SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ARTURO E. PASA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.69 x 50 = 2.35	
b. Students (50%)		4.62 x 50 = 2.31	
Total for Instruction	60%	4.66	2.80
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.7	0.94
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.71	0.47
4. Administration	10%	4.14	0.41
5. Production			
TOTAL			4.62

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any: 4.62

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:

ARTURO E. PASA
Name of Faculty

Reviewed by:

ANATOLIO N. POLINAR
Department Head

Recommending Approval:

DENNIS P. PEQUE
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO E. PASA, 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 **January to June, 2021**

Approved:

ARTURO E. PASA
Ratee
Date: 10/5/21

ANATOLIO N. POLINAR
Department Head
Date: 14 6/21

DENNIS P. PEQUE
College Dean
Date: 10/8/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	3	3.98/3 (132.67%)	5	4.5	5	4.83	FORY 284
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4/2 (200%)	5	4.5	4.5	4.67	Avela, Fernandez, Polinar, Villacarillo
		A3. Number of students advised on thesis/special								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2/1 (200%)	5	4.5	4.5	4.67	Avela, Fernandez, Polinar, Villacarillo
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	4.5	4.5	4.5	4.5	Hijada
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	5	7/5 (140%)	5	5	4.5	4.83	All BSF Students

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2/1 (200%)	5	4.5	4.5	4.67	FORY 284
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2/1 (200%)	5	4.5	4.5	4.67	FORY 284
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	1	2/1 (200%)	5	4.5	5	4.83	FORY 284
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2/1 (200%)	5	5	5	5	FORY 284
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1/1 (100%)	4.5	4.5	4.5	4.5	FORY 284
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	5	5.4/5 (108%)	5	4.5	5	4.83	Fory 199, FMgt149 Lec, FMgt 149 Lab, Fory 300.1, Fory300.2

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3/2 (150%)	5	5	5	5	
		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	1	1/1 (100%)	4.5	5	4.5	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2/1 (200%)	5	5	5	5	Turnitin, VSU E learning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3/3 (100%)	4.5	5	4.5	4.67	All Subjects being taught this sem
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	10/2 (500%)	5	4.5	4.5	4.67	All Subjects being taught this sem
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	90	60/90 (67%)	4	4	4	4	Other students did not continue
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	3						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10/10 (100%)	4.5	5	4.5	4.67	All BSF Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							

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
						Quality	Eficiency	Timeliness	Average	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	0					
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2/1 (200%)	3	4.5	4.5	4.67	FMgt 149 Lec, Fmgt 149 Lab
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2/1 (200%)	5	4.5	4.5	4.67	Fory 199, Fmgt 149 Lec, FMgt 149 Lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4/1 (400%)	5	4.5	4.5	4.67	All Subjects being taught this sem
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								

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
						Quality	Eficiency	Timeliness	Average	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1/1 (100%)	4.5	4.5	4.5	4.5	Analytical Laboratory documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
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	2	3/2 (150%)	5	5	4.5	4.83	Quality seedlings, Tree Plantation establishment, Mother tree selection
	PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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	1/1 (100%)	4.5	5	4.5	4.67	1. Goltiano, H., Gregorio, N., Pasa, A. et al. The Effect of the Implementation of the National
		In refereed int'l journals		1	1/1 (100%)	4.5	5	4.5	4.67	
		In refereed nat'l/regional journals								

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
						Quality	Eficiency	Timeliness	Average	
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	1/1 (100%)	4.5	5	5	4.83	Webinar: Consolidating experiences and gains from FLR initiatives in the
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate							
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1/1 (100%)	4.5	4.5	4.5	4.5	2016/103 Enhancing Livelihoods through Forest Landscape Restoration Covering
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	12	12/12 (100%)	4.5	5	4.5	4.67	POs, LGUs, DENR partners of ACIAR ASEM 2016/103 Enhancing Livelihoods through Forest Landscape Restoration Covering Regions 6, 7 & 8

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
	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							
	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							
	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	3	4/3 (133%)	5	5	4.5	4.83	Knowledge on Agroforestry Systems as a Livelihood in Forest Restoration, Virtual Training for the Visayas, May 6, 2021Webinar: Q-
	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							
	Research Mentoring	*Research Mentor*								
	Peer reviewers/Panelists	*Peer reviewers/Panelists*								
	Resource Persons	*Resource Persons*								
	Convenor/Organizer	*Convenor/Organizer*	Provide technical support to Partner peoples organizations in Regions 6, 7 8	10	10/10 (100%)	4.5	5	5	4.83	Training conducted forpartner POs and LGUs through the ACIAR ASEM
	Consultancy	*Consultant*								
	Evaluator	*Evaluator*								

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
						Quality	Efficiency	Timeliness	Average	
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1/1 (100%)	4.5	4.5	4.5	4.5	Virtual meetings and updates through community organizers in
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 theQMS 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		100% Compliant	5	5	5	5	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% Compliant	5	5	5	5	
		On program accreditations			100% Compliant	5	5	5	5	
		On institutional accreditations			100% Compliant	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)										

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
						Quality	Efficiency	Timeliness	Average	
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		100% Compliant	5	5	5	5	
	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 performfing functions resulting to best practice	1	1/1 (100%)	4.5	4.5	4.5	4.5	Open line/Virtual meetings as need arises
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1/1 (100%)	4.5	4.5	45	4.5	
	Total Over-all Rating		179.52							Submit to MMDC for editing the online courseware made for the subjects taught in the previous semesters
	Average Rating		4.72							
	Adjectival Rating		outstanding							

Evaluated & Rated by:

ANATOLIO N. POLINAR
Department Head
Date: 10/7/2021

Recommending Approval

DENNIS P. PEQUE
Dean, CFES
Date: 10/6/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 10/9/2021

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ARTURO E. PASA**

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	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Submit more publications

	research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Attends meetings and makes letters.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Attended virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Also as country manager of ACIAR Forestry

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

ANATOLIO N. POLINAR
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : <u>Dr. Arturo E. Pasa</u>

Performance Rating   : **<u>4.62 (Outstanding) January - June 2021</u>**

Aim: <u>To improve research and extension capability of faculty member</u>

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

Date: <u>January 2021</u>   Target Date: <u>March 2021</u>

First Step:

<u>Required Dr. Pasa to lead the ACIAR research and extension Project.</u>

Result:

<u>Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.</u>

Date: <u>April 2021</u>   Target Date: <u>June 2021</u>

Next Step:

<u>Draft scientific articles for possible publication in scientific journals.</u>
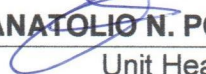
Outcome:

<u>Dr. Pasa submits journal articles for review.</u>

Final Step/Recommendation:

<u>Dr. Pasa may write more scientific publications and proposals for future research undertakings. He may also develop more online classroom modules based from the research findings of ACIAR FLR Project.</u>

Prepared by:

10/24/2021

ANATOLIO N. POLINAR
Unit Head

Conforme:

10/24/2021

ARTURO E. PASA
Ratee