

## 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 (100%)			
b. Students			
Total for Instruction	40%	4.86	1.94
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			4.94

EQUIVALENT NUMERICAL RATING: 4.94  
*Add.* Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.94  
 ADJECTIVAL RATING : OUTSTANDING

*Prepared by:*

  
 ANGELITA B. ORIAS  
 Instructor  
 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, ANGELLITA B. ORIAS, 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.

  
**ANGELLITA B. ORIAS**  
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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	14.9	5	5	5	5	Envi 11 - 125 students (Lec); Envi 111e - 24 students (Lec)
		A10. 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
		A 11. 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	-	1	4	4	4	4	Envi 11
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	3	5	5	5	5	Training on Moodle-based Classroom Management; Webinar on TOS and and Test Item Analysis



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	
		<b>A13.</b> Number of long examinations and midterm exam administered and checked	Administers and checks long examinations and midterm exam for subjects taught	-	423	5	5	5	5	Envi 11: 2 long exams and 1 midterm exam for 125 students; Envi 111e: 1 long exam and 1 midterm exam for 24 students
		<b>A14.</b> Number of learning tasks, quizzes administered and checked	Prepares and checks learning tasks, quizzes	-	3836	5	5	5	5	Envi 11: LT (625); MQ (2875) Envi 111e: LT (144); Q (192)
		<b>A15.</b> Number of lab reports and oral report checked and graded	Checks lab reports and term papers submitted as required	-	-	-	-	-	-	Laboratory exercises will be conducted starting January 2021
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	4	9	5	5	5	5	Refer to registrar's official record
		<b>A17.</b> Number of students advised on thesis								
		As Thesis adviser	Advises and corrects research outline and thesis manuscript	-	2	5	5	4	4.67	Loayon, JR; Sanchez, JP
		As SRC Member	Advises and corrects research outline and thesis manuscript	-	2	5	5	4	4.67	Makiling, S., Veloso, K.
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	-	11	5	5	5	5	(Envi 11 students, and academic advisee)
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of online course ware developed and submitted :								
		On-line ready courseware	Prepares and submits Instructional Material (Learning Module) for review by the Technical Review Panel	1	1	5	5	4	4.67	Envi 111e - Modules 1 - 2, volume 1
		Supplemental learning resources	Prepares Power Point presentation and reading materials	-	6	5	5	5	5	Envi 111e - 2 ppt presentation; 2 video clips; 2 reading materials
		Flexible instructional materials	Prepares Instructional Material	1	1	5	5	5	5	Envi 111e
		Assessment tools	Prepares assessment tools	1	4	5	5	5	5	Envi 111e-Learning tasks, Assessment (quizzes), Midterm Exam; Envi 11-Long Exam
		<b>A 23 :</b> 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 111e (editing faculty); Envi 11 (non-editing faculty)

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	
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom	1	2	5	5	5	5	Envi 111e (editing faculty); Envi 11 (non-editing faculty)
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<u>PI 1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . 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	5	5	5	5	Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: - Effect of Leaf litter Addition on Soil Organic Carbon and Growth Performance of Early Successional Species Planted on the Marginal Uplands of Sitio Batuan, Brgy. Linao, Inopacan, Leyte
	<u>PI 2</u> . Number of research outputs completed within the year *	<u>A 28</u> . Number of research outputs completed within the year *	Conducts and completes research project (co-study leader) within the year	-	1	5	5	5	5	Water Requirement and Growth Performance of Cacao (Theobroma cacao L., Var-UF 18) Grown under Screenhouse Condition
<b>UMFO 4. EXTENSION SERVICES</b>										
	<u>PI 1</u> . Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36</u> . 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	5	5	5	5	Barugo, Sta. Fe, Alangalang, San Miguel, Life Giving Forest Foundation
	<u>PI 2</u> . Number of trainees weighted by the length of training	<u>A 37</u> . Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	114	5	5	5	5	School on the Air participants from Abuyog, Javier and Mahaplag (Module 3: Rainforestation Technology)
	<u>PI 3</u> . Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38</u> . Number of extension programs/projects implemented	Implements duly approved extension projects	-	6	5	5	5	5	refer to the attached lists of extension programs/project (Component Leader -5; Training Coordinator - 1)



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. 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	-	-	-	-	-	Evaluation of the SOA will be administered on February 2021 during the final examination
	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 2	-	1	5	5	5	5	School on the Air participants from Abuyog, Javier and Mahaplag (Module 3: Rainforestation Technology)
	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 2; ; and facilitate the communication from UNEP to VSU team and vice versa	-	1	5	5	5	5	Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program <b>Output 2:</b> Develop capacity of technical stakeholders to implement Rainforestation for DRR  The project implementation was not realized because the SPA was not signed by the President of the Philippines
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Coordinates with the QAC as the dDRC of the institute. Prepares the needed documents prior to ISO evaluation and ensures 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	5	5	5	5	


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 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5	
Total Over-all Rating									4.90	

Average Rating (Total Over-all rating divided by 4)		4.90
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


She is honest and responsible in performing her duties and responsibilities. It's high time to move on to the next chapter of her professional career by taking MS degree program in environmental science.

Evaluated & rated by:

  
ELIZA D. ESPINOSA  
DIRECTOR, ITEEM

DATE

Recommending Approval:

  
DENNIS P. PEQUE  
DEAN, GFES

DATE

Approved:

  
BEATRIZ S. BELONIAS  
VICE-PRESIDENT FOR INSTRUCTION

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*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> <li>Teaches assigned subjects for the BSEM/ES program of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> <li>Serves as the academic adviser for BSEM/ES students;</li> <li>Serves as SRC member for BSEM students' undergraduate thesis; and</li> <li>Guides, advise &amp; correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>	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"> <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, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems sets, 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	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

4.	<ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as study leader of research projects of the Institute; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</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>Assists in the formulation and preparation of extension project proposals.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Need more exposure on linking or identifying partners in extension projects/activities
6.	<ul style="list-style-type: none"> <li>Coordinates with the QAC as the dDRC of the Institute;</li> <li>Prepares the needed documents before ISO evaluation and ensures that the university's QMS core processes have complied with the faculty member's performance.</li> </ul>	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	Should keep/compile records from time to time and assure that no CAR will be issued due to lack of documents
7.	<ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients.</li> </ul>	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 2020	December 2020	December 31, 2020	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 G"**

## Performance Monitoring and Coaching Journal

	1 <sup>st</sup>	<b>Q U A R T E 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	MS. ANGELITA B. ORIAS

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Sept. 2, 2020		Notice of meeting	Update on the Envi 111e (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 <sup>st</sup> year students, <sup>first sem.</sup> /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 <sup>nd</sup> batch of instructional materials (Envi 111e) 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 <sup>nd</sup> batch of instructional materials (Vol. 2, Envi 111e) 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 111e for review.
					Update on Virtual Classroom (Envi 11e & Envi 111e) Evaluation for online modality which needs revision.
					Updates on the assigned subject on OBE & TOS monitoring to be submitted by end of December 2020
COACHING		Nov. 12, 2020		Notice of meeting	Coaching on the preparation of Envi 11e & 111e Outcomes-Based Education (OBE), Course Syllabus and Table of Specification (TOS) for ready reference during internal ISO audit surveillance.
					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. 26, 2020			Messenger meeting	Coaching to revise VC following the suggested criteria in the procedural manual.
		Dec. 27, 2020		Online meeting	2 <sup>nd</sup> round coaching to revise VC following the suggested criteria in the procedural manual.
		Dec. 28, 2020			3 <sup>rd</sup> . round coaching to revise VC following the suggested criteria in the procedural manual.

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	ANGELITA B. ORIAS
PERFORMANCE RATING	
AIM	To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics.

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

Date: Aug 2020

Target Date: Aug 2020

First Step:

One-on-one discussion to pursue the plan for Ms. Orias to go for MS study.

Result:

Apply for MS in Environmental Science the next school year at UP-Tacloban.

Date: Nov 2020

Target Date: Feb 2021

Next Step:

Application for scholarship to support Ms. Orias' graduate study

Outcome:

Degree on MS on Environmental Science

Final Step/

Recommendation: Scholarship grant and approval from the scholarship committee to undergo MS study.

Prepared by:

  
ELIZA D. ESPINOSA  
Unit Head

Conformé:

  
ANGELITA B. ORIAS  
Ratee