No.                           | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|-----------------------------------|--|--|---|--------|-----------------------|--------|---|---|---|--|
|                                   |  |  |   |        |                       | Q      | E | T | A |  |
|                                   |  | <i>In nat'l/regional fora/ conferences</i>   | Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences | 1      | 1                     | 5      | 5 | 5 | 5 | Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm for the nomination for CY 2023 Best R&D Paper Awards ( <i>Paper submitted</i> )  |
|                                   | <b>PI 5.</b> Percent of research proposals approved *  | Percentage of research proposals prepared, submitted and approved  | Prepares research proposals, submits and follows up its approval for immediate implementation                                     | 50%    | 100%                  | 5      | 5 | 5 | 5 | Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte and Biliran Island, Philippines (ECoSAP); VSU funded Research, ELTI funded Research   |
|                                   | <b>PI 6.</b> Additional outputs*   | <i>Other outputs implementing the new normal due to covid 19</i>   | Attends online trainings/seminars/workshops related to research to support in implementing the new normal due to covid 19         | -      | 3                     | 5      | 5 | 5 | 5 | 1. Online Visayas-Wide Consultation-Workshop on the Draft Revision of the Joint DENR-DA-PCSD-NCIP Administrative Order No. 1 Series of 2005 or The Guidelines for Bioprospecting Activities in the Philippines (March 14, 2023)<br>2. Lecture on Biodiversity Conservation in the Philippines<br>3. Planning Workshop on Biodiversity Conservation and Habitat Restoration |
| <b>UMFO 4. EXTENSION SERVICES</b> |  |  |   |        |                       |        |   |   |   |  |
|                                   | <b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * | Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained | Identifies and links with probable partners for extension activities and maintains this active partnership                        | 4      | 11                    | 5      | 5 | 5 | 5 | EDC, FFP, LGUs Barogo, Alang-Alang, Sta. Fe, San Miguel, San Isidro, Calubian, Villaba, Abuyog, Baybay   |
|                                   | <b>PI 2.</b> Number of trainees weighted by the length of training   | Number of trainees weighted by the length of training  | Conducts trainings among beneficiaries of technologies for transfer   | 25     | 53                    | 5      | 5 | 5 | 5 | 1. National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants)  |



| MFO No. | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|---------|--|---|---|--------|-----------------------|--------|---|---|---|---|
|         |  |   |   |        |                       | Q      | E | T | A |   |
|         |  |   |   |        |                       |        |   |   |   | 2.Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants)<br>3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants)  |
|         | <b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs                                 | Number of extension programs/projects implemented   | Implements duly approved extension projects                           | -      | 1                     | 5      | 5 | 5 | 5 | Mainstreaming of Rainforestation Technology and Monitoring of RF Adopter's Farm   |
|         | <b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | 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  | 80%    | 98.7%                 | 5      | 5 | 5 | 5 | 1. National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 98%<br><br>2.Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 99%<br><br>3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) 99% |
|         | <b>PI 5.</b> Number of technical/ expert services *  | Number of technical/ expert services as/in:   | Provides the technical and expert services requested by beneficiaries |        |                       |        |   |   |   |   |
|         |  | Research Mentoring  | Mentor junior researchers in the Terrestrial Ecosystems Division      | 2      | 10                    | 5      | 5 | 5 | 5 | Terrestrial Ecosystems Division: Faculty: JOPogosa, KJGLongatang Research Assistants/ Aides: KGundemaro,  |

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|---------|---------------------------|--------------------------------------|---|--------|-----------------------|--------|---|---|---|--|
|         |                           |                                      |   |        |                       | Q      | E | T | A |  |
|         |                           |                                      |   |        |                       |        |   |   |   | VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentino, IC Seno, PMaguchu  |
|         |                           | Peer reviewers/ Panelists            | Act as peer reviewer  | 1      | 1                     | 5      | 5 | 5 | 5 | UGMAD Awards 2023, Farmers and Fisherfolks   |
|         |                           | Resource Persons                     | Act as resource person  | 2      | 3                     | 5      | 5 | 5 | 5 | 1. National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants)<br><br>2. Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants)<br><br>3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) |
|         |                           | Convenor/Organizer                   | Spearhead and/or provide assistance in the preparation and implementation of events | 1      | 3                     | 5      | 5 | 5 | 5 | 1. National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants)<br><br>2. Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants)<br><br>3. Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) |



| MFO No.  | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned   | Target | Actual Accomplishment | Rating |   |   |   | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|--|--|---|--|--------|-----------------------|--------|---|---|---|---|
|  |  |   |  |        |                       | Q      | E | T | A |   |
|  | PI 8. Percent of extension proposals approved*   | Percent of extension proposals approved   | Prepares extension proposals, submits and follows up its approval for immediate implementation           | -      | 1                     | 5      | 5 | 5 | 5 | Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm;  |
|  | PI 11. Additional outputs *  | Other outputs implementing the new normal due to covid-19   |  | -      | 3                     | 5      | 5 | 5 | 5 | <p>Site visitation of Senior Highschool student of St. Therese Christian Development Center Foundation Inc. at Zonal Center for Biodiversity Conservation and Habitat Restoration on May 26, 2023</p> <p>Accommodated and facilitated Senior Highschool Student (STEM) immersion related to terrestrial and aquatic research.</p> <p>Accommodated visitors coming from different Institutions (Bethel International, participants from International Training Programme (ITP) )for cross-site visits and orientation for biodiversity conservation and habitat restoration.</p> |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>                   |  |   |  |        |                       |        |   |   |   |   |
| <b>OVPI MFO 3. Faculty Recruitment/Hiring Services</b> |  |   |  |        |                       |        |   |   |   |   |
|  | PI 4. Number of seminars/trainings/ conventions/workshops coordinated outside of the university*                       | Number of seminars/trainings/ conventions/workshops coordinated outside of the university                       | Assist in the coordination of seminars/trainings/ conventions/workshops conducted outside the university | 1      | 1                     | 5      | 5 | 5 | 5 | Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 99%   |
|  | PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated* | Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated | Reminds and follow-up students for the faculty evaluation  | 80%    | 100%                  | 5      | 5 | 5 | 5 | Based on the TPES report for the 1st sem SY 2022-2023, of the faculty got very satisfactory and outstanding ratings   |



| MFO No.   | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target              | Actual Accomplishment | Rating |        |        |        | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)                          |
|---|--|--|---|---------------------|-----------------------|--------|--------|--------|--------|---|
|   |  |  |   |                     |                       | Q      | E      | T      | A      |   |
|   | PI 6. Number of in-house seminars/trainings/ workshops/reviews conducted*  | Number of in-house seminars/trainings/ workshops/reviews conducted   | Present research and extension outputs during RDE review of the university  | 1                   | 1                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Annual In house Review conducted last May 8-12, 2023. (Mainstreaming of Rainforestation Technology and Monitoring of RF Adopter's Farm) |
| <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |  |  |   |                     |                       |        |        |        |        |   |
|   | PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015* | Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*                            | Ensures that all the QMS core processes of the university are complied with in the performance of his functions as a faculty member | zero non-conformity | zero non-conformity   | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |
|   |  | On program and institutional accreditations  | Prepares required documents and complies with all requirements as prescribed in the accreditation tools                             | 100% compliant      | 100% compliant        | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>         |  |  |   |                     |                       |        |        |        |        |   |
|   | PI 2. Customer-friendly frontline services   | Zero percent complaints from clients served  | Provides customer friendly frontline services to clients  | Zero % complaint    | Zero % complaint      | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |
|   | PI 3. Coaching sessions among faculty & staff**  | Number of coaching sessions among faculty & staff  | Conducts coaching sessions to the junior faculties of the Institute   | -                   | 15                    | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |
|   | PI 4. Planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**   | Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets | Participates in the Institute's planning sessions, tracking, and monitoring of targets conducted                                    | -                   | 7                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |
|   | PI 5. Attendance to monthly/special staff meetings   | Attendance to monthly and emergency meetings   | Participate in the institute's monthly and emergency meetings   | -                   | 7                     | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |   |



| MFO No. | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |      |      |      | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---------|--|---|---|--------|-----------------------|--------|------|------|------|--|
|         |  |   |   |        |                       | Q      | E    | T    | A    |  |
|         | PI 9. Preparation of documents for processing                          | Number of documents prepared, reviewed, acted upon, and processed   |   |        |                       |        |      |      |      |  |
|         |  | <i>Number of Individual Faculty Workload reviews and signs</i>  | Reviews and signs Individual Faculty Workload             | -      | 1                     | 5      | 5    | 5    | 5    |  |
|         |  | <i>Number of OPCR and IPCR prepared, reviewed, and acted upon</i>   | Prepares, reviews and submits OPCR and IPCR               | -      | 2                     | 5      | 5    | 5    | 5    |  |
|         |  | <i>Number of reports prepared</i>   | Prepares project activity report                          | -      | 4                     | 5      | 5    | 5    | 5    |  |
|         | PI 12. Effectiveness in responding/relaying of official calls/messages | Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages on any platforms | Answers, responds and/or relays messages on any platforms | 90%    | 100%                  | 5      | 5    | 5    | 5    |  |
|         | PI 20. Other activities  | Number of other virtual or face-to-face meetings attended   | Attendance to various virtual and face-to-face meetings   | -      | 15                    | 5      | 5    | 5    | 5    | Project meetings   |
|         | <b>TOTAL OVERALL RATING</b>  |   |   |        |                       | 4.97   | 4.97 | 4.93 | 4.96 |  |

|  |       |             |
|--|-------|-------------|
| Average Rating (Total Overall rating divided by 4)   | 19.83 | 4.96        |
| Additional Points:                                   |       |             |
| Punctuality  |       |             |
| Approved Additional points (with a copy of approval) |       |             |
| FINAL RATING   |       | 4.96        |
| ADJECTIVAL RATING                                    |       | OUTSTANDING |

Comments &amp; Recommendations for Development Purpose:

*Exceptional!*

| MFO No.               | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating |        |        |              | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|-----------------------|--|---|---|--------|-----------------------|--------|--------|--------|--------------|--|
|                       |  |   |   |        |                       | Q      | E      | T      | A            |  |
|                       | PI 9. Preparation of documents for processing                          | Number of documents prepared, reviewed, acted upon, and processed   |   |        |                       |        |        |        |              |  |
|                       |  | Number of Individual Faculty Workload reviews and signs   | Reviews and signs Individual Faculty Workload             | -      | 1                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓       |  |
|                       |  | Number of OPCR and IPCR prepared, reviewed, and acted upon  | Prepares, reviews and submits OPCR and IPCR               | -      | 2                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓       |  |
|                       |  | Number of reports prepared  | Prepares project activity report                          | -      | 4                     | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓       |  |
|                       | PI 12. Effectiveness in responding/relaying of official calls/messages | Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages on any platforms | Answers, responds and/or relays messages on any platforms | 90%    | 100%                  | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓       |  |
|                       | PI 20. Other activities  | Number of other virtual or face-to-face meetings attended   | Attendance to various virtual and face-to-face meetings   | -      | 15                    | 5<br>✓ | 5<br>✓ | 5<br>✓ | 5<br>✓       | Project meetings   |
| TOTAL OVER-ALL RATING |  |   |   |        |                       | 4.97   | 4.97   | 4.93   | 4.94<br>4.87 |  |

|  |               |             |
|--|---------------|-------------|
| Average Rating (Total Overall rating divided by 4) | 19.83<br>4.94 | 4.94        |
| Additional Points:                                 |               |             |
| Punctuality  |               |             |
| Approved Additional points (with copy of approval) |               |             |
| FINAL RATING                                       |               | 4.94        |
| ADJECTIVAL RATING                                  |               | OUTSTANDING |

Comments &amp; Recommendations for Development Purpose:

Exceptional!

Exceptional!



Evaluated & rated by:

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

7/20/2023

DATE

Recommending Approval:

  
**DENNIS P. PEQUE**

DEAN, CFES

7/21/2023

DATE

Approved:

  
**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

“EXHIBIT I”

## Performance Monitoring Form

NAME OF EMPLOYEE: MARLITO M. BANDE

| 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"> <li>Teaches assigned subjects for MSTREC and BSES programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students;</li> <li>Checks test papers and submits students' grades within the prescribed period.</li> </ul>  | Well-educated and well-trained students  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |   |
| 2.       | <ul style="list-style-type: none"> <li>Serves as an academic adviser for MSTREC &amp; BSES students;</li> <li>Serves as an adviser, chairman, and member for MSTREC &amp; BSES including BSEM (old curriculum) students' graduate &amp; undergraduate thesis; and</li> <li>Guides, advises &amp; corrects students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>   | Students are advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     | Exceptional   |
| 3.       | <ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems set, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul> | Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system   | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     | Need to revisit the virtual classrooms from time to time and upload new materials if there's any. |
| 4.       | <ul style="list-style-type: none"> <li>Prepares research proposals, submits and follows up its approval for immediate implementation;</li> </ul>  | Research proposals approved, implemented,  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     | Exceptional   |



| Task No. | Task Description  | Expected Output  | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
|          | <ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as project and study leader of several research projects of the Institute;</li> <li>Prepares, submits, and presents research paper in scientific fora/conferences;</li> <li>Acts as a peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper;</li> <li>Writes publishable materials out of research outputs and submits for publication; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>  | presented in scientific fora/ conferences, and publishable papers written  |               |                             |                          |                    |                                 |                         |
| 5.       | <ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Prepares and submits extension project proposals and follows up its approval for immediate implementation;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension-related activities and other outputs to implement new normal; and</li> <li>Provides quality and relevant training courses, and offers advisory for technical and expert services requested by beneficiaries for extension services.</li> </ul> | MOUs/MOAs drafted & ratified and extension projects implemented  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     | Exceptional             |
| 6.       | <ul style="list-style-type: none"> <li>Assists in mentoring the junior faculty in implementing instruction, research, and extension activities of the Institute;</li> <li>Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university which are indeed conformed to the Institutes' performance functions; and</li> <li>Complies with all the requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools.</li> </ul>  | Junior faculty delivers remarkable outputs; and, QMS requirements are diligently complied with in performing tasks | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |

| Task No. | Task Description  | Expected Output  | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 7.       | <ul style="list-style-type: none"> <li>Provides customer-friendly frontline services to clients;</li> <li>Initiates/introduces improvements in performing functions resulting in best practice; and</li> <li>Designs administration/management-related activities and other outputs to implement the "new normal".</li> </ul> | Clients' outstanding evaluation of their satisfaction with the request provided by the Institute | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |
| 8.       | <ul style="list-style-type: none"> <li>Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the Biodiversity Center, faculty, Study, and Project Leaders of ITEEM.</li> </ul>  | Attendance to the meetings and updated activities of the Institute                               | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |
| 9.       | <ul style="list-style-type: none"> <li>Guides and mentors Terrestrial Division Head, RAs, and JO workers in implementing research and extension activities of the project</li> </ul>  | Well-organized activities and well-developed staff   | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     | Exceptional             |
| 10.      | <ul style="list-style-type: none"> <li>Serves as chairman and/or member of several academic and related administrative committees of the university, college, and Institute; and</li> <li>Serves as a member of the VSU Federated Faculty Association</li> </ul>  | Affiliated and involved in the University-wide activities  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |

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

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

Prepared by:

**ELIZA D. ESPINOSA**  
Immediate Supervisor



**"EXHIBIT C"**

## Performance Monitoring and Coaching Journal

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

|                 |  |
|-----------------|--|
| NAME OF OFFICE  | INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) |
| HEAD OF OFFICE  | DR. ELIZA D. ESPINOSA  |
| NAME OF FACULTY | <b>MARLITO M. BANDE</b>  |

| ACTIVITY   | MECHANISM     |                |      |                            | REMARKS   |
|------------|---------------|----------------|------|----------------------------|---|
|            | MEETING       |                | MEMO | OTHERS<br>(Please specify) |   |
|            | ONE-ON-ONE    | GROUP          |      |                            |   |
| MONITORING |               | Feb. 20, 2023  |      | Notice of meeting          | Assign BSES and MSTREC subjects for 2 <sup>nd</sup> Semester S.Y. 2022-2023   |
|            | July 14, 2023 |                |      | Notice of meeting          | ▪ Submission of IPCR 2023 (Jan-June) accomplishments for consolidation to the OPCR 2023 (Jan-June) accomplishments  |
|            |               | March 22, 2023 |      | Notice of meeting          | ▪ Cascading of the AACUP Results and Evaluation (Level III)<br>▪ Designated as Chair to conduct MSTREC Curriculum Review as one of the major concerns for AACUP Level III Accreditation<br>▪ Coordinated in drafting the Faculty Development Plan for 2023-2026<br>▪ Consulted the ICT re ITEEM logo and design |
|            |               | March 29, 2023 |      | Notice of meeting          | ▪ Follow up revised and finalization of the Faculty Development Plan for 2023-2026 for APB presentation<br>▪ Follow up ITEEM logo and design including Biodiversity Center  |
|            |               | May 3, 2023    |      | Notice of meeting          | ▪ Cascading TPES results for 1st Semester S.Y 2022-2023<br>▪ RDE In-House Review Preparation  |
| COACHING   |               |                |      |                            | ▪   |
|            |               |                |      |                            |   |

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

Conducted by:

  
**ELIZA D. ESPINOSA**

*Immediate Supervisor*  
Director, ITEEM

Noted by:

  
**DENNIS P. PEQUE**

*Next Higher Supervisor*  
Dean, CFES



## Employee Development Plan

|                    |  |
|--------------------|--|
| NAME OF EMPLOYEE   | MARLITO M. BANDE   |
| PERFORMANCE RATING |  |
| AIM                | To develop and expand his skills in national/international research and extension collaboration. |

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

Date: Jan 2023

Target Date: Jan 2023

First Step: Follow-up discussion on how to further strengthen the national/international collaboration on RDE programs of the institute.

Result: Still, as agreed upon, to recommend Dr. Bande for a post-doc study in an international university which at the same time strengthens further the international RDE collaboration in prestige universities.

Date: July 2023

Target Date: Jan 2024

Next Step: Submit a recommendation for a scholarship to support Dr. Bande's post-doctoral study.

Outcome: Strengthened RDE international collaboration and enhanced his professional-related skills

Final Step/  
Recommendation: Scholarship grant and approval from the scholarship committee to undergo post-doc study.

Prepared by:

**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

**MARLITO M. BANDE**  
Ratee