

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%)		$4.85 \times .50 = 2.42$	
b. Students (50%)		$4.50 \times .50 = 2.25$	
Total for Instruction	<u>50%</u>	<u>4.67</u>	<u>2.34</u>
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	<u>10%</u>	<u>4.94</u>	<u>0.49</u>
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	<u>10%</u>	<u>4.92</u>	<u>0.49</u>
4. Administration	<u>30%</u>	<u>4.67</u>	<u>1.40</u>
5. Production			
TOTAL			<u>4.72</u>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.72

ADJECTIVAL RATING:

Outstanding

Prepared by:




ARTURO E. PASA
Name of Faculty


Reviewed by:


ANATOLIO N. POLINAR
Department Head

Recommending Approval:


DENNIS P. PEQUE 1/20/12
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 July to December, 2021

ARTURO E. PASA

Ratee

Date: 1/19/2022

Approved:

ANATOLIO N. POLINAR

Department Head

Date: 1/20/2022

DENNIS P. PEQUE

College Dean

Date: 1/20/2022

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	3	3.98/3 (132.67%)	5	5	5	5	FORY 283
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	2/2 (100%)	5	5	4.5	4.83	Bandana, Villacarillo
		A3. Number of students advised on thesis/special								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	5	4.5	4.5	4.67	Villacarillo

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	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	5	4.5	4.5	4.67	Hijada
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5/5 (100%)	5	5	4.5	4.83	Labides, Bandana, Hijada, Villacarillo, Artajo
	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	1/1 (100%)	5	5	5	5	FORY 283
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1/1 (100%)	5	5	4.5	4.83	FORY 283
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	1	2/1 (200%)	5	5	4.5	4.83	FORY 283
		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	1/1 (100%)	5	5	5	5	FORY 283

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	
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . 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%)	5	4.5	4.5	4.67	FOR Y 283
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	5	5.4/5 (108%)	5	5	5	5	FMgt149 Lec, FMgt 149 Lab, For y 300, FGov133A, Fgvo133B, FOR Y200.2, FOR Y200a.3
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6/2 (300%)	5	5	4.5	4.83	
		<u>A 11</u> . 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	1	2/1 (200%)	5	5	4.5	4.83	Nino, Cawaling
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2/1 (200%)	5	5	5	5	Turnitin, VSU E learning
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	6/3 (200%)	5	5	4.5	4.83	
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	100	390/100(390%)	5	5	4.5	4.83	Lesson/module reports
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	90	300/90 (333%)	5	5	4.5	4.83	

48-23

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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	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	3	19/3 (630%)	5	5	5	5	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3/3 (100%)	5	4.5	4.5	4.67	Caballes, Rubas, Permangel
		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%)	5	4.5	4.5	4.67	
	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	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%)	5	5	4.5	4.83	FMgt 149 Lec, Fmgt 149 Lab

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						Quality	Efficiency	Timeliness	Average	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	2/1 (200%)	5	5	4.5	4.83	FGov133, Fmgt 149 Lec, FMgt 149 Lab
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6/2 (300%)	5	5	4.5	4.83	
		A 23 : 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							
		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:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1/1 (100%)	5	5	4.5	4.83	Analytical Laboratory documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	None due to pandemic					

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	
		A 26. 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%)	5	4.5	4.5	4.67	Conduct of studies/ assessments in students barangays
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	5	5	Quality seedlings, Tree Plantation establishment, Mother tree selection
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year							Ongoing
	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						None this time
		<i>In refereed int'l journals</i>		1						
		<i>In refereed nat'l/regional journals</i>								

72.48
15

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	
	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 fora/conferences	1	1/1 (100%)	5	5	5	5	Agroforestry Research and Development Initiatives: Experiences from Visayas State University, December 9, 2021
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	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							

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	
		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%)	5	5	4.5	4.83	ACIAR ASEM 2016/103 Enhancing Livelihoods through Forest Landscape Restoration Covering Regions 6, 7 & 8
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%)	5	5	5	5	POs, LGUs, DENR partners of ACIAR ASEM 2016/103 Enhancing Livelihoods through Forest Landscape Restoration Covering Regions 6, 7 & 8
	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							

14.83
3

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	
	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	10	10/10 (100%)	5	5	4.5	4.83	Advisory services to ACIAR FLR partner POs in Regions 6, 7 and 8
	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%)	5	5	5	5	Periodic visits and technical advice to partner POs
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								

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	
		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	4.5	4.83	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 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							
		On program accreditations								
		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							

19.66
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)
						Quality	Efficiency	Timeliness	Average	
	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	1	1/1 (100%)	5	4.5	4.5	4.67	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%)	5	4.5	4.5	4.67	
	Total Over-all Rating		164.64							Submit to MMDC for editing the online courseware made for the subjects taught in the previous semesters
	Average Rating		4.84							
	Adjectival Rating		Outstanding							

9.34

2

34

Evaluated & Rated by:

ANATOLIO N. POLINAR

Department Head

Date: 1/20/2022

Recommending Approval

DENNIS P. PEQUE

Dean, CFES

Date: 1/20/2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/26/22

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	July 1, 2021	December 2021	December 31, 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	July 1, 2021	December 2021	December 31, 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	July 1, 2021	December 2021	December 31, 2021	Very Impressive	Outstanding	Attended virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2021	December 2021	December 31, 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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : 4.72 (Outstanding) July – December 2021

Aim: To improve research and extension capability of faculty member

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

Date: July 2021

Target Date: September 2021

First Step:

Required Dr. Pasa to lead the ACIAR research and extension Project.

Result:

Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.

Date: October 2021

Target Date: December 2021

Next Step:

Draft scientific articles for possible publication in scientific journals.

Outcome:

Dr. Pasa submits journal articles for review.

Final Step/Recommendation:

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.

Prepared by:

ANATOLIO N. POLINAR
Unit Head

Conforme:

ARTURO E. PASA

Ratee