

EXHIBIT J

Summary of Individual Ratings of Faculty Members
with Multiple Functions

Name of Office INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEEM)

Name of Faculty Member **MARLITO M. BANDE**

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Instruction			
a. Head/Dean (50%)	25	5 x 0.25	1.25
b. Students (50%)	25	5 x 0.25	1.25
TOTAL	50		
2. Research	20	5 x 0.2	1.0
3. Extension	20	5 x 0.2	1.0
4. Administration	5	5 x 0.05	0.25
5. Production	5	5 x 0.05	0.25
TOTAL			5.0

EQUIVALENT NUMERICAL RATING : 5.0

Add: Additional Points, if any :

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 5.0

ADJECTIVAL RATING : Outstanding

Prepared by:

MARLITO M. BANDE
Name of Faculty

Reviewed by:

HUMBERTO R. MONTES, JR.
Department Head

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLITO M. BANDE, of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT commits to 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, 2017.


MARLITO M. BANDE
Ratee


HUMBERTO R. MONTES, JR.
Head of Unit

Approved:

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 1 - 2: Advanced and Higher Education Services									
	FTE	Teaches the following courses: SY 2016-17 (2 nd Semester)							
		▪ Undergraduate courses (Lec and Lab: Envi. 118, Lec 198))	4.0	7.10	✓	✓	✓	✓	
		▪ Graduate Course (TREC 208)	1.0	2.00	✓	✓	✓	✓	
	Number of Instructional Materials Developed/ Revised and Utilized:	Prepare and revise syllabi of courses handled (Envi 118, Envi 198, TREC 208)	1	3	✓	✓	✓	✓	OBE Format
		▪ New/Revised syllabi							
	Number of Student Research Advising:	MSc. Adviser	1	1	✓	✓	✓	✓	Moreno
	▪ Approved manuscript submitted within the prescribed period (SY 2016-17)	MSc. GAC member	1	4	✓	✓	✓	✓	Escala, Galgo, Valenzona, Pogosa
		BSc. Adviser	1	3	✓	✓	✓	✓	Asio, Tulin, Calungsod
		BSc. SRC member	1	1	✓	✓	✓	✓	Manongsong, Cruza, Meneses, Balbuena, Romo, Barrios
	▪ Approved thesis outline submitted within the prescribed period (SY 2016-17)	MSc. GAC member	1	1	✓	✓	✓	✓	Cascante, Alesna, Enriquez
		BSc. Adviser	1	2					J. Sagorino, R. Sagorino, N. Cabus
		BSc. SRC-Chairman/Member	2	3					Naparate, Almacion, Cabillo

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	Student Advising and Consultation Services:								
	▪ No. of hours spent for student thesis	Counseling and advising students thesis	1hr/week	3hrs/week	✓	✓	✓	✓	3 MSc. and 9 BSc. students
	Number of Academe/ Industry Linkage established:	Technical Expert	1	2	✓	✓	✓	✓	ELTI-Yale University & RFRI
MFO 3: Research Services									
Performance Indicator 1:	Number Papers Published:								
	▪ In refereed Journals	Co-author	1	1	✓	✓	✓	✓	Asian Journal of Agricultural Extension, Economics and Sociology;
Performance Indicator 2:	Number of Research Outputs Submitted:								
	▪ Reports (Quarterly, Annual/Terminal)	Project/Study Leader	1	2	✓	✓	✓	✓	Inopacan Research Plot, CO ₂ Compensation Project
Performance Indicator 3:	Number of Research Outputs Disseminated or Presented in Fora/ Conferences	Paper presenter Resource person	1 1	2 3	✓ ✓	✓ ✓	✓ ✓	✓ ✓	RDE (Level 1, 2 & 3) Rainforestation Training
	Number of research project and/or completed	Study Leader	1	1	✓	✓	✓	✓	COCOBOARD and Mainstreaming RF in the Philippines
Performance Indicator 4:	Number of research proposal submitted	Study Leader	1	4	✓	✓	✓	✓	ELTI, VSU, Swiss National Science Foundation, NatureLife International
Performance Indicator 5:	Number of studies presented	Presenter	1	2	✓	✓	✓	✓	RDE In-house review
Performance Indicator 6:	Percentage of research/project proposal approved	Component/Study Leader	100%	100%	✓	✓	✓	✓	ELTI, VSU, Swiss National Science Foundation
Performance Indicator 7:	Amount of money generated from external funding	Project Leader (Inopacan Trial Plot)	0.1M	1.20M	✓	✓	✓	✓	ELTI funded
		Study Leader (CO ₂ Compensation Project)	0.1M	0.58M	✓	✓	✓	✓	NatureLife Foundation funded

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
Performance Indicator 8:	Amount of money generated from internal funding	Project Leader	0.1M	0.2M	✓	✓	✓	✓	Inopacan Trial Plot (VSU funded)
Performance Indicator 9:	Number of exchange scholars/researchers/visiting professors assisted	Research counterpart	1	2	✓	✓	✓	✓	Yale and Bern University researchers
	Number of MOAs signed	Collaborator	1	1	✓	✓	✓	✓	LGU Pilar
MFO 4: Extension Services									
Performance Indicator 1:	Number of persons-day trained weighted by length of training/workshop:	Resource person	25	73	✓	✓	✓	✓	Rainforestation Training in Inopacan, Batangas, Antipolo, Quezon, Guinhuligan, Bacong
Performance Indicator 2:	Number of trainings/ seminars/workshops served/conducted by levels: Institutional/Local	Resource Person	2	5	✓	✓	✓	✓	RF National Trainers Training and COCOBOARD End of the Project Conference
	% requests for training/seminars responded to within 3 days	Resource Person Facilitator Participant	100%	100%	✓	✓	✓	✓	Rainforestation and Biodiversity Conservation
	Number of Meetings/ trainings/orientation/fora/summit attended	Convenor/presider/member/facilitator/participant and Resource Person	4	10	✓	✓	✓	✓	RFRI, ELTI, Rainforestation and Biodiversity Conservation
Performance Indicator 4:	No. of letters/invitations prepared/disseminated to appropriate offices within 5 working days	Signatory Facilitator Invitees	5	17	✓	✓	✓	✓	VSU-ELTI Rainforestation and Biodiversity Conservation
	Number of beneficiaries served	Technical person	10	37	✓	✓	✓	✓	COCOBOARD beneficiaries, Rainforestation Trainers and adopters
Performance Indicator 5: Technical Advisory Services	Number of International collaborators, LGUs, NGOs, POs and Councils/Board assisted	Technical Expert and Collaborator	5	11	✓	✓	✓	✓	ELTI-VSU RF trainers alumni, RFRI, LGU Silago, LGU Bacong, LGU Pilar, KATALA Foundation, NTFP,

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
									FPE, PTFCF, CSVFA, and PRA
	Number of partnerships/linkages/resource generated established (e.g. MOUs)	Collaborator/Technical Expert	1	1	✓	✓	✓	✓	LGU Pilar
	Number of Rainforestation adopters assisted	Technical Expert/ Collaborator	4	108	✓	✓	✓	✓	ELTI-VSU RF trainers alumni
	Number of Rainforestation trainers assisted	Technical Expert	20	174	✓	✓	✓	✓	ELTI-VSU RF trainers alumni
	% requests for critical tech. services responded to within 3 days	Technical Expert/Evaluator	100%	100%	✓	✓	✓	✓	ELTI-VSU RF trainers alumni and RF adopters
	% of clients who rated the service as satisfactory or better	Technical Expert/Evaluator	100%	100%	✓	✓	✓	✓	ELTI-VSU RF trainers alumni and RF adopters
Performance Indicator 6:	Number of extension projects/components conducted	Project Leader	1	1	✓	✓	✓	✓	NRM-Based extension project
		Component Leader	1	2	✓	✓	✓	✓	CO ₂ Compensation Project and Mainstreaming RF Project
Performance Indicator 7:	Number of extension project proposal submitted	Project Leader	1	1	✓	✓	✓	✓	NRM (VSU funded),
		Component Leader	1	1	✓	✓	✓	✓	CO ₂ Compensation Project
Performance Indicator 8:	Percent of extension proposal submitted		100%	100%	✓	✓	✓	✓	NRM, ELTI, and CO ₂ Compensation Project
Performance Indicator 9:	Percent of extension proposal approved		100%	100%	✓	✓	✓	✓	NRM, ELTI & CO ₂ Compensation Project
Performance Indicator 10:	Amount of money generated from external funding		0.1M	0.6M	✓	✓	✓	✓	NatureLife International
Performance Indicator 11:	Amount of money generated from institutional funding		0.1M	0.45M	✓	✓	✓	✓	ELTI
Performance Indicator 12:	Number of extension-related awards	Best Extension Project (Level 2) Outstanding Extension Project (Level 3)	1	2	✓	✓	✓	✓	RDE Level 2 RDE Level 3

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 5: Support to Operation Services									
Performance Indicator 3:	Number of seminars/trainings/conventions/workshops coordinated inside the University	Organizer	1	2	5	5	5	5	COCOBOARD Project
Performance Indicator 4:	Number of seminars/trainings/conventions/workshops coordinated outside the University	Resource person	2	5	5	5	5	5	Rainforestation Training in Inopacan, Batangas, Antipolo, Quezon, Guinhuligan, Bacong
Performance Indicator 6:	Number of In-house writeshop/reviews conducted/attended	Presenter	1	2	5	5	5	5	RDE Level 1, 2, & 3
Performance Indicator 8:	Number of activities organized/attended/assisted/participated/facilitated	Facilitator	1	10	5	5	5	5	Rainforestation Training and Students/Farmers Field Visit
MFO 6: Administrative Support Services									
Performance Indicator 1:	Number of staff supervised and monitored	Head, Terrestrial Division Project/Study Leader Component Leader	5 1 4	5 2 11	5 5 5	5 5 5	5 5 5	5 5 5	Terrestrial Division, NRM, COCOBOARD, CO ₂ Projects
Performance Indicator 2:	Meetings attended: - College and Department - UAC - Mt. Pangasugan Biodiversity Center - NRM-Extension Based Program - COCOBOARD - CO₂ compensation project	Faculty Member Chairman Project Leader Study Leader Study Leader	6 1 1 6 6 1	12 1 3 6 6 2	5	5	5	5	CFES, ITEEM, UAC, Project related
Performance Indicator 3:	Number of applicants evaluated (CFES and ITEEM)	Personnel Committee Member	1	1	5	5	5	5	As the need arises
	No. of progress reports prepared, retrieved, consolidated & submitted	Project/Study Leader	2	6	5	5	5	5	COCOBOARD and CO ₂ Compensation Project, NRM, & ELTI
Performance Indicator 6:	Area of demonstration and nature park maintained	Supervisor	20 has	45 has	5	5	5	5	Nature Park and Terrestrial Division
Performance Indicator 8:	No. of office/training facilities maintained - Screen House - Germination Shed House - Bagging Shed	Supervisor	1 1 1 1	1 1 1 1	5	5	5	5	Terrestrial Ecosystems Division

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
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	RDE and Reforestation Training Room								
Performance Indicator 9:	No. of college/department committees chaired and member	Chairman Member	1	3	5	5	5	5	University, CFES and ITEEM
Performance Indicator 11:	% of apparatus/equipment maintained	MR	100%	100%	5	5	5	5	
Performance Indicator 13:	Zero percent complaint from clients serve	Technical experts	100%	100%	5	5	5	5	
Performance Indicator 14:	Best practices/new initiatives implemented	Supervisor	1	1	5	5	5	5	Pooling of human resource to attain project activities within the prescribed period
TOTAL OVER-ALL RATING									

Average Rating (Total Over-all rating divided by 4)	5
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUINANOLA
HRMDO

Calibrated by:

REMBERTO A. PATINDOL
PMT

Recommending Approval:

BEATRIZ S. BELONIAS
VICE-PRESIDENT

Approved:

EDGARDO E. TULIN
PRESIDENT

DATE

DATE

DATE

DATE

1 - quality 2 - Efficiency 3 - Timeliness 4 - Average

EXHIBIT F

Performance Monitoring and Coaching Journal

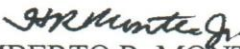
	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Humberto R. Montes, Jr.
NAME OF FACULTY	MARLITO M. BANDE

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Instruction	✓	✓	• 1-On-1 meeting at least once a week • Group meeting once a month	Student evaluation/sem	
Research	✓	✓			
Extension	✓	✓			
COACHING					
Instruction	✓	✓	• 1-On-1 meeting at least once a week • Group meeting once a month	Student evaluation/sem	
Research	✓	✓			
Extension	✓	✓			

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

Conducted by:


HUMBERTO R. MONTES, JR.
Immediate Supervisor

Noted by:


DENNIS P. PEQUE
Next Higher Supervisor