

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (100%)			
b. Students			
Total for Instruction	40%	4.76	1.90
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			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add. Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.90
 ADJECTIVAL RATING : OUTSTANDING

Prepared by:

JIMMY O. POGOSA
 Instructor I
 ITEEM

Reviewed by:

ELIZA D. ESPINOSA
 Director, ITEEM

Recommending Approval:

DENNIS P. PEQUE
 Dean, CFES

Approved:

BEATRIZ S. BELONIAS
 Vice-President for Instruction

"EXHIBIT B"

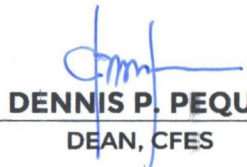
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JIMMY O. POGOSA, 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 July to December, 2020.




























JIMMY O. POGOSA
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 (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	-	3	5	5	5	5	Gundemaro, K., Tulin, EP., Florentino, K
		A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis manuscript	-	1	5	5	5	5	Ceniza, L.
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	4	5	5	5	5	Gundemaro, K., Tulin, EP., Florentino, K., Ceniza, L.
	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	4	4	4	4	TREC 209
		On-line ready courseware	Prepares and submitted Instructional module for review	-	1	4	4	4	4	TREC 209
		Flexible instructional materials	Prepares and submitted Instructional module for review	-	1	4	4	4	4	TREC 209

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	2	19.5					Envi 11 - 156 students (Lec); Envi 111n - 47 students (Lec)
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-					No grade sheet submitted during this period of this 1st semester, AY 2020-2021 because the final term was moved to February 2021 due to pandemic
		<u>A 11.</u> 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	-	13					Refer to registrar's records (Envi 199)
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	-	3					Training on Moodle-based Classroom Management; Webinar on TOS and and Test Item Analysis
		<u>A13.</u> Number of long examinations and midterm exam administered and checked	Administers and checks long examination and midterm exam for subjects taught	-	609					203 students (2 long exams and 1 midterm exam)
		<u>A14.</u> Number of learning tasks, motivation questions, and assessment administered and checked	Prepares and checks learning tasks, motivation questions, and assessment	-	5092					Envi 11: LT (775); MQ (3565); Envi 111n: LT (188); MQ (470); A (94)
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as academic adviser to students</i>	15	50					Based on the official Registrar's checklist as of 1st sem, S.Y. 2020-2021
		<u>A17.</u> Number of students advised on thesis:								
		<i>As Thesis Adviser</i>	Advises and corrects research outline and thesis manuscript	-	2					Pacaldo, M. and Veloso, K.

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	56	5	5	5	5	Pacaldo, M., Veloso, K., Flores, J.A.M., Makiling, S., Merafuentes, M., Baltazar, J., Bendanillo, C.M., Maat, K. and academic advisees (50 students)
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4	Helpers of Outreaching Mother Earth's Stability (HOMES)
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4	Helpers of Outreaching Mother Earth's Stability (HOMES)
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares and submit for review the Instructional Material (Learning Module)	1	1	5	5	5	5	Envi 111n - Module 1 to 3, volume 1
		Flexible instructional materials	Prepares and submit for review the Instructional Material (Learning Module)	-	1	5	5	5	5	Envi 111n - Module 1 - 3
		Assessment tools	Prepares assessment tools	1	5	5	5	5	5	Learning Task, Motivation Question, Assessment, Long Exams, Midterm Exam
		<u>A 23</u> : 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	5	5	4	4.67	Envi 111n (editing faculty); Envi 11 (non-editing faculty)
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom	1	2	5	5	5	5	Envi 111n (editing faculty); Envi 11 (non-editing faculty)
	UMFO 3 . RESEARCH SERVICES									
	<u>PI 1</u> . Number of research outputs in the last three (3)	<u>A27</u> . Number of research outputs in the last three (3)	Conducts research (study leader) for possible utilization by industry or other beneficiaries	-	1	5	5	5	5	Development of a RF Research Capability to Scale-Up Forest Restoration

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)
						Q	E	T	A	
	years utilized by the industry or by other beneficiaries *	years utilized by the industry or by other beneficiaries *								Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: -Species Combination-Site Condition Matching of Early Successional Species
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project (study leader) within the year	-	1					Water Requirement and Growth Performance of Cacao (Theobroma cacao L., Var-UF 18) Grown under Screenhouse Condition
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	-	5					KALAH-I-CIDSS; Biliran, Cabucgayan, Caibiran, Culaba
	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 (Module 5)	5	114					School-on-the-Air (Abuyog, Mahaplag, Javier)
	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	-	6					Refer to the attached lists of extension programs/project (Project Leader - 1; Co-Project Leader 1; Component Leader -4)
	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	50	-	-	-	-	-	The evaluation of the SOA will be administered on February 2021 during the final examination

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)
						Q	E	T	A	
	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							
	Resource Persons	Resource Persons	Lecture on Module	-	1					School on the Air (Module 5: Pagtukod og Nursery ug Pagpadaghan sa Dekalidad nga Lawngon gikan sa Lumad nga mga Kahoy)
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Assist in the formulation and preparation of extension project proposal particularly output 1	-	1					Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program Output 1: Develop and tailor Opportunity mapping tool for Eco-DRR for Biliran and Leyte provinces (Project implementation was not realized since the SPA was not signed by the President of the Philippines)
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Assist the preparation in ensuring that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity					

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Customerly friendly frontline services	A 46. Zero percent complaint from clients served	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	f	f	f	f	
Total Over-all Rating									4.8	

Average Rating (Total Over-all rating divided by 4)		<i>4.82</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		<i>4.82</i>
ADJECTIVAL RATING		<i>Outstanding</i>

Comments & Recommendations for Development Purpose:

Should show self-confidence in leading the Terrestrial Ecosystems Division, and keep up all the good points.

Evaluated & rated by:

[Signature]
ELIZA D. ESPINOSA
DIRECTOR, ITEEM

DATE

Recommending Approval:

[Signature]
DENNIS P. PEQUE
DEAN, CFES

DATE

Approved:

[Signature]
BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> • Teaches assigned subjects for MTREC and BSEM/ES programs of the Institute; • Prepares and revises teaching materials and courses syllabus; • Prepares and gives examinations to students; and • Checks test papers and submit student's grades within the prescribed period. 	Well-educated and well-trained students	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> • Serves as the academic adviser for MSTREC & BSEM/ES students; • Serves as the member for MSTREC and adviser, chairman, and member for BSEM students' graduate & undergraduate thesis; and • Guides, advise & correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> • Converts the existing instructional materials into flexible learning systems to implement new normal; • Prepares instructional module; • Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; • Prepares assessment tools such as exams, quizzes, problems set, etc.; • Creates a virtual classroom using either Moodle or Google Classroom; and 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	Learn to embrace the new normal mode of teaching.

"EXHIBIT G"

Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ENGR. JIMMY O. POGOSA


ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Sept. 2, 2020		Notice of meeting	Update on the Envi 111n (Vol.2) learning guide preparation.
					Update on students' registration to Modular Object- Oriented Dynamic Learning Environment (MOODLE)
		Sept. 3, 2020		Notice of meeting	Update on Individual Performance Commitment and Review (IPCR) accomplishment for January to June 2020 and targets for July- December 2020
		Sept. 8, 2020		Notice of meeting	Follow up updates on individual accomplishments for consolidation to the OPCR and IPCR for January- June 2020 rating period.
		Sept. 24, 2020		Notice of meeting	Assignment of Academic Advisers for BSES 1 st year students, ^{first} sem. /SY 2020-2021 for submission to the University Registrar.
					Submission of course syllabus and table of specifications using the updated version of the form FPM-VPI-22 and FM-VPI-23.
		Oct. 5, 2020		Notice of meeting	Update on the preparation for the 2 nd batch of instructional materials (Envi 111n) for this semester, SY 2020-2021.
		Oct. 15, 2020		Notice of meeting	Consultation/monitoring and update on the conduct of online lectures.

					Follow-up on the preparation for the 2 nd batch of instructional materials (Vol. 2, Envi 111n) which due on Oct. 19, 2020.
		Nov. 5, 2020		Notice of meeting	Status of students' INC grades per subject taught.
					Update on the students' thesis regarding special arrangement in the conduct of thesis to complete their final output in AY 2020-2021 under the new normal.
		Nov. 12, 2020		Notice of meeting	Deadline for INC grades for the school year 2018-2019 and Summer class.
		Dec. 10, 2020		Notice of meeting	Submit modules 3 & 4 of the instructional materials for Envi 111n for review.
					Update on Virtual Classroom (Envi 111n) Evaluation for online modality which needs revision.
					Updates on the assigned subject on OBE & TOS monitoring to be submitted by end of December 2020
		Dec. 22, 2020		Notice of meeting	Review and Evaluation of Envi 111n OBE syllabus and TOS through PowerPoint presentation
	COACHING	Sept. 15, 2020			Coaching on the improvement of modules 3 & 4 Instructional Materials (IMs) ready to be used after midterm for the 1 st semester 2020-2021
		Oct. 15, 2020	OP memo circular no.35 series of 2020	Notice of meeting	Coaching on improving effective teaching strategy and alternative mode of learning (ENVI 111n) by sharing and addressing experiences particularly on the submission of student's outputs in the new normal.
		Nov. 12, 2020	Based on PM-IMD-03	Notice of meeting	Coaching on the preparation of Envi 111n Outcomes-Based Education (OBE), Course Syllabus and Table of Specification (TOS) for ready reference during internal ISO audit surveillance.
			Based on PM-VPA-04		Coaching on the process to arrange the teacher's substitute to take over the missed classes especially in times of travel and official leave of a faculty
		Dec. 25, 2020		Online meeting	Coaching to revise VC following the suggested criteria in the procedural manual.
		Dec. 27, 2020		Online meeting	2 nd round coaching to revise VC following the suggested criteria in the procedural manual.


		Dec. 28, 2020			3 rd . round coaching to revise VC following the suggested criteria in the procedural manual.
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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, College of Forestry & Environmental
 Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	JIMMY O. POGOSA
PERFORMANCE RATING	
AIM	To enhance his teaching strategy and research skills on ecological modelling using geographic information system.

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

Date: Sept 2020

Target Date: Sept 2020

First Step:

One-on-one discussion on how to implement research and extension projects and to enhance his teaching strategy as an Instructor of the institute.

Result:

The agreement was to send Mr. Pogosa on a PhD in research in Czech Republic.

Date: June 2021

Target Date: SY 2022-2023

Next Step:

Application for scholarship to support Mr. Pogosa for PhD study

Outcome:

Degree on Earth and Environmental Studies

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to undergo PhD study.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


JIMMY O. POGOSA
Ratee