

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: MARLITO M. BANDE

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%	4.95	1.98
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%	5.00	0.50
5. PRODUCTION			
TOTAL			4.98


EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any :

TOTAL NUMERICAL RATING : 4.98

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


MARLITO M. BANDE
Associate Professor IV
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, MARLITO M. BANDE, *Associate Professor IV* 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.

MARLITO M. BANDE

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	1	2.17	5	5	5	5	TREC 209, TREC 208, TREC 299, TREC 206
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	4	5	5	5	5	Fernandez, Albarico, Katangkatang, Gundemaro
		A3. Number of students advised on thesis								
		As GAC Chairman	Advises and corrects research outline and thesis manuscript	1	4	5	5	5	5	Fernandez, Tulin; Latoreno, Albarico

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	
		AS GAC Member	Advises and corrects research outline and thesis manuscript	1	3					Tuisen, Hijada; Bernaldez
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	6					Tuisen, Hijada, Fernandez, Tulin; Albarico, Katangkatang, Gundemaro
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready courseware developed and submitted for review:								
		On-line ready courseware	Prepares Instructional module	1	4					TREC 208, 209 Lec, TREC 299 , TREC 206
		Supplemental learning resources	Prepares Power Point presentation, and references on course taught	1	24					4 ppt; 20 references
		Assessment tools	Prepares assessment tools for assessing student's learning	1	4					oral exam, poster, oral presentation
		A 7 : Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	1	2					TREC 208; TREC 209 Need to shift to Moodle classroom
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
		<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	1	2.3					Envi 116n – 23 students

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 5: Total FTE, coordinated, implemented and monitored *	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-					Gradesheet for subjects offered in 2020-2021, second semester will be submitted on July 2021
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	54					1 long exam, 1 term exam for 27 students
		A14. Number of learning task and motivation question administered and checked	Prepares and checks learning tasks and motivation questions	10	162					Envi 116n - 2 LT, 4 MQ for 27 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	32					refer to official registrar's record
		A17. Number of students advised on thesis:								
		As SRC Chairman	Advises, and corrects research outline and thesis manuscript	-	1					KMVeloso
		As SRC Member	Advises and corrects research outline and thesis manuscript	-	2					JPCSanchez, JAMFlores
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	55					Academic advisee during enrolment and students under Envi 116n
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware	Review the Instructional module submitted by faculty members	1	4					Envi 11, Envi 111n, Envi 111e

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	
		Supplemental learning resources	<i>Provided Power Point presentation for the subjects taught</i>	1	8	5	5	5	5	Envi 111e, Envi 116n
		Assessment tools	<i>Prepares assessment tools used to assess the students' learning</i>	-	2	5	5	5	5	Envi 116n - Long and term exam
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using Moddle (VSUEE)	-	1	5	5	5	5	Envi 116n
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	1	1	5	5	5	5	Rainforestation and Nursery (KALAH-I-CIDSS and EDC)
	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 within the year	1	On-going	5 5	5 5	5 5	5 5	Development of a Rainforestation Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal-Infected
	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	Writes publishable materials out of research outputs and submits for publication	-	4	5 5	5 5	5 5	5 5	Soil trace gas fluxes from secondary forest converted to small-scale vegetable farms on an Andosol soil; Conservation and Ecological Threats of Agarwood (<i>Aquilaria</i> sp.) on Leyte Island, Philippines (Abstract only); Growth

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>In refereed nat'l/regional journals</i>								Performance of <i>Trema orientalis</i> L. (Blume) Ulm. Seedlings in Response to Mineral Nutrient Omission (<i>Abstract only</i>); Instilling Environmental Consciousness through an Environmental Jamboree: The Experiences of Senior High School Students and Youth Leaders
	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	-	1	5	5	5	5	The 12th International Conference on Environmental and Rural Development (ONLINE), March 5-6: MMB/KNF: Growth Performance of <i>Trema orientalis</i> L. (Blume) Ulm. Seedlings in Response to Mineral Nutrient Omission
	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	50%	100%	5	5	5	5	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
	PI 6. Additional outputs*	A 33. Number of journal articles/scientific paper	Acts as peer reviewer of journal articles/scientific	1	2	5	5	5	5	Science and Humanities Journal: Environmental Consciousness

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	
		received and reviewed as peer-reviewer	papers, reviews the paper received and returns duly reviewed paper							Drive through an Environmental Jamboree: From the Experience of the Senior High School Student and Youth Leaders from Baybay City, Pilar Camotes, Cebu and Cabucgayan, Biliran; Climate Change in Tibet: Impact on Environmental Security of South Asia
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	3	10	✓ 5	✓ 5	✓ 5	✓ 5	EDC, LGU (Barugo, Alangalang, Sta Fe, San Miguel, San Isidro, Calubian, Villaba) VSU Internationalization Program: LGU (Abuyog, Baybay)
	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	✓ 5	✓ 5	✓ 5	✓ 5	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)

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 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	1	9	5	5	5	5	Mainstreaming Rainforestation in the Philippines; NRM-Based Extension Program; Training on Climate Change and Disaster Risk Reduction Management, Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster-Prone Areas in the Visayas; Community consultation on Ecological and Conservation on Sustainable Agarwood Production (ECo-SAP); ITEEM Webinar Series; Coastal Clean-up and Tree Planting Activity
	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%	5	5	5	5	School-on-the-Air on Rainforestation Farming DYBK-FM (Rainforestation Farming: <i>Maluntarung Pamaagi sa Pagpalambo sa Kita, Abunda'ng Pagkaon ug Maminosan ang Epekto sa Pagkausab sa Klima</i>)
	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>Research Mentor</i>	Mentor junior researchers in the Terrestrial Ecosystems Division	1	10	5	5	5	5	Terrestrial Ecosystems Division: Faculty: JOPogosa, ABOrías, KJGLongatang Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorencio, OBaldos

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>Peer reviewers/ Panelists</i>	Act as peer reviewer	1	2	✓	✓	✓	✓	Science and Humanities Journal; Environmental Consciousness Drive through an Environmental Jamboree: From the Experience of the Senior High School Student and Youth Leaders from Baybay City, Pilar Camotes, Cebu and Cabucgayan, Biliran; Climate Change in Tibet: Impact on Environmental Security of South Asia
		<i>Resource Persons</i>	Act as resource person	-	1	✓	✓	✓	✓	Abaka Kini!
		<i>Convenor/Organizer</i>	Spearhead and/or provide assistance in the preparation and implementation of events	1	7	✓	✓	✓	✓	Final Exam of School-in-the-Air; Community Consultation in Brgy. Pinamanagan, Brgy. Mahayahay, Brgy. Tinokolan; Earth Day Webinar
	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 Accomplish-ment	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										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	zero non-conformity	zero non-conformity	<div><div>✓</div><div>3</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	
	<u>PI 5.</u> Number of monthly/ special faculty & staff meetings conducted/ attended*	<u>A 47.</u> Attendance to monthly and emergency meetings	Participate to the institutes monthly and emergency meeting	4	7	<div><div>✓</div><div>3</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	
	<u>PI 6.</u> Additional Outputs	<u>A 47.</u> 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	-	5	<div><div>✓</div><div>3</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	Utilizing international collaborators in accessing published research articles in peer-reviewed journals; Mentoring students in writing and publishing of research outputs in peer-reviewed journals
		<u>A 48.</u> Attendance to various virtual and face-to-face meetings	Attend the virtual ISO Surveillance	-	1	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	<div><div>✓</div><div>5</div></div>	VSU-ISO 9001 First Surveillance Audit (Feb 4-5)

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	
		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
		A 50. Other outputs implementing the new normal due to covid-19	Facilitate the staggered work schedule of the staff in the Terrestrial Ecosystems Division	-	1	✓ ✓	✓ ✓	✓ ✓	✓ ✓	
Total Over-all Rating										

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


Comments & Recommendations for Development Purpose:
Continue your never-ending excellent work performance for the betterment of the Institute, and to deliver outputs more than what is being expected.

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: MARLITO M. BANDE

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; 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 an adviser, chairman, and member for MSTREC & 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 set, 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"> Prepares research proposals, submits and follows up its approval for immediate implementation; Researches possible utilization by industry or other beneficiaries; Serves as project and study leader of several research projects of the Institute; 	Research proposals approved, implemented, presented in scientific fora/ conferences, and publishable papers written	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"> Prepares, submits, and presents research paper in scientific fora/conferences; Acts as a peer reviewer of journal articles/scientific papers review the paper received and returns duly reviewed paper; Writes publishable materials out of research outputs and submits for publication; and Design research-related activities and other outputs to implement new normal. 							
5.	<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; Prepares and submit extension project proposals and follow up its approval for immediate implementation; 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 Provides quality and relevant training courses, and offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
6.	<ul style="list-style-type: none"> Assists in mentoring the junior faculty in implementing instruction, research, and extension activities of the Institute; Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the Institutes' performance functions; and Complies all the requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	Junior faculty delivers remarkable outputs; and, QMS requirements are diligently complied in performing tasks	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> Provides customer friendly frontline services to clients; Initiates/introduces improvements in performing functions resulting in best practice; and Designs administration/ management related activities and other outputs to implement new normal. 	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	
8.	<ul style="list-style-type: none"> Makes schedule of meetings, appointments, and communications, assigns tasks, attend meetings, and performs other related activities as OIC of the 	Attendance to the meetings and updated activities of the Institute	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
	Biodiversity Center, faculty, Study and Project Leaders of ITEEM.							
9.	<ul style="list-style-type: none"> Supervises and mentors' Terrestrial Division Head, RAs and JO workers in implementing research and extension activities of the project 	Well-organized activities and well-developed staff	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
10.	<ul style="list-style-type: none"> Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and Serves as a member of the VSU Federated Faculty Association 	Affiliated and involvement in the University-wide activities	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:

ELIZA 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 (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	DR. MARLITO M. BANDE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
		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	Attendance to workshop on the Computation of Grades for Environmental Science courses for uniformity.
		Feb. 28, 2021		Notice of meeting	Follow up MSTREC Key Area documents/ requirements preparation and submission for RQAT Evaluation
MONITORING		March 23, 2021		Notice of meeting	Actual teaching load for the 2 nd semester 2020-2021 to include Envi 116n for BSES 4 th year students.
		March 29, 2021		Notice of meeting	Assign to review the course syllabus for all subjects offered 2 nd semester 2020-2021 to ensure that the prescribed format will be followed at the start of the semester to comply with ISO requirements.
		May 7, 2021		Notice of meeting	Follow up quarterly Research and Extension project report submission.
	May 17, 2021			Webinar Series Program	Conduct of webinar lecture on the Impact of Mining on Terrestrial Ecosystems in celebration of


					ITEEM Anniversary for the month of May 2021.
		May 24, 2021		Notice of meeting	Updates on MSTREC RQAT evaluation assignments (Instrument F 1-5, Program Requirement)
					Assign Terrestrial Biodiversity writeups for LUDIP submission.
		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 *peque/15/2021*
 Next Higher Supervisor
 Dean, College of Forestry & Environmental
 Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	MARLITO M. BANDE
PERFORMANCE RATING	
AIM	To develop and expand his skills in national/international research and extension collaboration.

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

Date: Feb 2021

Target Date: Feb 2021

First Step:

Follow up discussion on how to further strengthen the national/international collaboration on RDE programs of the institute.

Result:

Still, it was agreed upon to recommend Dr. Bande on a post-Doc study in International Universities of which at the same time strengthen further the international RDE collaboration in prestige universities.

Date: July 2021

Target Date: Jan 2023

Next Step:

Submit recommendation for scholarship to support Dr. Bande's post-Doctoral study.

Outcome:

Strengthened RDE international collaboration and enhanced his professional related skills

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to undergo post-Doc study.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


MARLITO M. BANDE
Ratee