

## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

| Program Involvement<br>(1)          | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|-------------------------------------|---|---|--|
| 1. INSTRUCTION                      |   |   |  |
| a. Head/Dean (50%)                  |   | 4.73 x 50% = 2.36                       |  |
| b. Students (50%)                   |   | 4.00 x 50% = 2.00                       |  |
| Total for Instruction               | 40%   | 4.36                                    | 1.75                                       |
| 2. RESEARCH                         |   |   |  |
| a. Client/Dir. for Research (50%)   |   |   |  |
| b. Dept. Head/Center Director (50%) |   |   |  |
| Total for Research                  | 30%   | 5.00                                    | 1.50                                       |
| 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%   | 4.91                                    | 0.49                                       |
| 5. PRODUCTION                       |   |   |  |
| <b>TOTAL</b>                        |   |   | <b>4.74</b>                                |

EQUIVALENT NUMERICAL RATING: 4.74  
 Add: Additional Points, if any : \_\_\_\_\_  
 TOTAL NUMERICAL RATING : 4.74  
 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 July to December, 2022.

**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<br><br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|---|--|--|--|--------|------------------------|----------------|----------------|----------------|----------------|---|
|   |  |  |  |        |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| UMFO 1. ADVANCED EDUCATION SERVICES                     |  |  |  |        |                        |                |                |                |                |   |
| OVPI MFO 1. Graduate Degree Program Management Services |  |  |  |        |                        |                |                |                |                |   |
|   | PI 1. Graduate school faculty engaged in research work applied | Percentage of graduate school faculty engaged in research work applied in any of the following:  |  |        |                        |                |                |                |                |   |
|   |  | Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research) | Conducts basic and applied scientific research | 25%    | 100%                   | 5              | 5              | 5              | 5              | Ecological Assessment and Conservation of Aquilaria malaccensis through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo SAP) project<br><br>Study 1: Ecology and Population Distribution Assessment of A. malaccensis in Leyte and Biliran Islands |
| OVPI MFO 2. Graduate Student Management Services        |  |  |  |        |                        |                |                |                |                |   |
|   | PI 4. Total FTE coordinated, implemented & monitored*          | Actual Faculty's FTE   | Handles subjects/courses assigned              | -      | 1.78                   | 5              | 5              | 5              | 5              | TREC 208 (Team Teach)<br>TREC 209   |



| MFO No. | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)                                  | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---------|--|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|         |  |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|         | <b>PI 8.</b> Number of graduate students advised *                 | Number of graduate students advised as academic adviser               | Acts as academic adviser to graduate students   | -      | 2                     | 5              | 5              | 5              | 5              | Clavite, Gundemaro   |
|         |  | Number of students advised on thesis as GAC Member                    | Advises and corrects research outline and thesis manuscript   | 1      | 3                     | 5              | 5              | 4              | 4.67           | Tulin, Katangkatang, Gundemaro   |
|         |  | Number of students entertained for consultation purposes              | Entertains students seeking consultation with faculty   | -      | 9                     | 5              | 5              | 4              | 4.67           | All academic and member  |
|         | <b>PI 9.</b> Number of instructional materials developed *         | Number of on-line ready courseware developed and submitted for review |   |        |                       |                |                |                |                |  |
|         |  | <i>On-line ready courseware</i>                                       | <i>Prepares instructional module (learning guide)</i>   | -      | 2                     | 5              | 5              | 5              | 5              | TREC 208<br>TREC 209   |
|         |  | <i>Flexible instructional materials</i>                               | <i>Prepares and submits instructional module for review</i>   | -      | 2                     | 5              | 5              | 4              | 4.67           | TREC 208<br>TREC 209   |
|         |  | <i>Supplemental Learning Resources</i>                                | <i>Prepares PowerPoint presentation, set of questionnaires, reference and the RISE evaluation tool on course taught</i> | -      | 3                     | 5              | 5              | 5              | 5              | Power point  |
|         |  | <i>Assessment tools</i>   | <i>Prepares assessment tools for assessing student's learning</i>   | -      | 3                     | 5              | 5              | 5              | 5              | 1PPT, 1oral exam, 1sustainability analysis report  |
|         | <b>PI 10.</b> Number of virtual classrooms created and operational | Number of virtual classrooms created and operational                  | Co-creator of virtual classroom using Moodle  | -      | 2                     | 4              | 4              | 4              | 4              | TREC 208<br>TREC 209   |

| MFO No.   | Description of MFO's/PAPs                                 | Success/ Performance Indicators (PI)   | Tasks Assigned   | Target | Actual Accomplish-ment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|--|--|--------|------------------------|----------------|----------------|----------------|----------------|--|
|   |   |  |  |        |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| UMFO 2. HIGHER EDUCATION SERVICES                 |   |  |  |        |                        |                |                |                |                |  |
| OVPI UMFO 3. Higher Education Management Services |   |  |  |        |                        |                |                |                |                |  |
|   | PI 5. Total FTE, coordinated, implemented and monitored * | Actual Faculty's FTE   | Handles and teaches courses assigned   | 2      | 20.35                  | 5              | 5              | 5              | 5              |  |
|   |   | Number of grade sheets submitted within prescribed period  | Prepares grade sheets and submits on or before deadline  | -      | 6                      | 5              | 5              | 5              | 5              |  |
|   |   | 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                      | 5              | 5              | 4              | 4.67           |  |
|   |   | Number of trainings attended related to instruction  | Attends mandated trainings related to instruction  | -      | 1                      | 4              | 4              | 4              | 4              | Mandatory Orientation and Re-orientation of Academic Advisers and College Hotline Agents                       |
|   |   | Number of long and term exams administered and checked   | Administers and checks long and term exams for subjects taught   | 2      | 175                    | 5              | 5              | 5              | 5              | Envi111n, Envi 118n, Envi 199  |
|   |   | Number of assessment (quizzes/e-tivity, write-up), learning tasks, motivation questions administered and checked | Prepares and checks assessment (quizzes/e-tivity, write-up), learning tasks, motivation questions                        | 5      | 174                    | 5              | 5              | 5              | 5              | Envi111n, Envi 118n, Envi 199  |
|   |   | Number of lab reports and requirements checked and graded  | Administers and checks lab reports and requirements  | -      | 72                     | 5              | 5              | 4              | 4.67           | Envi111n, Envi 118n, Envi 199  |
|   | PI 8. Number of students advised: *                       | Number of students advised as Academic Adviser to students   | Acts as academic adviser to students   | 3      | 54                     | 5              | 5              | 5              | 5              | Based on the official Registrar's checklist as of 1st sem, S.Y. 2022-2023                                      |
|   |   | Number of students advised on thesis as Thesis Adviser   | Advises and corrects research outline and thesis manuscript  | -      | 3                      | 5              | 5              | 4              | 4.67           | Ongca, Oplehida, Requitilio  |



| MFO No. | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)                          | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)                 |
|---------|--|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|         |  |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|         |  | Number of students advised on thesis as SRC Chairman          | Advises and corrects research outline and thesis manuscript               | -      | 7                     | 5              | 5              | 4              | 4.67           | Acuypng, Cosares, DeDios, Into, Macale, Maruya, Sanchez  |
|         |  | Number of students advised on thesis as SRC Member            | Advises and corrects research outline and thesis manuscript               | -      | 14                    | 5              | 5              | 4              | 4.67           | Abrillo, Agsoy, Canciller, Cagoyong, Cuares, Gratil, Jagonos, Lapinig, Lee, Loayon, Magpatoc, Merafuentes, Moralda, Montecillo |
|         |  | No. of approved manuscript submitted within prescribed period | Reviews and approves thesis manuscript                                    | -      | -                     |                |                |                |                |  |
|         |  | On consultation   | Entertains students consulting on subject taught, thesis, and grades      | -      | 91                    | 5              | 5              | 5              | 5              | Envi 118n, 199, 119, 111n  |
|         | <b>PI 10.</b> Number of instructional materials developed *            | Number of online course ware developed and submitted:         |   |        |                       |                |                |                |                |  |
|         |  | <i>On-line ready courseware</i>                               | Prepares and submits instructional material (learning module) for review  | -      | 4                     | 5              | 5              | 5              | 5              | Envi 118n, 199, 119, 111n  |
|         |  | <i>Flexible instructional materials</i>                       | Prepares and submits instructional material (learning module) for review  | -      | 4                     | 5              | 5              | 5              | 5              | Envi 118n, 199, 119, 111n  |
|         |  | <i>Supplemental learning resources</i>                        | Prepares PowerPoint presentation and reading assignments on course taught | -      | 21                    | 5              | 5              | 5              | 5              | Envi 118n & 199: 2 PPT; 5 Reading Materials<br>Envi 111n; 4 PPT<br>Envi 119n; 4 PPT, 6 References                              |
|         |  | <i>Assessment tools</i>                                       | Prepares assessment tools   | -      | 7                     | 5              | 5              | 5              | 5              | 2 Long Exams; 2 Term Exams; 1 ppt; 1 Written Report; 1 Oral Presentation   |
|         | <b>PI 11.</b> Number of virtual classrooms created and operationalized | Number of virtual classrooms created and operationalized      | Creates virtual classroom using Moodle                                    | -      | 4                     | 4              | 4              | 4              | 4              | Envi 118n, 199, 119, 111n  |

| MFO No.                          | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)   | Tasks Assigned   | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|----------------------------------|---|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|                                  |   |  |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
|                                  | <b>PI 12.</b> Additional Outputs  | 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  | -      | 4                     | 5              | 5              | 5              | 5              | Envi 118n, 199, 119, 111n   |
| <b>UMFO 3. RESEARCH SERVICES</b> |   |  |  |        |                       |                |                |                |                |   |
|                                  | <b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *            | 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                     | 5              | 5              | 5              | 5              | Rainfo and Nursery Establishment (KALAH-CIDDS and EDC)  |
|                                  | <b>PI 2.</b> Number of research outputs completed within the year *   | Number of research outputs completed within the year *   | Conducts and completes research project (study leader) within the year   | -      | Research continuing   | 5              | 5              | 5              | 5              | ECo-SAP Study 1: Ecology and Population Distribution Assessment of <i>A. malaccensis</i> in Leyte and Biliran Islands   |
|                                  | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) | Co-authored published materials out of research outputs  | -      | 1                     | 5              | 5              | 5              | 5              | From the Seas to the Mountains<br>Published by ALETHEIA Printing and Publishing House<br>Davao City, Philippines<br>aletheiapublishing.com  |
|                                  | <b>PI 4.</b> Number of research outputs presented in regional/national/int'l. fora/conferences*                                     | <i>In national/regional fora/conferences</i>   | Submit and oresent paper in <i>nationall/regional fora/conferences</i>   | -      | 1                     | 5              | 5              | 5              | 5              | Mainstreaming Rainforestation Outstanding RDE Paper Extension Category<br>Best RDE paper Research Category  |
|                                  | <b>PI 5.</b> Percent of research proposals approved *   | Percentage of research proposals prepared, submitted and approved  | Acts as study leader and facilitate the implementation of the project  | -      | 100%                  | 5              | 5              | 5              | 5              | <b>ECoSAP:</b> Ecology and population distribution assessment of <i>Aquilaria malaccensis</i> in Leyte and Biliran Islands  |
|                                  | <b>PI 6.</b> Additional outputs*  | Other outputs implementing the new normal due to covid 19  | Attends online trainings/seminars/ workshops related to research to support in implementing the new normal due to covid 19 | -      | 11                    | 5              | 5              | 5              | 5              | 1. Conduct tree planting activity for the BSES/BSEM graduating student in Kambonggan Baybay, Leyte on August 02, 2022.<br>2. Assist in the site evaluation of Mainstreaming Rainforestation Project for Level II RDE in Biliran on September 28, 2022 |



| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|---------|---------------------------|--------------------------------------|----------------|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|         |                           |                                      |                |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
|         |                           |                                      |                |        |                       |                |                |                |                | <p>3. Present the establishment of proposed learning site during the regular SB Session at the LGU Bato, Leyte on October 10, 2022.</p> <p>4. Validate and Monitor RF sites using technology from RESTOR and BioAcoustic sensors and camera traps from October 19- November 13, 2022.</p> <p>5. Field assessment of Aquilaria sp for the Eco-SAP Project in Brgy. Pinamanagan Abuyog Leyte (November 30- Dec.07, 2022 and Dec.17-23,2022</p> <p>6. Farm establishment (tree planting on the Watershed restoration site in Bgy. Bago Bato Leyte) on December 27, 2022.</p> <p>7. Replacement of mortality on the existing RF site in Brgy. Kambonggan Baybay City, Leyte on December 29, 2022.</p> <p>8. Turn-over ceremony of VSU-NU Equipment to the Forestry and Ecological Modelling Laboratory on November 16-18, 2022.</p> <p>9. Five visiting professors (Prof Dr. Akira Yamauchi, Prof. Dr. Satoshi Ohkura, Prof. Dr. Sho Nakamura, Prof. Dr. Hiroyuki Hattori, Prof Dr. Michiko Nakagawa) from Nagoya University institutionalizing collaborative research on forest ecology and ecological modeling with Visayas State University through Institute of Tropical Ecology and Environmental Management</p> <p>10. Visiting professor (Prof. Dr. Petr Kuppech) from Mendel University Czech Republic exploring collaborative research on forest-related topics</p> <p>11. Dr. Peter of Life-Giving Forest (LGF) Foundation funding agency on tissue</p> |

| MFO No.                           | Description of MFO's/PAPs  | Success/ Performance Indicators (PI)  | Tasks Assigned   | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)   |
|-----------------------------------|--|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|                                   |  |   |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|                                   |  |   |  |        |                       |                |                |                |                | culture propagation of Aquilaria for PWD beneficiaries.  |
| <b>UMFO 4. EXTENSION SERVICES</b> |  |   |  |        |                       |                |                |                |                |  |
|                                   | <b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities             | 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                     | 5              | 5              | 5              | 5              | LGU (Tabango, Leyte, Abuyog, Biliran, Cabucgayan, Caibiran), KALAHI-CIDDS DSWD, RISE   |
|                                   | <b>PI 2.</b> Number of trainees weighted by the length of training   | Number of trainees weighted by the length of training   | Conducts trainings among beneficiaries of technologies for transfer  | -      | -                     |                |                |                |                |  |
|                                   | <b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs                                 | Number of extension programs/projects implemented   | Implements duly approved extension projects  | -      | 1                     | 5              | 5              | 5              | 5              | Community consultation on Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> through Sustainable Agarwood Production (ECO-SAP) in Leyte Island Philippines |
|                                   | <b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | 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                                       | -      | -                     |                |                |                |                |  |
|                                   | <b>PI 5.</b> Number of technical/expert services as/in:  | Number of technical/expert services as/in:  |  |        |                       |                |                |                |                |  |
|                                   |  | <i>Convenor/Organizer</i>   | Provides assistance during the preparation and implementation of events                                    | -      | 1                     | 5              | 5              | 5              | 5              | Tree planting at Brgy. Kambonggan Baybay Leyte   |



| MFO No.  | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)  | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators)  |
|--|---|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|  |   |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
|  | <b>PI 8.</b> Percent of extension proposals approved*   | Percent of extension proposals approved*  | Assists project leader in drafting of extension proposals   | -      | 1                     | 5              | 5              | 5              | 5              | Development of a Province-wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDDS Program in Cabucgayan, Biliran  |
|  | <b>PI 11.</b> Additional outputs  | Other outputs implementing the new normal due to covid-19   |   | -      | -                     |                |                |                |                |   |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>           |   |   |   |        |                       |                |                |                |                |   |
| <b>OVPI MFO 3. Faculty Evaluation Services</b> |   |   |   |        |                       |                |                |                |                |   |
|  | <b>PI 4.</b> Number of seminars/trainings/conventions/workshops coordinated outside of the university*                        | Number of seminars/trainings/conventions/workshops coordinated outside of the university*                       | Assist in the coordination of seminars/trainings/conventions/workshops conducted outside the university | -      | -                     |                |                |                |                |   |
|  | <b>PI 5.</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated* | Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated | Reminds and follow-up students for the faculty evaluation   | -      | 100%                  | 5              | 5              | 5              | 5              | TPES results for the 2nd semester 2021-2022 rating was very satisfactory  |
|  | <b>PI 6.</b> Number of in-house seminars/trainings/workshops/reviews conducted*   | Number of in-house seminars/trainings/workshops/reviews conducted   | Presents research and extension outputs during RDE review of the university                             | -      | 4                     | 5              | 5              | 5              | 5              | Mainstreaming Rainforestation Technology in the Philippines and Long-Term Monitoring of RF Adopters Farm; Natural Resource Management- Based Extension Program (VSU Nature Park) Phase II; Development of Physical Land-use and Resource Map and Empowerment of Local Stakeholders through Capability Building; Development of Province Wide Learning Site on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's |

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|---|---|--|--|---------------------|-----------------------|----------------|----------------|----------------|----------------|---|
|   |   |  |  |                     |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
|   |   |  |  |                     |                       |                |                |                |                | Perception Towards the Rainforestation KALAH-CIDSS program in Cabucgayan Biliran;<br>ITEEM Strat Plan formulated on November 21, 2022 |
|   | <b>PI 8.</b> Additional Output  | Attendance to trainings/seminars   | Attended orientation   | -                   | 1                     | 5              | 5              | 5              | 5              | Orientation on the transnational program of Nagoya University   |
| <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |   |  |  |                     |                       |                |                |                |                |   |
|   | <b>PI 8.</b> 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* | Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*  | Assists 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   | 5              | 5              | 5              | 5              |   |
|   | <b>PI 9.</b> AACCUP compliance report monitored, supervised and prepared, taskforces for 2 programs (BSES & MSTREC) and change of nomenclature for BSES submitted for Level III accreditation         | AACCUP compliance report monitored, supervised and prepared, taskforces for 2 programs (BSES & MSTREC) and change of nomenclature for BSES submitted for Level III accreditation | Preparation of the narrative report for BSES (Area I- Instruction; Area II - Extension; Area III- Research; Area IV- Linkages and Consortia) and MSTREC (Area I- Instruction; Area II - Research; Area III- Extension; Area IV- Linkages and Consortia) programs.<br>Dry-Run presentation for VSU Internal evaluators on October 4-6, 2022 | -                   | 6                     | 5              | 5              | 4              | 4.67           |   |



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|--|---|--|--|---------------------|------------------------|----------------|----------------|----------------|----------------|--|
|  |   |  |  |                     |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS) |   |  |  |                     |                        |                |                |                |                |  |
|  | <u>PI 2.</u> Customer-friendly frontline services   | Zero percent complaint from clients served   | Provides customer friendly frontline services to clients                                     | Zero % complaint    | Zero % complaint       | 5              | 5              | 5              | 5              |  |
|  | <u>PI 4.</u> Planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets** | Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets | Participates the Institute's planning sessions, tracking and monitoring of targets conducted | -                   | 5                      | 5              | 5              | 5              | 5              |  |
|  | <u>PI 5.</u> Attendance to the Institute's/college's meetings   | Number of monthly and emergency meetings attended  | Participates to the institute's monthly and emergency meeting                                | -                   | 5                      | 5              | 5              | 4              | 4.67           |  |
|  | <u>PI 6.</u> Additional Outputs   | Number of documents prepared/reviewed and acted upon:  |  |                     |                        |                |                |                |                |  |
|  |   | <i>Number of faculty workloads prepared, reviewed, finalized and approved</i>  | Reviews and signs individual faculty workload  | -                   | 1                      | 5              | 5              | 4              | 4.67           |  |
|  |   | <i>Number of OPCR and IPCR prepared, reviewed, acted on, consolidated, and submitted</i>                                   | Prepares and signs IPCR  | -                   | 1                      | 5              | 5              | 5              | 5              |  |
|  |   | <i>Number of DTRs generated and printed</i>  | Generates and prints DTRs  | -                   | 6                      | 5              | 5              | 4              | 4.67           |  |
|  |   | Percentage of the functionality of office/lab equipment monitored and maintained   | Supervises, monitors and maintains the functionality of office/lab equipment                 | -                   | 100%                   | 5              | 5              | 5              | 5              | TED Lab Equipment  |
|  |   | Zero report and/or claims on negligence of office's  | Also takes responsibility for the safety of the office                                       | No report/claims on | No report/claims on    | 5              | 5              | 5              | 5              |  |
|  |   |  |  |                     |                        |                |                |                |                |  |

| MFO No.                      | Description of MFO's/PAPs | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target              | Actual Accomplishment | Rating         |                |                |                | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|------------------------------|---------------------------|--|---|---------------------|-----------------------|----------------|----------------|----------------|----------------|--|
|                              |                           |  |   |                     |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|                              |                           | safety, due to cautious inspection conducted daily before the office closes                                  | (TED), and conducts inspection before the office closes   | negligence received | negligence received   |                |                |                |                |  |
|                              |                           | Percent of time allotted to perform other assigned task in support to the general functions of the Institute | Performs functions as Division Head of the Terrestrial Ecosystems Division (TED) of the Institute | -                   | 75%                   | 5              | 5              | 5              | 5              |  |
| <b>Total Over-all Rating</b> |                           |  |   |                     |                       | 4.85           | 4.94           | 4.71           | 4.83           |  |

|  |       |                    |
|--|-------|--------------------|
| Average Rating (Total Overall rating divided by 4) | 19.33 | <b>4.83</b>        |
| Additional Points:                                 |       |                    |
| Punctuality  |       |                    |
| Approved Additional points (with copy of approval) |       |                    |
| FINAL RATING                                       |       | <b>4.83</b>        |
| ADJECTIVAL RATING                                  |       | <b>OUTSTANDING</b> |

Comments &amp; Recommendations for Development Purpose:

*Work performance, in general, is near exceptional. However, mandatory orientation conducted by the university in relation to instruction must be attended and/or participated.*

Evaluated &amp; rated by:

**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

DATE

Jan. 6, 2023

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



“EXHIBIT I”

## 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"> <li>Teaches assigned subjects for MTREC and BSEM programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>  | Well-educated and well-trained students  | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     | Self-confidence in teaching is very much improved based on the TPES and during conduct of class observation. |
| 2.       | <ul style="list-style-type: none"> <li>Serves as the academic adviser for MSTREC &amp; BSES students;</li> <li>Serves as the member for MSTREC and adviser, chairman, and member for BSES including BSEM (old curriculum) students' graduate &amp; undergraduate thesis; and</li> <li>Guides, advise &amp; correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>  | Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication   | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     |  |
| 3.       | <ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems set, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul> | Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     | Use of online/virtual classroom is more improving. Good job!   |
| 4.       | <ul style="list-style-type: none"> <li>Advises student organizations that are recognized by USOO and assists student organizations in implementing student-related activities.</li> </ul>   | Active student-related organization  | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Very Satisfactory               |  |

| 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 |
|----------|---|---|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 5.       | <ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as study leader of research projects of the Institute; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>   | Research project implemented, presented in scientific fora/ conferences, and publishable papers written | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     |                         |
| 6.       | <ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension-related activities and other outputs to implement new normal; and</li> <li>Assists in the formulation and preparation of extension project proposals.</li> </ul> | MOUs/MOAs drafted & ratified and extension projects implemented   | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     |                         |
| 7.       | <ul style="list-style-type: none"> <li>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.</li> </ul>   | Compliant office to the Quality Management System (QMS) or ISO 9001:2015                                | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Very Satisfactory               |                         |
| 8.       | <ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients.</li> </ul>   | Clients' outstanding evaluation of their satisfaction on the request provided by the Institute          | July 1, 2022  | Dec 31, 2022                | Dec 31, 2022             | Very Impressive    | Outstanding                     |                         |

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

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

Prepared by:

**ELIZA D. ESPINOSA**  
Immediate Supervisor



**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

|  |                 |  |
|--|-----------------|--|
|  | 1 <sup>st</sup> | <b>Q<br/>U<br/>A<br/>R<br/>T<br/>E<br/>R</b> |
|  | 2 <sup>nd</sup> |  |
|  | 3 <sup>rd</sup> |  |
|  | 4 <sup>th</sup> |  |

|                 |  |
|-----------------|--|
| NAME OF OFFICE  | INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) |
| HEAD OF OFFICE  | DR. ELIZA D. ESPINOSA  |
| NAME OF FACULTY | <b>JIMMY O. POGOSA</b>   |

| ACTIVITY   | MECHANISM  |               |                    |                            | REMARKS   |
|------------|------------|---------------|--------------------|----------------------------|---|
|            | MEETING    |               | MEMO               | OTHERS<br>(Please specify) |   |
|            | ONE-ON-ONE | GROUP         |                    |                            |   |
| MONITORING |            | July 19, 2022 |                    | Notice of meeting          | Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments  |
|            | As needed  |               |                    |                            | <ul style="list-style-type: none"><li>Follow up preparations of the narrative report for BSES and MSTREC (Area IV-Linkages and Consortia) programs for AACCUP Level III Accreditation.</li><li>Follow up compliance report on Area VIII (Physical Plant and Facilities) and Area IX (Laboratories) for BSES and MSTREC programs</li></ul> |
|            |            | Aug. 1, 2022  |                    | Notice of meeting          | RDE In-House Review schedule and preparations for research (Eco-SAP, CHED DARE TO and ARs) and extension (Mainstreaming, KALAH I and Tilapia Hatchery)  |
|            |            | Aug. 24, 2022 | ITEEM Memo # 04    |                            | MSTREC Curriculum Review as one of the major concerns for AACCUP Level III Accreditation  |
| COACHING   |            | July 19, 2022 | OP Memo #634 & 639 |                            | <ul style="list-style-type: none"><li>Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)</li><li>Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program</li></ul>   |
|            |            | July 21, 2022 |                    | Notice of meeting          | Faculty to develop a good strategy to address students concerns on thesis outline and manuscripts from preparation to approval.   |

| ACTIVITY | MECHANISM  |               |      |  | REMARKS   |
|----------|------------|---------------|------|--|---|
|          | MEETING    |               | MEMO | OTHERS<br>(Please specify)                     |   |
|          | ONE-ON-ONE | GROUP         |      |  |   |
|          |            | Aug. 1, 2022  |      | Notice of Meeting<br><br>FM-ODI-12<br>FM-ODI-4 | <ul style="list-style-type: none"><li>▪ Cascading TPES (2nd Sem SY 2021-2022) results to faculty and discussed comments from students.</li><li>▪ Suggested ways/interventions for faculty having satisfactory (S) or Fair (F) ratings that can help improve their teaching performance in his/her classes</li></ul> |
|          |            | Nov. 21, 2022 |      | ITEEM OFI-22-02 – 22-09                        | Cascading of ISO Results and Actions for “Opportunity for Improvement” (OFI)  |

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, CFFES



## 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: Jan 2022

Target Date: Jan 2022

First Step:

One-on-one discussion on how to balance instruction, research and extension responsibilities and to pursue his PhD degree as scheduled.

Result:

The final agreement was to send Mr. Pogosa on a PhD to Nagoya University in Japan by the 2022-2023 1<sup>st</sup> semester and to apply for possible scholarship grant.

Date: July 2022

Target Date: Aug 2022

Next Step:

Application for scholarship to Nagoya University to support Engr. Pogosa for PhD study by the 1<sup>st</sup> semester of SY 2022-2023.

Outcome:

Doctor's degree on Bio-agricultural Sciences

Final Step/  
Recommendation:

Scholarship grant and approval from the scholarship committee to undergo PhD study. While waiting for the Nagoya University scholarship grant, application for the VSU Fellowship Scholarship Grant is highly recommended.

Prepared by:

**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

**JIMMY O. POGOSA**  
Ratee