

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: ANGELITA B. ORIAS

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|-------------------------------------|--|---|---|
| 1. INSTRUCTION | | | |
| a. Head/Dean (50%) | | x 50% = | |
| b. Students (50%) | | x 50% = | |
| Total for Instruction | 40% | 4.71 | 1.88 |
| 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% | 4.60 | 0.92 |
| 4. ADMINISTRATION | 10% | 4.33 | 0.43 |
| 5. PRODUCTION | | | |
| TOTAL | | | 4.74 |

EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.74

ADJECTIVAL RATING : Outstanding

Prepared by:


ANGELITA B. ORIAS
Instructor I, ITEEM

Reviewed by:


TEOFANES A. PATINDOL
Director

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, ANGELITA B. ORIAS, Instructor I 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 August to December 2023.


ANGELITA B. ORIAS

RATEE

DATE

1/25/24

Approved:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/28/24


DENNIS P. PEQUE

DEAN, CFES

DATE

2/13/24

| 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 | |
| MFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| | PI 1. Total FTE coordinated, implemented, and monitored | PI 1. Actual Faculty's FTE | Handles and teaches courses assigned. | 2 | 18.75 | 5 | 5 | 5 | 5 | Envi 110 - 10 students (Lec); Envi 110 – 12 students (Lab); Envi 121n – 26 students (Lec); Envi 121n – 26 students (Lab); Envi 111n – 23 students (Lec); Envi 119n – 29 students (Lec); Envi 119n – 29 students (Lab); Envi 115n – 27 students (Lec); Envi 115n – 27 students (Lab) |
| | PI 11: Percentage of courses offered with approved course syllabi | PI 11. Percentage of courses offered with approved course syllabi | Prepare, review and/or update course syllabus prior for the approval of the syllabi. | 85% | 100% | 5 | 5 | 5 | 5 | Envi 110; Envi 121n; Envi 111n; Envi 119n; Envi 115n |

| 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 12: Percentage of courses with approved IMs | PI 12: Percentage of courses with approved IMs | Prepare, review and update instructional materials. | 85% | 100% | 5 | 5 | 5 | 5 | Envi 110; Envi 121n; Envi 111n; Envi 119n; Envi 115n |
| | PI 13: Percentage of courses offered with final grades submitted within the allowable period | PI 13: Percentage of courses offered with final grades submitted within the allowable period | Prepare grade sheet (Lec and Lab) and submit on or before the deadline. | 100% | 100% | 4 | 4 | 4 | 4 | Envi 110; Envi 121n; Envi 111n; Envi 119n; Envi 115n |
| | PI 14: Percentage of undergraduate students who graduated within the prescribed period | PI 14: Percentage of undergraduate students who graduated within the prescribed period | Act as thesis adviser and advise graduating students within the prescribed period. | 10% | 100% | 5 | 5 | 5 | 5 | Acted as thesis adviser for 5 students; acted as SCR chair and member for 18 students |
| | PI 15: Number of undergraduate thesis students supported by CFES research project. | PI 15: Number of undergraduate thesis students supported by CFES research project | Assess and facilitate qualified students to be part of the ITEEM research projects. | 1 | 4 | 5 | 5 | 5 | 5 | Belas, D.A., Compendio, C.G., Daguplo, K.M., Pino, S.R. |
| | Additional Outputs | | Participated in and acted as one of the working committees who revised the checklist of the BSES and MSTREC. | - | 100% | 4 | 4 | 4 | 4 | BSES and MSTREC |
| MFO 3. RESEARCH SERVICES | | | | | | | | | | |
| | PI 3: Number of approved research projects/studies implemented. | PI 3: Number of approved research projects/studies implemented | Act as study leader and implement the research project. | 25% | 100% | 5 | 5 | 5 | 5 | See Individual Faculty Workload (IFW) 1 st Semester, AY 2023-2024 |
| | PI 5: Amount of research money obtained from internal sources | PI 5: Amount of research money obtained from internal sources | Facilitate the approval of the submitted project proposal for VSU funding. | 50K | 3M | 5 | 5 | 5 | 5 | Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> through Sustainable Agarwood Production in Leyte and Biliran Islands |
| MFO 4. EXTENSION SERVICES | | | | | | | | | | |
| | PI 3: Number of approved extension projects implemented | PI 3: Number of approved extension projects implemented | Act as component leader and implement the extension project. | 25% | 100% | 5 | 5 | 5 | 5 | See Individual Faculty Workload (IFW) 1 st Semester, AY 2023-2024 |

| 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 4: Number of extension outputs presented in: | PI 4: Number of extension outputs presented in: | | | | | | | | |
| | | c. Regional or Institutional Conferences | Submit and participated the poster presentation during the regional RDE held in VSU. | - | 1 | 4 | 4 | 4 | 4 | 35 th Joint ViCARP-RRDEN Regional RDE Symposium with the poster entry nos. 22 "Development of a Province-Wide Learning Site on Rainforestation through KALAHI-CIDSS Program in Cabucgayan, Biliran |
| | c. resource person | c. resource person | Act as a resource person requested by beneficiaries. | - | 1 | 4 | 4 | 4 | 4 | Duyan-duyan sa Kinaiyahan on November 25-26, 2023 |
| | PI 13: Amount of extension money obtained from internal sources | PI 13: Amount of extension money obtained from internal sources | Facilitate the approval of the submitted extension project proposal for VSU funding. | 50K | 200k | 5 | 5 | 5 | 5 | (1) 100k for KALAHI-CIDSS Project: -Monitoring and Sustainability Assessment of RF Adopter's Farm Using RISE (Response-Inducing Sustainability Evaluation) Tool (2) 100k for NRM-Based Extension Project (VSU Nature Park) Phase II: Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park |
| | PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities | PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities | Identify prospective partners and facilitate the execution of MOA to strengthen the partnerships. | 1 | 2 | 5 | 5 | 5 | 5 | (1) VSU and LGU Barili (2) VSU and LGU Quinapondan |

| 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 | |
| MFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPAAs MFO 4. Program and Institutional Accreditation Services | | | | | | | | | | |
| | PI 1: Percent compliance to all requirements through the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015 | PI 1: Percent compliance to all requirements through the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department 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 | 4 | 4 | 4 | 4 | |
| | PI 2: Compliance to all requirements of the program and institutional accreditations | PI 2: Compliance to all requirements of the program and institutional accreditations | Assist the preparation in ensuring all the requirements of the program and Institutional accreditations are complied with in the performance of his/her functions as faculty member. | 100% compliant | 100% compliant | 4 | 4 | 4 | 4 | |
| OVPAAs MFO 5. Registration Services | | | | | | | | | | |
| | PI 1: Percentage of students enrolled and validated within the registration period | PI 1: Percentage of students enrolled and validated within the registration period | Act as an academic adviser in enrolling and validating students within the registration period | 40% | 100% | 5 | 5 | 5 | 5 | See name of student in OUR |
| | PI 2: Number of students advised during the registration period | PI 2: Number of students advised during the registration period | Act as an academic adviser in enrolling and validating students within the registration period | 20 | 50 | 5 | 5 | 5 | 5 | See name of student in OUR |
| MFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| | PI 2: Number of management meetings conducted | PI 2: Number of management meetings conducted | Participate in the institute's meetings | 1 | 5 | 5 | 5 | 5 | 5 | Regular ITEEM meeting |
| | PI 7: Percentage of IFWs submitted to OVPAAs September 30 | PI 7: Percentage of IFWs submitted to OVPAAs September 30 | Prepare, review and submit Individual Faculty Workload | 100% | 100% | 4 | 4 | 4 | 4 | |


| 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 8: Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes | PI 8: Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes | Prepare, review and submit report of actual teaching loads | 100% | 100% | 4 | 4 | 4 | 4 | |
| | PI 9: Percentage of faculty and staff submitted a dtr every month | PI 9: Percentage of faculty and staff submitted a dtr every month | Prepares DTR every month | 100% | 100% | 4 | 4 | 4 | 4 | |
| | Additional Output | | Participated the meeting for the working committee for the Search for Rainforest Hero for UGMAD | - | 3 | 4 | 4 | 4 | 4 | |
| Total Over-all Rating | | | | | | 4.57 | 4.57 | 4.57 | 4.57 | |

| | | |
|--|-------|-------------------|
| Average Rating (Total Overall rating divided by 4) | 18.26 | 4.57 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.57 |
| ADJECTIVAL RATING | | Very Satisfactory |

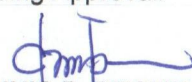
Comments & Recommendations for Development Purpose:

Keep up the great job!


Evaluated & rated by:


TEOFANES A. PATINDOL
 DIRECTOR, ITEEM
 1/25/2024
 DATE

Recommending Approval:


DENNIS P. PEQUE
 DEAN, OFES
 2/12/24
 DATE

Approved:


BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR ACADEMIC AFFAIRS
 Feb 13, 2024
 DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ANGELITA B. ORIAS

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Overall assessment of output** | Remarks/ Recommendation |
|----------|---|--|----------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 1. | <ul style="list-style-type: none"> Teaches assigned subjects for the BSEM program 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 | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Outstanding | |
| 2. | <ul style="list-style-type: none"> Serves as the academic adviser for BSEM students; Serves as an adviser, and SRC member for BSES including BSEM (old curriculum) students' 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 | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Very Satisfactory | |
| 3. | <ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement the new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problem sets, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement the new normal | Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Very Satisfactory | |

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Overall assessment of output** | Remarks/ Recommendation |
|----------|---|---|----------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 4. | <ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement the new normal. | Research project implemented, presented in scientific fora/ conferences, and publishable papers written | August 1, 2023 | December 31, 2023 | December 31, 2023 | Impressive | Very Satisfactory | |
| 5. | <ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Implements duly approved extension projects; Serves as project leader of extension projects of the Institute; Designs extension-related activities and other outputs to implement the new normal; and Assists in the formulation and preparation of extension project proposals. | MOUs/MOAs drafted & ratified and extension projects implemented | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Very Satisfactory | |
| 6. | <ul style="list-style-type: none"> Prepares the needed documents before ISO evaluation and ensures that the university's QMS core processes have complied with the faculty member's performance. | Compliant office to the Quality Management System (QMS) or ISO 9001:2015 | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Very Satisfactory | |
| 7. | <ul style="list-style-type: none"> Provides customer-friendly frontline services to clients. | Clients' outstanding evaluation of their satisfaction on the request provided by the Institute | August 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Very Satisfactory | |

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

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

Prepared by:


TEOFANES A. PATINDOL

Immediate Supervisor

"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 (ITEEM) |
| HEAD OF OFFICE | DR. TEOFANES A. PATINDOL |
| NAME OF STAFF | ANGELITA B. ORIAS |

| ACTIVITY | MECHANISM | | | | REMARKS |
|--|--------------------|-------------------------|--|-----------------------------|---------------------|
| | MEETING | | MEMO | OTHERS (Please specify) | |
| | ONE-ON-ONE | GROUP | | | |
| MONITORING | | | | | |
| Office Attendance | | | | Logbook; DTR | October to December |
| Attendance to university activities/programs/seminars/ workshops | | | University memos & invitation sent via VSU email | Attendance, certificates | As needed |
| Leaves (SL, VL, CDO, etc) | | | | Application for Leave forms | October to November |
| Travels | | Updates during meetings | | Travel Orders, Pass slips | As needed |
| Attendance in Meetings | | | Notice of Meetings | Minutes of Meetings | As needed |
| COACHING | | | | | |
| Submission of required reports and documents. | Staff Consultation | | | | As needed |

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

Conducted by:



TEOFANES A. PATINDOL

Immediate Supervisor
Director, ITEEM

Noted by:



DENNIS P. PEQUE

Next Higher Supervisor
Dean, CFES

Employee Development Plan

| | |
|--------------------|--|
| NAME OF EMPLOYEE | ANGELITA B. ORIAS |
| PERFORMANCE RATING | |
| AIM | To develop and enhance her skills in instruction, research, and extension. |

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

Date: Jan 2024

Target Date: Jan 2024

First Step: One-on-one discussion to take advanced international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics and pursue PhD career.

Result: The agreement was to apply for the training by year 2025 and apply for PhD next to Ms Kleer Jeann G. Longatang by 2028 1st Semester.

Date: July 2024

Target Date: August 2025

Next Step: Submit application requirements for advanced training by year 2025 and apply for PhD program by 2028 in UPLB or International Universities

Outcome: Advanced skills in biodiversity conservation and related field and PhD in Environmental Science

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to participate in the seminar/training and PhD degree.

Prepared by:


TEOFANES A. PATINDOL
Unit Head

Conformé:


ANGELITA B. ORIAS
Ratee