

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%)		4.87 x 50% = 2.44	
b. Students (50%)		4.00 x 50% = 2.00	
Total for Instruction	40%	4.44	1.77
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.84	1.45
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.87	0.97
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION			
TOTAL			4.70


EQUIVALENT NUMERICAL RATING: 4.70

Add. Additional Points, if any :


TOTAL NUMERICAL RATING : 4.70

ADJECTIVAL RATING : OUTSTANDING


Prepared by.


ANGELITA B. ORIAS
Instructor I
ITEEM

Reviewed by.


ELIZA D. ESPINOSA
Director, ITEEM

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, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commit 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 August 2021.


ANGELITA B. ORIAS
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES *Hester*

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	6.35	5	5	5	5	Envi 198 (Lec) – 23 students; Envi 116n (Laboratory) – 27 students
		A10. Number of grade sheets submitted within prescribed period	Prepares and submit grade sheets	1	2	5	5	5	5	Envi 198, Envi 116n (Laboratory)
		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	-	3	5	5	5	5	Envi 111e - 3 students
		A13. Number of long examinations and midterm exam administered and checked	Administers and checks long examinations and midterm exam for subjects taught	5	131	5	5	5	5	116n - 27 Futures Triangle, 27 Scenario Development, 27 Backcasting and 27 presentation; Envi 198 – 2 outputs for 23 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	6	5	5	5	5	Refer to registrar's official record

4.87

	A17. Number of students advised on thesis								
	<i>As Thesis adviser</i>	Advises and corrects research outline and thesis manuscript	1	2	4	4	4	4	Loayon, JR; Sanchez, JP
	<i>As SRC Member</i>	Advises and corrects research outline and thesis manuscript	1	2	5	5	4	4.67	Makiling, S., Veloso, K.
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	60	5	5	5	5	Consultation on grades, requirements to pass the subject, thesis study was done through email.
PI 10: Number of instructional materials developed *	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	-	2	5	5	5	5	Envi 111e; Envi 11
	A 24: Number of virtual classrooms created and operational	Creates virtual classroom	1	2	5	5	5	5	Envi 198, Envi 116n

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 (study leader) for possible utilization by industry or other beneficiaries	-	2	5	4	5	4.67	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; Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of <i>A. malaccensis</i> -based Agroecological Systems in Leyte and Biliran Islands
	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 (co-study leader) within the year	-	1	5	5	5	5	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

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	5	5	5	5	Barugo, Sta. Fe, Alangalang, San Miguel, Life Giving Forest Foundation
	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	-	6	5	5	5	5	refer to the attached lists of extension programs/project (Component Leader -5; Training Coordinator - 1)
	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							
	Convenor/Organizer	Organizer	Organize and facilitate the logistics and the program of School on the Air Graduation	-	2	5	5	4	4.67	School-on-the-Air; Rainforestation Farming in Abuyog and Javier, Leyte

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*	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	
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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	
	PI 5. Number of monthly/special faculty & staff meetings conducted/attended*	A 47. Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	1	3	5	5	5	5	
Total Over-all Rating						4.98	4.8	4.87	4.90	

Average Rating (Total Over-all rating divided by 4)	19.59	4.90
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Make use of your outstanding work performance in finishing your ms degree program on time.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

1/16/22

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

11/15/21

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

2/28/22

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"> 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	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for BSEM students; Serves as an adviser, 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	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems sets, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement new normal 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	
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 	Research project implemented, presented in scientific fora/ conferences, and	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	

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
	<ul style="list-style-type: none"> Design research-related activities and other outputs to implement new normal. 	publishable papers written						
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 new normal; and Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Very Satisfactory	
6.	<ul style="list-style-type: none"> Coordinates with the QAC as the dDRC of the Institute; 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	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	
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	July 1, 2021	August 31, 2021	August 31, 2021	Very impressive	Outstanding	

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

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

Prepared by:

E.LIZA D. ESPINOSA
 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. ELIZA D. ESPINOSA
NAME OF FACULTY	MS. ANGELITA B. ORIAS

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan- June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Aug. 2, 2021	OP MC #s 75 & 77, series of 2021	Notice of meeting	Follow up implementation of the OP Memo Circulars #s 75 & 77, s., 2021 re: Extension of Deadlines/ Change of Schedules for Submission of Course Requirements and Extension of the Academic Ease Policy in the 2 nd Sem, SY 2020-2021
		Aug. 17, 2021		Notice of meeting	Follow up updates on assigned documents (Instruments F 6-7 on Program requirements) preparations for MSTREC RQAT virtual evaluation scheduled on Aug.20,2021
COACHING		July 9, 2021			Student final activity on Envi 116n (Watershed Management) with fieldwork restrictions. Discuss other options
		July 13, 2021			Constant communication with students who has deferred grades (2 nd Semester SY 2019-2020) to submit lacking requirements following OP MC #68, series of 2021


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 11/5/20
Next Higher Supervisor
Dean, College of Forestry & Environmental
Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	
AIM	To develop her teaching skills and strategy on Environmental Science major in Natural Resource Management.

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

Date: July 2021

Target Date: July 2021

First Step:

One-on-one final discussion to pursue the plan for Ms. Orias to go for MS study. Also, to apply for DOST-ASTHROP scholarship to support her study.

Result:

Apply for MS in Environmental Science this school year (2021-2022), 1st Semester, at UPV-Tacloban.

Date: Jun 2021

Target Date: Aug 2021

Next Step:

Application for scholarship to support Ms. Orias' graduate study by 1st Semester, SY 2021-2022.

Outcome:

Degree on MS on Environmental Science major in Natural Resource Management.

Final Step/

Recommendation:

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

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:

 22-003
ANGELITA B. ORIAS
Ratee