

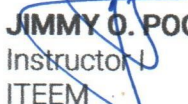
Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

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%	4.92	1.97
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.80	1.44
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			4.91

EQUIVALENT NUMERICAL RATING: 4.91
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.91
 ADJECTIVAL RATING : OUTSTANDING

Prepared by:


JIMMY O. POGOSA
 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, JIMMY O. POGOSA, *Instructor I* 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 January to June, 2021.


JIMMY O. POGOSA

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 Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
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 assigned	-	0.83					TREC 208, TREC 209
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	5					Claveti, Florentino, Tulin, Mayo, Hayahay
		A3. Number of students advised on thesis								
		AS GAC Member	Advises and corrects research outline and thesis manuscript	-	1					Fernandez, Tulin, Katangkatang, Albarico
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	7					Claveti, Florentino, Tulin, Mayo, Hayahay; Katangkatang, Fernandez
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready courseware								

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	
		<i>developed and submitted for review</i>								
		<i>On-line ready courseware</i>	<i>Prepares Instructional module</i>	-	1	✓	✓	✓	✓	TREC 209, TREC 208 Lab
		<i>Flexible instructional materials</i>	<i>Prepares and submitted Instructional module for review</i>	-	On-going	4	4	4	4	TREC 209, TREC 208 Lab
		<i>Supplemental Learning Resources</i>	<i>Prepares Power Point presentation, set of questionnaire, reference and the RISE evaluation tool on course taught</i>	1	4	✓	✓	✓	✓	1 ppt, 1 questionnaire, 1 references; 1 RISE evaluation tool
		<i>Assessment tools</i>	<i>Prepares assessment tools for assessing student's learning</i>	1	1	✓	✓	✓	✓	Analysis report
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Co-creator of virtual classroom using Google Classroom</i>	1	2	4	4	4	4	TREC 209, TREC 208 Lab <i>need to shift to module classrooms</i>
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	<i>Handles and teaches courses assigned</i>	2	26.7	✓	✓	✓	✓	
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	1	7	✓	✓	✓	✓	Envi 111n; Envi 11 - 5 sections; Envi 200
		A11. Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	1	10	✓	✓	✓	✓	Envi 110- 10 students
		A13. Number of long examinations and midterm	<i>Administers and checks long examination and</i>	3	404	✓	✓	✓	✓	Envi 11 - 1 long exam, 1 term exam for 155 students; Envi

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	
		<i>exam administered and checked</i>	midterm exam for subjects taught							111n - 1 long exam, 1 term exam for 47 students
		A14. <i>Number of learning tasks, motivation questions, and assessment administered and checked</i>	Prepares and checks learning tasks, motivation questions, and assessment	10	3603	✓	✓	✓	✓	3 LT, 16 MQ for 155 students; 4 LT, 6 MQ, 4 Assessment for 47 students
		A15. <i>Number of lab reports and requirements checked and graded</i>	Administer and check lab reports and requirements	2	84	✓	✓	✓	✓	Envi 110 - 1 laboratory PPT presentation, 1 oral report, 1 e-portfolio for 28 students
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	15	44	✓	✓	✓	✓	Based on the official Registrar's checklist as of 2nd sem, S.Y. 2020-2021
		A17. <i>Number of students advised on thesis:</i>								
		<i>As Thesis Adviser</i>	Advises and corrects research outline and thesis manuscript	1	1	✓	✓	✓	✓	KMVeloso
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis manuscript	1	2	✓	✓	✓	✓	JRMLoayon, JPCSanchez
		<i>As SRC Member</i>	Advises and corrects research outline and thesis manuscript	1	5	✓	✓	✓	✓	JBaltazar, CMBendanillo, JAMFlores, KMMaat, SLMakiling
		A18. <i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	2	53	✓	✓	✓	✓	Academic advisees during enrolment and students under the subjects handled this semester
	PI 10: Number of instructional materials developed *	A 21 : Number of online course were developed and submitted :								

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	
		On-line ready courseware	Prepares and submit for review the Instructional Material (Learning Module)	1	3					Envi 111n - Module 3 to 4, volume 2; Envi 116n (Lec), Envi 110 (Lab)
		Flexible instructional materials	Prepares and submit for review the Instructional Material (Learning Module)	-	1					Envi 111n - Module 3 - 4
		Supplemental Learning Resources	Prepares Power Point presentation on course taught	1	13					Envi 116n - 7 ppt; Envi 11 - 3 ppt; Envi 110 - 3 ppt
		Assessment tools	Prepares assessment tools	1	10					Envi 116n - Long and term exam, quiz; Envi 11 - Long exam, term exam, MQ, LT; ENVI 110 - oral report, PPT presentation and e-portfolio
		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	-	4					Envi 111n (editing faculty); Envi 11 (non-editing faculty); Envi 116n (editing faculty); Envi 110 (editing faculty)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom	-	4					Envi 111n (editing faculty); Envi 11 (non-editing faculty); Envi 116n (editing faculty); Envi 110 (editing faculty)
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	-	1					Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: - Species Combination-Site Condition Matching of Early Successional Species

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 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project (study leader) within the year	-	On-going	4	4	4	4	Species Combination-Site Condition Matching of Early Successional Species
	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-refereed or CHED recognized journal within the year <i>In refereed nat'l/regional journals</i>	Writes publishable materials out of research outputs and submits for publication	-	2	5	5	5	5	Conservation and Ecological Threats of Agarwood (<i>Aquilaria</i> sp.) on Leyte Island, Philippines (<i>Abstract only</i>); Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte (<i>Abstract only</i>)
	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 *								
		<i>In nat'l/regional fora/conferences</i>	Facilitate and assist the corresponding author in the submission and presentation of the research paper in scientific conferences Present the research output in an international conference	-	2	5	5	5	5	The 12th International Conference on Environmental and Rural Development (ONLINE), March 5-6: KJGL/JOP: Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte GAMA Model Development for Agarwood Production as Influenced by Different Light Conditions and Fungal Inoculation in Leyte, Philippines during the Online Training-Workshop on Modeling for Higher Education Institutions (HEIs)

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	
										Application of Geographic Information Systems (GIS) and Agent Based Modeling Approach: Agri-Forestry Technology for Ensuring Agricultural Resilience (GAMA-AFTER)
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Act as study leader and facilitate the implementation of the project	50%	100%	✓	✓	✓	✓	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP); VSU funded Research, ELTI funded Research
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	-	8	✓	✓	✓	✓	LGU (Tabango, Leyte, Abuyog, Biliran, Capucgayan, Caibiran), KALAHI-CJDDS DSWD, RISE
	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	5	176	✓	✓	✓	✓	ITEEM 3-day Webinar Series: Impacts of Mining (151 views); Effects of Mining to Coastal Ecosystem (158 views); Information Drive: IRR of Baybay on Waste Management (571 views); ECO-DRR (51 participants)
	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	✓	✓	✓	✓	Refer to the attached lists of extension programs/project (Project Leader - 1; Co-Project Leader 1; Component Leader -4)

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	80%	99%	✓	✓	✓	✓	School-on-the-Air on Rainforestation Farming DYBK-FM (Rainforestation Farming: Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosap ang Epekto sa Pagkausb sa Klima)
	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							
		<i>Resource Persons</i>	<i>Act as resource person during ITEEM Webinar series</i>	-	1	✓	✓	✓	✓	ITEEM Webinar Series: JOP: Spatial Planning Tools for Eco-DRR
		<i>Convenor/Organizer</i>	Provide assistance during the preparation and implementation of events	1	7	✓	✓	✓	✓	Earth Day Webinar; ITEEM Webinar Series; Final Exam of School-in-the-Air; Community Consultation in Brgy. Pinamanagan, Brgy. Mahayahay, Brgy. Tinokolan; VSU Beach Coastal Clean-up and Tree Planting Activity
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid-19	Development of materials for on-line training on Rainforestation; Conduct of webinar	-	2	✓	✓	✓	✓	Writing of rainforestation module for Eco-DRR and Significant Change of Rainforestation Adopters in Negros

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 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*	Assist the preparation in ensuring 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	✓	✓	✓	✓	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	✓	✓	✓	✓	
	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	4	7	✓	✓	✓	✓	
	PI 6. Additional Outputs	A 48. Attendance to various virtual and face-to-face meetings	Attend the virtual ISO Surveillance	-	1	✓	✓	✓	✓	VSU-ISO 9001 First Surveillance Audit (Feb 4-5)
		A 49. Number of activities participated as committee members in support to the attainment of the university's mission	Attendance to university events	-	2	✓	✓	✓	✓	Facilitated VSU Open Dumpsite Closure Planning Workshop Conducted Benchmarking at Ormoc City Sanitary Landfill and Septage Management Facility located at City EcoWaste of Ormoc City
Total Over-all Rating						4.93	4.93	4.93	4.93	

Average Rating (Total Overall rating divided by 4)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Yearly, you showed outstanding work performance both in Instruction, Research, and Extension. Stand and shine still.

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR ACADEMIC
AFFAIRS

DATE

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

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 MTREC and BSEM programs 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as the member for MSTREC and adviser, chairman, and member for BSEM students' graduate & 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	January 1, 2021	June 30, 2021	June 30, 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Advises student organizations that are recognized by USOO and assists student organizations in implementing student-related activities. 	Active student-related organization	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research project implemented, presented in scientific	January 1, 2021	June 30, 2021	June 30, 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"> Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement new normal. 	fora/ conferences, and publishable papers written						
6.	<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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
8.	<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	January 1, 2021	June 30, 2021	June 30, 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

Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

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 MTREC and BSEM programs 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as the member for MSTREC and adviser, chairman, and member for BSEM students' graduate & 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	January 1, 2021	June 30, 2021	June 30, 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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Advices student organizations that are recognized by USOO and assists student organizations in implementing student-related activities. 	Active student-related organization	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; 	Research project implemented, presented in scientific	January 1, 2021	June 30, 2021	June 30, 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"> Serves as study leader of research projects of the Institute; and Design research-related activities and other outputs to implement new normal. 	fora/ conferences, and publishable papers written						
6.	<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	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions. 	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
8.	<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	January 1, 2021	June 30, 2021	June 30, 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
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ENGR. JIMMY O. POGOSA

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Feb. 18, 2021		Notice of meeting	Submission of the students' final grade for first semester 2020- 2021.
					Final Individual Performance Commitment and Review (IPCR) targets for January to December 2021.
		Feb. 23, 2021		Notice of meeting	Assign to conduct workshop especially for the new part-time instructors to be aware of the process on the computation of grades for students who enrolled in Environmental Science courses.
		Feb. 28, 2021		Notice of meeting	Follow up MSTREC Key Area documents/ requirements preparation and submission for RQAT Evaluation
	March 4, 2021				Follow up assigned task for the pre-requisites of the courses offered by other departments.
		March 23, 2021		Notice of meeting	Assign actual teaching load for the 2 nd semester 2020-2021 to include Envi 116n (Lec) for BSDC students.
		March 29, 2021		Notice of meeting	Updates on the Course Syllabus for the courses handled this 2 nd semester 2020-2021 for DIMC review, CFES Dean verification and OIMD approval.


		March 31, 2021		Notice of meeting	Online enrolment of students to VSUEE
		May 7, 2021		Notice of meeting	Follow up quarterly Research and Extension project report submission.
		May 21, 2021		Webinar Series Program	Conduct of webinar lecture on the Eco-DRR (Ecosystem-based Disaster Risk Reduction) in celebration of ITEEM Anniversary for the month of May 2021.
		May 24, 2021		Notice of meeting	Updates on MSTREC RQAT evaluation assignments (Instrument F8-9- Program Requirement).
		May 30, 2021		Grade Sheets	Submission of the midterm grades.
		June 14, 2021	OP MC #68, series of 2021	Notice of meeting	Deferred grades (2 nd Semester SY 2019-2020) submission deadline on July 16, 2021 to the registrar based on the memo from the office of the President.
COACHING		Feb. 3, 2021		Notice of meeting	Revise Virtual Classroom Monitoring Report with attached individual access logs at VSUEE for the courses handled for the 1 st semester of 2020-2021.

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
 Next Higher Supervisor
 Dean, College of Forestry & Environmental
 Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	JIMMY O. POGOSA
PERFORMANCE RATING	
AIM	To enhance his teaching strategy and research skills on ecological modelling using geographic information system.

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

Date: Feb 2021

Target Date: Feb 2021

First Step:

One-on-one discussion on how to implement research and extension projects and to enhance his teaching strategy as an Instructor of the institute.

Result:

The agreement previously was to send Mr. Pogosa on a PhD from Czech Republic as plan to Nagoya University in Japan.

Date: June 2021

Target Date: Jan 2022

Next Step:

Application for scholarship to support Mr. Pogosa for PhD study

Outcome:

Degree on Environmental and Ecological Modelling Studies

Final Step/

Recommendation:

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

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


JIMMY O. POGOSA
Ratee