

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANATOLIO N. POLINAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.60 \times 50\% = 2.3$	
b. Students (50%)		$5 \times 50\% = 2.5$	
Total for Instruction	50%	4.8	2.40
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.75	0.95
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	20%	5	1
4. Administration	10%	4.80	0.48
5. Production	-		
TOTAL			4.83

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ANATOLIO N. POLINAR
Name of Faculty

Reviewed by:

DENNIS P. PEQUE
Department Head 1/25/20

Recommending Approval:

DENNIS P. PEQUE
Dean 1/25/20

Approved:

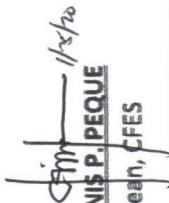
BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANATOLIO N. POLINAR**, Faculty of the Department of Forest Science commits to 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, 2019.

 1/17/20
ANATOLIO POLINAR
Ratee

Approved:

 1/18/20
DENNIS P. PEQUE
Dean, CFES

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Full Time Equivalent (FTE)		1.50	9.7/1.50 (646.67%)	4.5	4.5	4.5	4.5	Fmgt 135, Fory 225, Wtec 137 (Lec & Lab), Envi 11
	Vacation/Sick Leave Status	Teaching							
Instruction	Number of Instructional Materials Developed/Revised and Utilized	Lecturer							
	Update Lecture Handouts		1	3/1 (300%)	4.5	4.5	4.5	4.5	Fmgt 135, Fory 225, Wtec 137
	Update Lab exercises/Manuals		1	2/1 (200%)	4	5	5	4.67	Fmgt 135, Wtec 137
	No. of lecture hand-outs given		1	4/1 (400%)	4.5	4.5	4.5	4.5	Fmgt 135, Fory 225, Wtec 137 (Lec & Lab), Envi 11
	Update/revised Syllabi/Outline		1	2/1 (200%)	4.5	4.5	4.5	4.5	Wtec 137, Fmgt 135
	No. of hours spent in student consultation		100	200/100 (200%)	5	5	5	5	Fmgt 135, Fory 225, Wtec 137 (Lec & Lab), Envi 11, Fory 200A
	No. of exams, quizzes and assignments given		20	35/20 (175%)	4.5	4.5	4.5	4.5	Fmgt 135, Fory 225, Wtec 137 (Lec & Lab), Envi 11, Fory 200A
Research	No. of student Research and Field Practice Advising	As thesis/manuscript adviser	6	9/6 (150%)	4	5	5	4.67	Clores, Demotor, Agripo, Acma, Ramirez, Fernandez, Honrada, Sofia, Suyom
	Number of project terminal reports drafted/prepared	As project leader	1	2/1 (200%)	5	5	5	5	Bambusetum, Tree and Agri-crops

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of proposals drafted/updated or prepared	As Study leader	3	4/3 (133.33%)	5	5	5	5	Tree and Agri-crops Growth and Survival performance, Tree demonstration, tree specie diversity
	Number of research articles drafted	As Author	3	4/3 (133.33%)	5	5	5	5	Perception of Farmers, Species Diversity, Tree Domestication, Growth and Survival Performance
	Number of articles submitted for publication	As Author	1	2/1 (200%)	4	4	4	4	Specie Diversity, Tree Domestication
Extension Services	Number of trainings/seminars attended	As Participant/Lecturer	3	6/3 (200%)	6	5	5	5	Soil Fertility Mgt. Training, Plantation Establishment, Bamboo Mgt. & Production Training, In-house review, Cross visits, FFD workshops
	Number of PO's meeting conducted/facilitated	As faculty/extension officer	3	9/3 (300%)	5	5	5	5	NAGMATA, BTFAl, & HIMASAKA
	Number of nursery operators/PO's communicated/advised	As faculty/extension officer	10	20/10 (200%)	5	5	5	5	NAGMATA, BTFAl, & HIMASAKA, PNCA, PRA, PAGGFA, Homonhon & Manikani Island PO's
	Number of farmer's communicated/advised	As faculty/extension officer	40	100/40 (250%)	5	5	5	5	NAGMATA, BTFAl, & HIMASAKA, PNCA, PRA, PAGGFA, Homonhon & Manikani Island PO's
Administration	Number of CFES meetings attended	As Faculty member	3	5/3 (166.67)	5	5	4	4.67	Regular & Emergency Meeting
	Number of DFS meetings attended	As Faculty member	3	4/3 (133.33%)	5	5	4	4.67	Regular & Emergency Meeting
	Number of committee meetings attended	Member	3	4/3 (133.33%)	5	5	4	4.67	Finance Committee, Syllabus
	Number of University meetings attended	Member	2	2/2 (100%)	5	5	5	5	University Academic Council, VSUFA
	Number of project meetings attended	Study leader	4	7/4 (175%)	5	5	5	5	Regular & Emergency Meeting
Total Over-all Rating								99.85	

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Q ¹	Rating E ² T ³ A ⁴	Remarks
Average Rating (Total Over-all rating divided by 4)							Comments & Recommendations for Development Purpose: Endeavor to write research results into journal articles.
Additional points:							
Approved Additional Points (with copy of the approval)							
FINAL RATING		4.27					
ADJECTIVAL RATING		Outstanding					

Evaluated by:


DENNIS P. PEQUE
Unit Head
Date: _____

Recommending Approval:


DENNIS P. PEQUE
Dean/CFFS
Date: _____

Approved by:


BEATRIZ S. BELOMIAS
Vice President
Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **ANATOLIO N. POLINAR**

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, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
3	Attends meetings and makes letters as per instructed by immediate Head.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Anatolio N. Polinar
Performance Rating : 4.83 (Outstanding) July – December 2019

Aim: To improve research capability of faculty member

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Polinar to conduct research on phenology and kaingin farms in VSU and diversity of regenerations in grasslands of Biliran

Result:

Actively conducted research on the topics mentioned above

Date: October 2019

Target Date: December 2019

Next Step:

Prepared reports related to the research conducted

Outcome:

Dr. Polinar is planning to publish scientific articles

Final Step/Recommendation:

Dr. Polinar may write more research proposal especially on the topic Silviculture and Dendrology

Prepared by:

 11/25/20
DENNIS P. PEQUE
Unit Head

Conforme:


ANATOLIO N. POLINAR
Ratee