

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%)	4.9	2.45	1.92
b. Students (50%)	4.67	2.38	
Total for Instruction	40%	4.79	
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	4.67	0.7
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.8	0.72
4. Administration	30%	5	1.5
5. Production			
TOTAL	100 %		4.84

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.84

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ANATOLIO N. POLINAR

Name of Faculty

DENNIS P. PEQUE

Dean

Recommending Approval:

DENNIS P. PEQUE

Dean

Approved:


BEATRIZ S. BELONIAS


Vice President

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 targets in accordance with the indicated measures for the period January to June 2023.


ANATOLIO N. POLINAR
 Professor II
 Date: 07-06-2023

Approved:

ANATOLIO N. POLINAR
 Department Head
 Date: 07-18-2023


DENNIS P. REQUE
 College Dean
 Date: 7/17/23

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 & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2/1 (200%)					FORY 205 to be offered by 1st sem
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1		5	5	4	4.67	Caballes, Doria
		A3. Number of students advised on thesis/special problem/dissertation		2	5/2 (250%)	5	5	5	5	Doria, Lumba, Olimberio, Pelino, Katangkatang
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	5	5	5	5	Doria
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4/1 (400%)	5	5	4	4.67	Lumba, Olimborio, Pelino, Katangkatang
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	13/5 (260%)	5	5	5	5	Doria, Lumba, Olimberio, Pelino, Katangkatang, Nunez, Parazo, Regmi, Omoso, Pana, Nabong, Cinco, Caballes
	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						FORY 205 for 1st sem offering
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						FORY 205 for 1st sem offering

	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2							FOR Y 205 for 1st sem offering
	A6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor								
	A7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1							FOR Y 205 for 1st sem offering
PI 10. Additional outputs:	A8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
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	6	34.8/6 (580%)	5	5	5	5		FSci 112 Lec and Lab; FGov 136n Lec
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4/3 (133%)	5	5	5	5		FGov 136n, FSci 112 and FOR Y 200
	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	10	29/10 (290%)	5	5	5	5		FSci 112 students
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	10/1 (1,000%)	5	5	5	5		Instructions, related training/seminars
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8/4 (200%)	5	5	0	5		FSci 112 and FGov 136n
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	14/10 (140%)	5	5	5	5		FGov 136n, FSci 112
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	12/10(120%)	5	5	5	5		FSci 112; FGov 136n
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	15	30/15(200%)	5	5	5	5		FSS Students
	A17. Number of students advised on thesis/ field practice/special problem:		5	28/5(560%)	5	5	5	5		FOR Y 200 B.1 nad FOR Y 200A
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	5/2(250%)	5	5	5	5		FOR Y 200 B.1 nad FOR Y 200A
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5/2(250%)	5	5	5	5		FOR Y 200 B.1 nad FOR Y 200A
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	45	120/45 (267%)	5	5	5	5		FSci 112; FGov 136n and FSS students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								

	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	2	2/2 (100%)	5	5	5	5	Fsci 112; FGov 136n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15/10 (150%)	5	5	5	5	Fsci 112; FGov 136n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12/10 (120%)	5	5	5	5	Fsci 112; FGov 136n
		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 Moodle or Google Classroom	2	2/2 (100%)	4	4	5	4.33	Fsci 112; FGov 136n
	PI 11: Additional outputs	A 25: Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2/1 (200%)	5	5	5	5	AACUP/RQAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	7/1 (700%)	5	5	5	5	DENR offices, MASIPAG, LRP, DA Offices
		A 26: Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1 (100%)	5	4	5	4.67	CPDE webinar series
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	2/1 (200%)	5	4	4	4.33	Timber and Agri crops Preferences; Diversity research
	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 within the year	1	1/1 (100%)	5	5	5	5	BIOCAMP research
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1						ongoing review and revision
		In refereed int'l journals								
		In refereed nat'l/regional journals		1						ongoing review and revision
	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 scientific for a/conferences	1						1st semester target
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1						1st semester target

	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 implementation	1						not for this period
	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 paper							
		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							
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	10/5 (200%)	5	5	5	5	DENR offices, LRP, POs, MASIPAG, LGUs
	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	1	5/1 (500%)	5	4	5	4.67	Clonal Propagation, ACIAR Technologies
	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	1	5/1 (500%)	5	5	5	5	Vermi Composting, Dragon fruit production, hig dispersal and othe ACIAR 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	1	100%	4	5	4	4.33	Clonal Propagation PO's participants
	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		2	5/2 (250%)	5	5	5	5	BSF and MSF students
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	3/1 (300%)	5	5	5	5	ACIAR Training Program
	Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings in Northern Cebu (Catmon, Borbon, Tabogon)	1	3/1 (300%)	5	5	5	5	ACIAR FGD and Training Programs
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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	1	1/1 (100%)	5	4	4	4.33	ACIAR Projects

PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. 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)	5	5	4	4.67	DFS Nursery Seedling Distribution Projects
		Number of farmers /PO members and officers communicated/advised	40	120/40 (300%)	5	5	5	5	PO's in Region VI, VII, VIII under ACIAR Projects
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*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
	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	1	2/1 (200%)	5	5	5	5	AACUP BSF Program & RQAT -CHED
	On program accreditations		1	2/1 (200%)	5	5	5	5	AACUP and RQAT
	On institutional accreditations								
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							
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							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Number of Meeting attended	CFES	2	3/2 (150%)	5	5	5	5	regular CFES meeting
		DFS	6	7/6 (116%)	5	5	5	5	Regular, emergency and informal meeting
		Committee	2	4/2 (200%)	5	5	5	5	Department Committee
		University	1	7/1 (700%)	5	5	5	5	University Committee
		Project	5	7/5 (140%)	5	5	5	5	ACIAR, ECOSAPS and BIO CAMP Projects
Total Over-all Rating								210.67	You showed strong will ethic by consistently staying until all the tasks are completed.
Average Rating								4.7	
Adjectival Rating								Outstanding	

Evaluated & Rated by

ANATOLIO N. POLINAR

Department Head

Date: 07-18-2023

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date: 07/19/23

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	January 1, 2023	June 2023	June 30, 2023	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	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Submit more publications

	report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Attentively attended virtual and face to face meetings

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

DENNIS P. PEQUE

Dean, CFES

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar
Performance Rating : 4.84 Outstanding

Aim: To improve the research capability of faculty member

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

Date: January 2023

Target Date: March 2023

First Step:

Required Dr. Polinar to conduct research on tree diversity assessments and domestication in selected sites in Visayas.

Result:

Actively conducted research on the topics mentioned above.

Date: April 2023

Target Date: June 2023

Next Step:

Prepared, collected and analyzed research data and reports about tree diversity assessments and domestication.


Outcome:

Dr. Polinar is submitting articles for review and possible publication.

Final Step/Recommendation:

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

Prepared by:


DENNIS P. PEQUE
Dean, CFES

Conforme:


ANATOLIO N. POLINAR
Ratee