

Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (50%)		4.71 x 50% = 2.36	
b. Students (50%)		4.00 x 50% = 2.00	
Total for Instruction	40%	4.36	1.74
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%	4.93	0.99
4. ADMINISTRATION	10%	4.92	0.49
5. PRODUCTION			
TOTAL			4.72

EQUIVALENT NUMERICAL RATING: 4.72
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.72
 ADJECTIVAL RATING : OUTSTANDING

Prepared by:

JIMMY O. POGOSA
 Instructor I
 ITEEM

Reviewed by:

ELIZA D. ESPINOSA
 Director, ITEEM

Recommending Approval:

DENNIS P. PEQUE
 Dean, CFES

Approved:

BEATRIZ S. BELONIAS
 Vice-President for Academic Affairs

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JIMMY O. POGOSA, *Instructor I* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2022.


JIMMY O. POGOSA

RATEE





Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES *John*













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 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%					Ecological Assessment and Conservation of Aquilaria malaccensis through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECo SAP) project Study 1: Ecology and Population Distribution Assessment of A. malaccensis in Leyte and Biliran Islands

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	
OVPI MFO 2. Graduate Student Management Services										
	PI 4. Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	-	0.28	5	5	5	5	TREC 208 (Team Teach)
	PI 8. 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	-	3	5	5	4	4.67	Tulin, Katangkatang, Gundemaro
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	6	5	4	5	4.67	Claveti, Gundemaro, Tulin, Katangkatang, Maguchu, Florentino
	PI 9. Number of instructional materials developed *	Number of on-line ready courseware developed and submitted for review								
		On-line ready courseware	Prepares instructional module (learning guide)	-	1	5	4	4	4.33	TREC 208
		Flexible instructional materials	Prepares and submits instructional module for review	-	1	5	4	4	4.33	TREC 208
		Supplemental Learning Resources	Prepares PowerPoint presentation, set of questionnaires, reference and the RISE evaluation tool on course taught	1	4	5	5	5	5	1 ppt, 1 questionnaire, 1 reference; 1 RISE evaluation tool
		Assessment tools	Prepares assessment tools for assessing student's learning	-	3	5	5	5	5	Sustainability Analysis report, PPT, Oral presentation/exam
	PI 10. Number of virtual classrooms created and operational	Number of virtual classrooms created and operational	Co-creator of virtual classroom using Moodle	-	1	4	4	4	4	TREC 208 Lab

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 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	2.5	9.0					Envi 118n (18 students, 9 hours /week); Envi 199 (18 students, 1 hour/week)
		Number of grade sheets submitted within prescribed period	Prepares grade sheets and submits on or before deadline	1	3					Envi 118n; Envi 199; Envi 200.4
		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	3	10					Envi 116n (4), Envi 119n (6)
		Number of trainings attended related to instruction	Attends mandated trainings related to instruction	-	1					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	1	72					Envi 118n - 2 term exam for 18 students; Envi 199n - 2 term exams for 18 students
		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	36					3 LT (1 written report, 1 draft thesis manuscript, 1 final thesis manuscript) 18 students
		Number of lab reports and requirements checked and graded	Administers and checks lab reports and requirements	1	18					Envi 118n - 1 laboratory PPT for 18 students
	PI 8. Number of students advised: *	Number of students advised as Academic Adviser to students	Acts as academic adviser to students	7	57					Based on the official Registrar's checklist as of 2nd sem, S.Y. 2021-2022





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)
						Q	E	T	A	
		Number of students advised on thesis as Thesis Adviser	Advises and corrects research outline and thesis manuscript	1	3	5	5	5	5	Valida, Veloso, Lee
		Number of students advised on thesis as SRC Chairman	Advises and corrects research outline and thesis manuscript	2	4	5	5	4	4.67 4.67	Baltazar, Bilonia, Makiling, Pepito
		Number of students advised on thesis as SRC Member	Advises and corrects research outline and thesis manuscript	7	13	5	5	4	4.67 4.67	Bacus, Bendanillo, Camarines, Donaire, Gavan, Flores, Maat, Merafuentes, Moralda, Naldo, Loayon, Santianez, Yordan
		No. of approved manuscript submitted within prescribed period	Reviews and approves thesis manuscript	2	2	5	5	5	5	Valida, Veloso
		On consultation	Entertains students consulting on subject taught, thesis, and grades	2	36	5	5	4	4.67 4.67	BSES 4 th year (18), BSEM (8), BSES 1 st – 3 rd year (10)
	PI 10. 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	-	2	5	4	4	4.33 4.33	Envi 118n, Envi 199
		<i>Flexible instructional materials</i>	Prepares and submits instructional material (learning module) for review	-	2	5	4	4	4.33 4.33	Envi 118n; Envi 199
		<i>Supplemental learning resources</i>	Prepares PowerPoint presentation and reading assignments on course taught	1	7	5	4	4	4.33 4.33	PPT (2) Reading materials (5)
		<i>Assessment tools</i>	Prepares assessment tools	-	5	5	5	5	5	Long exam, Term exam, PPT, Written report, Oral presentation

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 11. Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Creates virtual classroom using Moodle	-	2	5	5	4	4.67	Envi 118n; Envi 199
	PI 12. 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	-	2	5	4	4	4.33	Envi 118n; Envi 199
UMFO 3. RESEARCH SERVICES										
	PI 1. 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	Rainforestation and nursery establishment and management
	PI 2. 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
	PI 3. 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		3	5	5	5	5	KNF, RBA, JOP , MMB: <i>Growth Performance of Trema orientalis L. (Blume) Ulm. Seedlings in Response to Mineral Nutrient Omission</i> ; LCC, JOP , SBL, MMB: <i>Conservation and Ecological Threats of Agarwood (Aquilaria sp.) on Leyte Island, Philippines</i> KJGL, MJCC, JOP , DPP, LPL: <i>Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte</i>
	PI 5. 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	ECoSAP: Ecology and population distribution assessment of <i>Aquilaria malaccensis</i> in Leyte and Biliran Islands









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 6. Additional outputs*	<i>Other outputs implementing the new normal due to covid 19</i>	Attends online trainings/seminars/ workshops related to research to support in implementing the new normal due to covid 19	1	7					Conduct Field Assessment of the Wild Population of Aquilaria in Brgy. New Taligue Abuyog Leyte January 3-12, 2022 Conduct and discuss EcoSAP project PENRO Maasin City, CENRO San Juan and Hinunangan So. Leyte on February 2, 2022. Conduct and discuss Eco-SAP project with the farmers and adopters in Brgy. Pinamanagan, Abuyog, Leyte on February 13, 2022 Present Climate- Smart Agriculture through Rainforestation Farming Approach at the Provincial Local Government Unit of So.Leyte Maasin City on February 15, 2022 Training on Basic Operations and Maintenance of LI-3000C Portable Leaf Area Meter, LICOR LI-250Q PAR Package & COLE-Parmer Micropipettors by SIGMATECH on May 2022; Present the Eco-SAP project to the Barangay Council of Brgy. Catmon, Silago, Leyte on June 17, 2022 Monitoring using Drone Technology by RESTOR Platform on June 19-24, 2022
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	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	1	8					LGU (Tabango, Leyte, Abuyog, Biliran, Cabucgayan, Caibiran), KALAHI-CIDDS DSWD, RISE
	PI 2. 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	-	483					Training and Workso on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City;(46

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	
										Participants) ITEEM 3-day Webinar Series: Marine and Coastal Erosion (131 views); Social Impact Studies in Relation to Climate Change (111 views); Disaster Risk Reduction; Geology and Pedology of Leyte Island; and Rainforestation as a Strategy for Rehabilitating Landslide Prone Areas (195 views)
	PI 3. 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	-	6	5	5	5	5	Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book launching on Rainfo and distribution of certificates of recognition to project partners; 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-CIDSS Program in Cabucgayan, Biliran
	PI 4. 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	-	100%	5	5	5	5	Training and Workshop on "Rainforestation: A Strategy on Ecosystem-Based Disaster Risk Reduction "on June 2-3, 2022 at Brgy. Maganhan, Baybay City, Leyte
	PI 5. Number of technical/expert services as/in:	Number of technical/expert services as/in:								

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>Convenor/Organizer</i>	Provides assistance during the preparation and implementation of events	-	7	5	5	5	5	"Training and Workshop on Rainforestation: A Strategy on Ecosystem Based Disaster Risk Reduction on June 2-3, 2022 at Brgy. Maganhan, Baybay City; ITEEM 3-day webinar series; Tree planting activity at Canigao Island; VSU Beach Coastal Clean-up; Book launching on Rainfo; Distribution of certificates of recognition to project partners; Tree planting activity at Holy Spirit Parish "
	PI 8. Percent of extension proposals approved*	Percent of extension proposals approved*	Assists project leader in drafting of extension proposals	-	1	5	5	4	4.67	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-CIDDS Program in Cabucgayan, Biliran
	PI 11. Additional outputs *	Other outputs implementing the new normal due to covid-19	Develops materials for on-line training on Rainforestation and conducts of webinar	-	1	5	5	4	4.67	Development of materials for on-line training on Rainforestation
			Activities and attendance to trainings/meetings/workshops	-	6	5	5	5	5	Conduct Preliminary Site Visit at the Leyte Reforestation Project at Sto.Nino, Kanangga, Leyte February 24, 2022 Planning on Establishment of Rainforestation Farm of Brgy. Bago Bato Leyte on March 5, 2022 Visit Rainforestation Farms in connection with the VSU KALAH-CIDSS project on March 25, Cabucgayan Biliran Visit Rainforestation Farms in connection with the VSU KALAH-CIDSS project on May 02, Cabucgayan Biliran Conduct regular site monitoring and assessment in Liptong Woodland and to establish a long term monitoring plots in

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	
										Mantiquil, Siaton, Negros Oriental on June 4-12, 2022 Landscape Program: Learning Visit on June 13-15, 2022, Sponsored by Red Cross
		Percentage of good quality seedlings produced	Sexually and asexually propagation of Philippine native plants to produce good quality seedlings	40%	100%					Good quality seedlings produced and distributed

UMFO 5. SUPPORT TO OPERATIONS**OVPI MFO 3. Faculty Evaluation Services**

	PI 4. 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	-	1					Training and Workshop on "Rainforestation: A Strategy on Ecosystem-Based Disaster Risk Reduction" on June 2-3, 2022 at Brgy. Maganhan, Baybay City, Leyte
	PI 5. 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	50%	100%					Based on the TPES report for the 2nd sem SY 2021-2022, the rating was very satisfactory.
	PI 6. 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	-	-					In-House Review will be conducted this Aug. 1-5, 2022

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	
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*	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	5 5	5 5	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5 5	5 5	5 5	5 5	
	PI 4. Number of 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	-	8	5 5	5 5	4 4	4.67 4.67	
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	Attendance to monthly and emergency meetings	Participates the institute's monthly and emergency meeting	-	8	5 5	5 5	5 5	5 5	
	PI 6. Additional Outputs	Number of Individual Faculty Workload reviews and signs	Reviews and signs Individual Faculty Workload	1	1	5 5	5 5	5 5	5 5	
		Number of OPCR and IPCR prepared, reviewed, acted upon	Prepares, reviews and submits OPCR and IPCR	1	1	5 5	4 4	4 4	4.33 4.33	

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	
		Percentage of functionality of office/lab equipment monitored and maintained	Supervise, monitor and maintain functionality of office/lab equipment	-	1	<i>f</i>	<i>f</i>	<i>f</i>	<i>f</i>	TED Lab Equipment
Total Over-all Rating						4.98	4.9	4.43	4.81	

Average Rating (Total Overall rating divided by 4)	<i>19.23</i>	<i>4.81</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		<i>4.81</i>
ADJECTIVAL RATING		<i>outstanding</i>

Comments & Recommendations for Development Purpose:

More attendance to webinars/trainings/workshops related to Instruction, conducted by the University.

Evaluated & rated by:

h
ELIZA D. ESPINOSA

DIRECTOR, ITEEM

July 29, 2022

DATE

Recommending Approval:

dmmp
DENNIS P. PEQUE

DEAN, CFES

8/1/22

DATE

Approved:

Qpw
BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

8-5-2022

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> Teaches assigned subjects for MTREC and BSEM programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; and Checks test papers, and submits students' grades within the prescribed period. 	Well-educated and well-trained students	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSES students; Serves as the member for MSTREC and adviser, chairman, and member for BSES including BSEM (old curriculum) 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 are advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
3.	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction; Prepares assessment tools such as exams, quizzes, problems sets, etc.; Creates a virtual classroom using either Moodle or Google Classroom; and Designs experiential learning activities and other outputs to implement new normal 	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
4.	<ul style="list-style-type: none"> Researches possible utilization by industry or other beneficiaries; Serves as study leader of research projects of the Institute; and 	Research project implemented, presented in scientific fora/ conferences,	January 1, 2022	June 30, 2022	June 30, 2022	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
	• Design research-related activities and other outputs to implement new normal.	and publishable papers written						
5.	<ul style="list-style-type: none"> Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute; Implements duly approved extension projects; Serves as project leader of extension projects of the Institute; Designs extension-related activities and other outputs to implement new normal; and Assists in the formulation and preparation of extension project proposals. 	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
6.	• Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university are indeed conformed within the institution's performance functions.	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
7.	• Provides customer friendly frontline services to clients.	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2022	June 30, 2022	June 30, 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 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	ENGR. JIMMY O. POGOSA


ACTIVITY	MECHANISM			REMARKS	
	MEETING		MEMO		OTHERS (Please specify)
	ONE-ON-ONE	GROUP			
MONITORING		January 7, 2022		Notice of meeting	Submission of IPCR 2021 (July-Dec) accomplishment; for OPCR 2021 (July-Dec) consolidation of all accomplishments
		January 10, 2022		Notice of meeting	Set deadlines for outputs to be submitted: a. OPCR/IPCR targets (Jan-Dec 2022) b. Updated PDS, CV, PDF – Jan. 10, 2022 c. Annual Report 2021 (Terrestrial and Aquatic Division) – January 2022
		February 4, 2022		Notice of meeting	Set deadline for submission of OBE syllabus of the courses handled for the second semester (Envi 118n, 199n and TREC 208) – February 15, 2022
		March 7, 2022	CAR 22-041	Notice of meeting	Follow up submission of corrective action report (CAR) that the QMR issued to the ITEEM concern faculty re delayed submission of grades for the 1 st Semester AY 2021-2022
		April 28, 2022		Notice of meeting	Follow-up compliance report status on the ten areas with the recommendations from the 2 nd survey visit in preparation for the BSES and MSTREC AACUP Level III accreditation scheduled on October 2022

		May 13, 2022		Notice of meeting	Set deadlines for the AACUP supporting documents on the recommendation during the last visit from Area 1 to Area 10 and the Change of Nomenclature from BSEM to BSES for Level III accreditation – Last week of May 2022
COACHING		February 4, 2022		Workshop	Below outputs to be submitted to the college for consolidation: ✓ SWOT Analysis Matrix ✓ Risk and Opportunities Assessment Matrix (ROAM) ✓ Objectives, Targets, and Programs of ITEEM

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ELIZA D. ESPINOSA

Immediate Supervisor 
Director, ITEEM

Noted by:


DENNIS P. PEQUE 

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

Employee Development Plan

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

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

Date: 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 1st 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 1st 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:


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Unit Head

Conformé:


JIMMY O. POGOSA
Ratee