

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating Rating x % (3) | Equivalent Numerical Rating (2x3) |
|--|--|---------------------------------------|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | | |
| b. Students (50%) | | | |
| Total for Instruction | 50% | 4.81 | 2.41 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | 20% | 4.71 | 0.94 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | 20% | 5 | 1.0 |
| 4. Administration | 10% | 4.8 | 0.48 |
| 5. Production | - | | |
| TOTAL | | | 4.83 |

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ANATOLIO N. POLINAR
Name of Faculty

Reviewed by:

DENNIS P. PEQUE
Department Head

Recommending Approval:


DENNIS P. PEQUE
Dean


Approved:


BEATRIZ S. BELONIAS
Vice President

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANATOLIO N. POLINAR, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2020.


ANATOLIO N. POLINAR
Associate Professor V
Date: December 18, 2020

Approved:

DENNIS P. PEQUE
Department Head
Date:


DENNIS P. PEQUE
College Dean
Date:

| 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 & | A1. Actual Faculty's FTE | Handles subjects/courses assigned | 0 | 0.667 | 5 | 5 | 5 | 5 | FOR Y 225 |
| | PI 8: Number of graduate students | A2. Number of students advised | Acts as academic adviser to graduate students | 0 | 0 | | | | | |
| | | A3. Number of students advised on thesis/special problem/dissertation | | | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | 0 | 0 | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 3/1 (300%) | 5 | 5 | 5 | 5 | Soria, Suyom and Olimberio |

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|---|---|--|---|--------|-----------------------|---------|------------|------------|---------|---|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | <u>A4</u> . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 3 | 6/3 (200%) | 5 | 5 | 5 | 5 | Suyom, Soria, Lopez, Artajo, Olimberio and Flores |
| | <u>PI 9</u> : Number of instructional materials developed * | <u>A5</u> . Number of on-line ready coursewares developed and submitted for review | Converts the existing instructional materials into flexible learning systems | 0 | 0 | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 0 | 0 | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 0 | 10 | 5 | 5 | 5 | 5 | FORY 225 (Power point presentations, video clips, case study reactions) |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, | 0 | 3 | 5 | 5 | 5 | 5 | Midterm and Final Exams and Case Study reports |
| | | 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 | 0 | 0 | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 0 | 0 | | | | | |
| | <u>PI 10</u> . Additional outputs: | <u>A 8</u> . Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 0 | 0 | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | |

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|---------|--|---|--|--------|-----------------------|---------|------------|------------|---------|---|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | <i>Handles and teaches courses assigned</i> | 4.5 | 8.25/4.5 (183.33%) | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 (Lectures) |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 3 | 3/3 (100%) | 5 | 5 | 5 | 5 | ForE139, Fgov 135 and Fory 200A (Field Practice) |
| | | 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 | 0 | 0 | | | | | |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2/1 (200%) | 5 | 5 | 5 | 5 | Webinars (OBE syllabus and TOS, ISO orientations) |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 4/4 (100%) | 4 | 4 | 4 | 4 | ForE139 and Fgov 135 Term Examinations |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 0 | 0 | | | | | |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 0 | 8 | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 Module Learning Tasks/Activities and Assessments |
| | PI 8: Number of students advised: * | A16. Number of students advised: | <i>Acts as academic advisor to students</i> | 10 | 31/10 (310%) | 5 | 5 | 5 | 5 | ForE139, Fgov 135 and Fory 200A students |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | 2 | 3/2 (150%) | 5 | 5 | 5 | 5 | Honrada, Acma and Fernandez |
| | | <i>As SRC Chairman</i> | Advises, and corrects research outline and thesis/SP manuscript | 2 | 3/2 (150%) | 5 | 5 | 5 | 5 | Honrada, Acma and Fernandez |
| | | <i>As SRC Member</i> | Advises and corrects research outline and thesis/SP manuscript | 0 | 0 | | | | | |

| 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 | |
| | | <u>A18</u> . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 10 | 35/10 (350%) | 5 | 5 | 5 | 5 | ForE139, Fgov 135, Fsci 112 and Fory 200A 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 | 1/1 (100%) | 4 | 4 | 4 | 4 | Forestry Students Society (FSS) |
| | | <u>A20</u> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | 1/1 (100%) | 4 | 4 | 4 | 4 | Forestry Students Society (FSS) |
| | <u>PI 10</u> : Number of instructional materials developed * | <u>A 21</u> : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | 2 | 2/2 (100%) | 4 | 4 | 4 | 4 | ForE139 and Fgov 135 |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 2/2 (100%) | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 |
| | | Supplemental learning resource | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 10 | 14/10 (140%) | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 10/2 (500%) | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 learning tasks/activities and assessment questions |
| | | <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 | 1 | 2/1 (200%) | 5 | 5 | 5 | 5 | ForE139 and Fgov 135 |

| 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 | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 2/1 (200%) | | | | | ForE139 and Fgov 135 |
| | PI 11. Additional outputs | A 25. Number of Additional outputs accomplished: | | 0 | 0 | | | | | |
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 0 | 0 | | | | | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 0 | 0 | | | | | |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 0 | 0 | | | | | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Conducts research for possible utilization by industry or other beneficiaries | 1 | 3/1 (300%) | 5 | 5 | 5 | 5 | Bamboo Production, Agro-forestry and Tree domestication (Utilized by PO's , NGO's and DENR) |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research oroject within the year | 1 | 1/1 (100%) | 5 | 5 | 5 | 5 | Tree Species Diversity and Composition in Northern Cebu |

| 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 | |
| | PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year | Writes publishable materials out of research outputs and submits for publication | 1 | 2/1 (200%) | 4 | 4 | 4 | 4 | Tree Domestication and Species diversity articles finally drafted for submission |
| | | <i>In refereed int'l journals</i> | | 0 | 0 | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | 1 | 2/1 (200%) | 4 | 4 | 4 | 4 | Tree Domestication and Species diversity articles finally drafted for submission to PSSN |
| | PI 4. Number of research outputs presented in regional/national/ int'l | A 30. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scientific fora/conferences | 1 | 1/1 (100%) | 5 | 5 | 5 | 5 | Timber and Agricultural Crops Preferences among NGP Beneficiaries in Northern Cebu |
| | | <i>In int'l fora/conferences</i> | | 1 | 1/1 (100%) | 5 | 5 | 5 | 5 | Timber and Agricultural Crops Preferences among NGP Beneficiaries in Northern Cebu |
| | | <i>In nat'l/regional fora/conferences</i> | | 0 | 0 | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 0 | 0 | | | | | |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 0 | 0 | | | | | |

| 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 | |
| | | 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 | 2/1 (200%) | 5 | 5 | 5 | 5 | ATR (VSU) and JNS (DOST) |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 0 | 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 | 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 | 2 | 10/2 (500%) | 5 | 5 | 5 | 5 | Government Agency (DENR, DA), Private Company (MATIMCO), NGO's (PMPI, SPIADFI) and PO's (PRA, PNCA, NAGMATA, BTFAI and HIMASACA) |
| | 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 | 0 | 0 | | | | | |
| | 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 | Implements duly approved extension projects | 0 | 0 | | | | | |

| 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 | |
| | 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 | 0 | 0 | | | | | |
| | 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 | 2 | 3/2 (150%) | 5 | 5 | 5 | 5 | SPIADFI, DENR and PO's |
| | Research Mentoring | Research Mentor | | 0 | 0 | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | 0 | 0 | | | | | |
| | Resource Persons | Resource Persons | | 0 | 0 | | | | | |
| | Convenor/Organizer | Convenor/Organizer/Facilitator | Conducts and facilitates POs meetings in Northern Cebu (Catmon, Borbon, Tabogon) | 0 | 0 | | | | | |
| | Consultancy | Consultant | | 0 | 0 | | | | | |
| | Evaluator | Evaluator | | 0 | 0 | | | | | |
| | 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 | 0 | 0 | | | | | |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | 0 | 0 | | | | | |

| 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 | |
| | | <u>A 43.</u> Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new | 0 | 0 | | | | | |
| | | | Number of farmers /PO members and officers communicated/advised | 15 | 20/15 (133.33%) | 5 | 5 | 5 | 5 | PRA, PNCA, HIMASACA, BTFAI and NAGMATA |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPI MFO 4. Program and Institutional Accreditation Services | | | | | | | | | | |
| | <u>PI 8.</u> 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* | <u>A 44.</u> 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 | 0 | zero non-conformity | | | | | |
| | | <u>A 45.</u> Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 0 | 100% compliant | | | | | |
| | | On program accreditations | | 0 | | | | | | |
| | | On institutional accreditations | | 0 | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| | <u>PI 2.</u> Zero percent complaint from clients served | <u>A 46.</u> Customerly friendly frontline services | Provides customer friendly frontline services to clients | 0 | Zero % complaint | | | | | |

| 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 | |
| | 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 | 0 | | | | | | |
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | 0 | | | | | | |
| | | Number of Meeting attended | CFES | 1 | 2/1 (200%) | 5 | 5 | 5 | 5 | Regular and Emergency Meeting |
| | | | DFS | 3 | 4/3 (133.33%) | 5 | 5 | 5 | 5 | Regular and Emergency Meeting |
| | | | Committee | 1 | 2/1 (200%) | 5 | 5 | 5 | 5 | Instructional materials, Admission Committee |
| | | | University | 1 | 1/1 (100%) | 4 | 4 | 4 | 4 | Faculty Association |
| | | | Project | 5 | 7/5 (140%) | 5 | 5 | 5 | 5 | ACIAR Project (workshops, regular and emergency meeting) |
| | Total Over-all Rating | | | | 173 | Comments and Recommendations for Development Purposes: Need to publish considering his data from dissertation and from research involvement | | | | |
| | Average Rating | | | | 4.81 | | | | | |
| | Adjectival Rating | | | | Outstanding | | | | | |

Evaluated & Rated by:

DENNIS P. PEQUE

Department Head

Date:

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

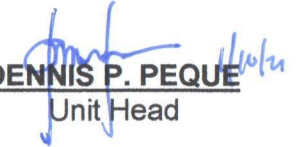
Name of Employee: ANATOLIO N. POLINAR

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output* | Over-All Assessment Of Output** | Remarks/Recommendation |
|----------|--|-----------------|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|---|
| 1 | Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts. | Very Impressive | July1, 2020 | December 31, 2020 | December 31, 2020 | Very Impressive | Outstanding | Submitted grades on time, checks manuscripts on time. |
| 2 | Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops. | Very Impressive | July1, 2020 | December 31, 2020 | December 31, 2020 | Very Impressive | Outstanding | Submit more publications |
| 3 | Attends meetings and makes letters as per instructed by immediate Head. | Very Impressive | July1, 2020 | December 31, 2020 | December 31, 2020 | Very Impressive | Outstanding | Attended virtual meetings |
| 4 | Performs other functions such as; member of VSU Academic Council and etc. | Very Impressive | July1, 2020 | December 31, 2020 | December 31, 2020 | Very Impressive | Outstanding | Attended virtual meetings |

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar
Performance Rating : 4.88 (Outstanding) July - December 2020

Aim: To improve research capability of faculty member

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

Date: July 2020

Target Date: September 2020

First Step:

Required Dr. Polinar to conduct research on phenology and kaingin fams in VSU and diversity of regenerations in grasslands of Biliran

Result:

Actively conducted research on the topics mentioned above

Date: October 2020

Target Date: December 2020

Next Step:

Prepared reports related to the research conducted


Outcome:

Dr. Polinar is submitting articles for review.

Final Step/Recommendation:

Dr. Polinar may write more research proposal especially on the topic Silviculture and Dendrology

Prepared by:


DENNIS P. PEQUE
Unit Head

Conforme:


ANATOLIO N. POLINAR
Ratee