

EXHIBIT K

Summary of Individual Ratings of Faculty Members
with Multiple Functions

Name of Office INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEEM)

Name of Faculty Member **MARLITO M. BANDE**

PROGRAM INVOLVEMENT (1)	PERCENTAGE WEIGHT OF INVOLVEMENT (2)	NUMERICAL RATING (RATING x %) (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Instruction			
a. Head/Dean (50%)	10%	4.706	0.4706
b. Students (50%)	10%	4.75	0.475
TOTAL			
2. Research	15%	5.00	0.75
3. Extension	15%	4.824	0.7236
4. Administration	50%	4.857	2.4285
5. Production			
TOTAL			4.8477

EQUIVALENT NUMERICAL RATING : 4.8477


Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.8477


FINAL NUMERICAL RATING : 4.8477

ADJECTIVAL RATING : Outstanding

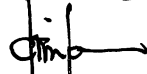
Prepared by:


MARLITO M. BANDE
Name of Staff


Reviewed by:


DENNIS P. PEQUE
Dean, CFES

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

DISCONTINUED FOR DISCONTINUED
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NAME OF REVIEWED PERSONNEL

REVIEWED PERSONNEL

NAME OF OFFICE

REVIEWED PERSONNEL

INSTITUTE OF AGRICULTURAL ECONOMICS AND FISHERIES

REVIEWED PERSONNEL
REVIEWED PERSONNEL

EXHIBIT K

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLITO M. BANDE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

MARLITO M. BANDE
RATEE

Approved:

DENNIS P. PEQUE
UNIT HEAD

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1	ADVANCED EDUCATION SERVICES								
ITEEM MFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	Supervise the offering and monitoring on the implementation of the MSc. program	1	1	4	4	4	4	MSTREC
PI 2	Total FTE monitored	Teaches the following courses: SY 2017-18 (2nd semester): TREC 206 (Lec), TREC 208 (Lec & Lab), TREC 299 (Lec)	3	11.58	5	5	5	5	Number of students and contact hour per week: TREC 206 (21 students & 3 hours); TREC 208 (15 students & 5 hours); TREC 299 (1 student & 1 hour)
PI 3	Number of students who graduated within prescribed period	Supervise and monitor the academic performance and requirement for graduation of the graduating students	1	1	4	4	4	4	O. Moreno, graduated in June, 2018
PI 4	Number of graduate students enrolled	Monitor and facilitate the processing of the certificate of registration during enrollment	5	11	5	5	5	5	
ITEEM MFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/assistantship	Connect with potential funding agency that provide financial support/scholarship/ assitanship to students	1	8	5	5	5	5	Kleer Jeanne Galgo (GTA); Ma. Ophelia Moreno (ACIAR, ELTI); Rene Jane Alesna, Gerry Mae Anonuevo, Arwin Arribado, Marvin Cascante, Maryvic Pedrosa (DOST); Christine Mae Atup (CHED)

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILYN M. BARR, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

MARILYN M. BARR
RATÉE
UNIT HEAD
DENNIS P. BEQUE
Approved

INFO No.	INFO Description & Success/Performance Indicator (SI)	Tasks Assigned	Target	Actual Accomplishment	Rating	Remarks			
					5	4	3	2	1
UNIT 1	ADVANCED EDUCATION SERVICES								
ITEM INFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	Supervise the offering and monitoring on the implementation of the MSc program	1	1					MSTC
PI 2	Total RTE monitored	Teaches the following courses: SY 2017-18 (2nd semester): TRFC 208 (lec & lab), TRFC 208 (lec & lab), TRFC 209 (lec)	3	1123					Number of students and contact hours per week: TRFC 208 (12 students & 8 hours), TRFC 208 (12 students & 8 hours), TRFC 209 (1 student & 1 hour)
PI 3	Number of students who graduated within prescribed period	Supervise and monitor the academic performance and reputation for graduation of the graduating students	1	1					0 Monitors graduated in June 2018
PI 4	Number of graduate students enrolled	Monitor and facilitate the processing of the certificate of registration during enrollment	3	11					
ITEM INFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/scholarship	Connect with potential funding agency that provide financial support/scholarship assistance to students	1	8					Local funding agency (GTA) Mr. Cyprian Mariano (ACAR, ELL), Rona Jane Alarcon, Gerry Mae Alarcon, Arnel Alarcon, Rona Mariano, Rona Mariano (DOST), Christian Jose Anjo (CHED)

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 2	Number of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Facilitate the application and processing of student scholarship. Monitor the student performance and responsibility as reflected in the scholarship grant agreement.	1	7	5	5	5	5	Ma. Ophelia Moreno (ACIAR, ELTI); Rene Jane Alesna, Gerry Mae Anonuevo, Arwin Arribado, Marvin Cascante, Maryvic Pedrosa (DOST); Christine Mae Atup (CHED)
PI 4	Number of graduate students advised (adviser/GAC member)	Serve as thesis adviser and GAC member	2	15	5	5	5	5	Thesis adviser: Kleer Jeanne Galgo, Maria Ophelia Moreno; GAC member: Rene Jane Alesna, Gerry Mae Anonuevo, Arwin Arribado, Christine Mae Atup, Marvin Cascante, Julius Comaling, Marjorie Elbina, Grace Ann Enriquez, Mark Vincent Latras, Mervyn Loreto, Jessa Nunez, Maryvic Pedrosa, Lilibeth Pelino
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Teaches the following courses: SY 2017-2018 (2nd semester) Envi 118 (Lec & Lab) and Envi 198 (Lec)	2	5.5	5	5	5	5	Number of students and contact hour per week: Envi 118 (16 students & 5 hours); Envi 198 (10 students & 3 hours)
PI 2	Number of new undergraduate curricular program compliant to CMO, approved and offered	Facilitate the revision of the BSEM curriculum compliant to BSES CMO series of 2005	1	1	4	4	4	4	BSES
PI 3	Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Prepare the necessary requirements needed for RQAT evaluation	1	1	4	4	4	4	BSES
PI 4	Number of undergraduate students enrolled	Monitor and facilitate the processing of the certificate of registration during enrollment	20	74	5	5	5	5	BSEM/BSES
PI 5	Number of undergraduate students who graduated within prescribed period	Supervise and monitor the academic performance and requirement for graduation of the graduating students	5	11	5	5	5	5	
PI 6	Number of academe/industry linkage established	Connect with potential industry that may provide financial support/scholarship/ assistantship to students	2	4	5	5	5	5	PASAR, SPMI, PSPi, and SC Global
PI 7	Number of students advised (thesis adviser/SRC Chairman or member)	Thesis adviser and SRC member of undergraduate students	2	8	5	5	5	5	Thesis adviser: Raycel Bagaslao, Nelly Flor Cabus, Jenilyn Sagarino, Rhea Lyn Sagarino; SRC Chairman: Irvin Christian Seno; SRC Member: Kristela Almencion, Jane Cabillo, Daniela Krezzel Naparate

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MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 9	Number of instructional materials developed	Revised/Updated new/existing Course Syllabi	1	5	5	5	5	5	Envi 118, Envi 198, TREC 206, TREC 208, TREC 299
PI 10	Additional outputs:								
PI 10.1	Number of student honors/awards received	Monitor the student's academic performance to maintain the necessary grades (average) for <i>Latin Honor</i> . Facilitate the application of students for <i>Latin Honor</i> and and processing of documents as required by the registrar office.	1	3	5	5	5	5	<i>Latin Honor</i> (Krestila Almencion, Nelly Flor Cabus, Daniela Krezzel Naparate)
PI 10.2	Number of faculty honors/awards received	Monitor the concerned faculty's academic performance and provide the necessary support needed to maintain the academic excellence award	1	1	4	4	4	4	Academic Excellence (PhD), MSU-IIT, Iligan Campus (ED Espinosa)
UMFO 3	RESEARCH SERVICES								
PI 1	Number of published papers in internationally indexed journals	Co-author	1	2	5	5	5	5	Ecological Indicators, Environmental Modelling and Software
PI 3	Number of research project/study conducted	Serve as project leader/study leader	2	8	5	5	5	5	Conducted: 4 studies in Inopacan; 4 studies TED; 2 studies in Cabucgayan; 1 Negros
PI 4	Number of research proposals submitted	Prepare and submit the project proposal to potential funding agency	2	3	5	5	5	5	The proposals were submitted to PTFCE and VSU-OVPRE
PI 5	Number of research proposals approved	Proponent of the research project	1	4	5	5	5	5	One Project approved with 4 studies and funded by VSU-OPRE
PI 6	Number of research studies institutionally funded	One project approved (with 4 studies) which is funded by VSU-OPRE	-	1	5	5	5	5	Effect of Nutrient Management on the Survival and Growth Performance of Mycorrhizal Infected Dipterocarp Seedlings Planted in the marginal Uplands in Inopacan, Leyte
PI 7	Additional outputs:								
PI 7.1	Number of exchange scholars/researchers/visiting professors assisted	Assisted visiting professor and researcher		2	5	5	5	5	Dr. Edwino Fernando (professor/researcher-UPLB); Mr. Godofredo Villapando (researcher-ZSL)
PI 7.2	Number of research articles submitted for publications	Co-author	2	5	5	5	5	5	International Journal of Environmental and Rural Development, Journal of Agriculture and Technology Management, Ecological Indicators, Environmental Modelling and Software

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MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 7.3	Number of MOAs prepared and signed as witness	Facilitated in the signing of MOA	-	2	5	5	5	5	VSU-LGU Cabucgayan, VSU-ZSL
UMFO 4	EXTENSION SERVICES								
PI 1	Number of person-days trained weighted by length of training	Act as resource person or technical expert during the training	75	394	5	5	5	5	Rainforestation Training in Inopacan and Hindang, Seminar on Rainforestation Technology (VSU Anniversary), WWF Rainforestation Study Tour in VSU, Forum on Conflict of Natural Resources Management and Utilization, Environmental Jamboree
PI 2	Number of trainings conducted	Resource person/coordinator/facilitator	1	5	5	5	5	5	Rainforestation Trainings, Seminar on Rainforestation Technology, WWF Rainforestation Study Tour in VSU, Forum on Conflict of Natural Resources Management and Utilization, Environmental Jamboree
PI 3	Number of IEC materials/Rainforestation development plan/technoguides developed/used	Conceptualized the content of the tarpaulins, flyers, and technoguides to be distributed during the 94th VSU anniversary	-	8	5	5	5	5	RF History, Development, Research, Extension, Mga Pamaagi sa Pag pahiuli sa Lasang, Step 1 - Step 3, Propagation techniques of hoyo and medinilla.
PI 4	Number of beneficiaries served	Serve as technical expert/facilitator	75	506	5	5	5	5	Rainforestation training in Inopacan and Hindang; Seminar on Rainforestation Technology (VSU anniversary; WWF Rainforestation Study tour in VSU; Forum on Conflict of Natural Resources Management and Utilization
PI 5	Number of technical/expert services	Serve as technical expert	4	13	5	5	5	5	NRM, RF, Students, Farmers and Researchers Cross visits in RF

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 6	Number of extension projects/components conducted	Serve as project leader/component leader	3	5	5	5	5	5	Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster- Prone Areas in the Visayas; Natural Resource Management-Based Extension Program; Development of a Rainforestation Research and Training Site to Scale-up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Environmental Education and Advocacy through Capacity Building and Cross visits to the VSU Nature Park; Environmental Consciousness Drive for Senior High School Faculty and Students of Baybay City Division of the Department of Education
PI 7	Number of extension proposals submitted	Prepare and submit the project proposal to potential funding agency	1	7	5	5	5	5	NRM, CHED, RF, Climate Change (VSU)
PI 8	Number of extension proposals approved	Serve as project leader/proponent	1	7	5	5	5	5	NRM, CHED, RF, Climate Change (VSU)
PI 9	Number of extension projects externally funded	Prepare and submit the project proposal to potential funding agency	1	2	5	5	5	5	Three extension projects were funded by ELTI and NatureLife International
PI 10	Number of extension projects institutionally funded	Serve as project leader/proponent	1	6	5	5	5	5	Natural Resource Management-Based Extension Program; Development of a Rainforestation Research and Training Site to Scale-up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte; Environmental Education and Advocacy through Capacity Building and Cross visits to the VSU Nature Park; Environmental Consciousness Drive for Senior High School Faculty and Students of Baybay City Division of the Department of Education
PI 11	Additional outputs:								
	Number of extension-related awards (conducted by faculty or student with faculty)	Serve as project leader	1	1	4	4	4	4	Outstanding Extension Project Level II (Mainstreaming Rainforestation in the Philippines)

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of scientific fora attended as speaker/resource persons	Serve as resource person	2	3	4	4	4	4	Rainforestation Training, Biodiversity Assessment (Terrestrial), Impact of Climate Change in Terrestrial Ecosystem, and Conservation Agriculture
	Number of seedlings distributed	Approve the letter request of RF adopters re: planting materials	1000	7,450	5	5	5	5	RF Adopters in Inopacan, Hindang, Cabucgayan, Salcedo, Baybay, Ormoc, Pilar, Camotes, Guihulngan and Bacong, Negros Oriental
	Area (hectares) of RF adopters farm established	Conduct regular monitoring and evaluation of the newly established RF sites with corresponding signed and notarized MOA	2	9	5	5	5	5	RF Adopters farm in Inopacan, Hindang, Cabucgayan, Salcedo, Baybay, Ormoc, Pilar, Camotes, Guihulngan and Bacong, Negros Oriental
	Number of farmers association/individual RF adopters monitored and assisted	Conduct regular monitoring and consultation of RF adopters (i.e., individual or farmers association/cooperative) regarding the status of there farms	5	15	5	5	5	5	PRA, CSVFA, NAKASI, PENNAGMANAKI, KICFA, PHILFEDA, KUFA, HIPEDAC, FEA, R Vendiola, M Posas, M Romano, N Fuentes, F Boladula, S Atoy
	Number of RF network organized	Serve as one of the founding members of the Rain Forest Restoration Initiative (RFRi)	1	3	4	4	4	4	RFRi Luzon Cluster; RFRi Visayas Cluster; RFRi Mindanao Cluster
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Serve as presenter during the RDE Annual review and technical experts during the rainforestation national trainers training	2	5	5	5	5	5	RDE Annual In-house Review, RF
UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
PI 1	Number of faculty/staff pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted	Recommend the application to the scholarship committee and monitor the academic performance of the concern faculty	1	2	4	4	4	4	EDE (PhD) & SJC (MSc) CHED Scholarship
PI 2	Number of seminars/trainings/conventions/workshops coordinated for entire university	Resource person/coordinator	1	3	5	5	5	5	Seminar on Rainforestation (VSU Anniversary), Forum on Conflict on Natural Resource Management, Environmental Jamboree
PI 3	Number of seminars/trainings/conventions/workshops coordinated outside the university	Resource person/coordinator	1	5	5	5	5	5	Rainforestation Training (Inopacan, Hindang, Biliran, Negros)
PI 4	Additional outputs:								

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MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
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	Number of activities organized/attended/assisted/participated/facilitated	Act as resource person/facilitator		9	5	5	5	5	Rainforestation Training (Inopacan, Hindang, Biliran, Negros), Seminar on Rainforestation (VSU Anniversary), Forum on Conflict on Natural Resource Management, Envi. Jamboree, WWF Rainforestation Study Tour in VSU
ITEEM MFO 2	Faculty Recruitment/Hiring Services								
PI 1	Number of faculty recruited/hired aligned with ISO standards	Recommend the change of employment status of Mr. JRG Asio from substitute to temporary	1	1	4	4	4	4	JRGA - temporary position (Instructor I)
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Individual Faculty Students Evaluation (for IPCR	Serve as instructor	VS		5	5	5	5	Teaching Performance Evaluation by Students Rating: (2nd Sem SY 2017-2018) Envi 118 (Lec & Lab) and Envi 198 (Lec)
ITEEM MFO 4	Admission & Registration Services								
PI 1	Number of undergraduate students enrolled and validated within scheduled regular registration period	Monitor, sign and facilitate the processing of the certificate of registration during enrollment	40	71	5	5	5	5	
PI 2	Number of graduate students enrolled and validated within scheduled regular registration period	Monitor, sign and facilitate the processing of the certificate of registration during enrollment	3	11	5	5	5	5	
ITEEM MFO 5	Guidance and Counselling & Support to Students Services								
PI 3	Number of students awarded scholarship and grants & thesis supports	Connect with potential funding agency that provide financial support/scholarship/ assitanship to students	5	13	5	5	5	5	Kleer Jeanne Galgo (GTA), Kristela Almencion, Daniella Naparate, Nelly Cabus, Rhea Sagarino, Jenelyn Sagarino, Jane Cabillo (ELTI Thesis Support), Kit Felian Tenio, Jessa Flores, Lilibeth Pelino (ZSL); Kristela Almencion, Daniella Naparate, Nelly Cabus (University Scholarship Program)
PI 4	Number of best practices on students services implemented	Implement, document, monitor and evaluate the best practices on student services	1	4	5	5	5	5	Cross visit of university students from other programs, Senior High (Tech Voc strand) student immersion, OJT of BS DOST scholars; Environmental Jamboree of Senior High School Students in Baybay, Pilar, Cabucgayan-Biliran

INFO NO	INFO Description R	Tasks Assigned	Rating	Performance Assess- ment	C1	C2	C3	C4	Remarks
ITEM INFO 1	number of post graduate on students services	post graduate on students services	1	2					01/01/2023 02/01/2023 03/01/2023 04/01/2023 05/01/2023 06/01/2023 07/01/2023 08/01/2023 09/01/2023 10/01/2023 11/01/2023 12/01/2023 13/01/2023 14/01/2023 15/01/2023 16/01/2023 17/01/2023 18/01/2023 19/01/2023 20/01/2023 21/01/2023 22/01/2023 23/01/2023 24/01/2023 25/01/2023 26/01/2023 27/01/2023 28/01/2023 29/01/2023 30/01/2023 31/01/2023 01/02/2023 02/02/2023 03/02/2023 04/02/2023 05/02/2023 06/02/2023 07/02/2023 08/02/2023 09/02/2023 10/02/2023 11/02/2023 12/02/2023 13/02/2023 14/02/2023 15/02/2023 16/02/2023 17/02/2023 18/02/2023 19/02/2023 20/02/2023 21/02/2023 22/02/2023 23/02/2023 24/02/2023 25/02/2023 26/02/2023 27/02/2023 28/02/2023 29/02/2023 30/02/2023 01/03/2023 02/03/2023 03/03/2023 04/03/2023 05/03/2023 06/03/2023 07/03/2023 08/03/2023 09/03/2023 10/03/2023 11/03/2023 12/03/2023 13/03/2023 14/03/2023 15/03/2023 16/03/2023 17/03/2023 18/03/2023 19/03/2023 20/03/2023 21/03/2023 22/03/2023 23/03/2023 24/03/2023 25/03/2023 26/03/2023 27/03/2023 28/03/2023 29/03/2023 30/03/2023 31/03/2023 01/04/2023 02/04/2023 03/04/2023 04/04/2023 05/04/2023 06/04/2023 07/04/2023 08/04/2023 09/04/2023 10/04/2023 11/04/2023 12/04/2023 13/04/2023 14/04/2023 15/04/2023 16/04/2023 17/04/2023 18/04/2023 19/04/2023 20/04/2023 21/04/2023 22/04/2023 23/04/2023 24/04/2023 25/04/2023 26/04/2023 27/04/2023 28/04/2023 29/04/2023 30/04/2023 01/05/2023 02/05/2023 03/05/2023 04/05/2023 05/05/2023 06/05/2023 07/05/2023 08/05/2023 09/05/2023 10/05/2023 11/05/2023 12/05/2023 13/05/2023 14/05/2023 15/05/2023 16/05/2023 17/05/2023 18/05/2023 19/05/2023 20/05/2023 21/05/2023 22/05/2023 23/05/2023 24/05/2023 25/05/2023 26/05/2023 27/05/2023 28/05/2023 29/05/2023 30/05/2023 31/05/2023 01/06/2023 02/06/2023 03/06/2023 04/06/2023 05/06/2023 06/06/2023 07/06/2023 08/06/2023 09/06/2023 10/06/2023 11/06/2023 12/06/2023 13/06/2023 14/06/2023 15/06/2023 16/06/2023 17/06/2023 18/06/2023 19/06/2023 20/06/2023 21/06/2023 22/06/2023 23/06/2023 24/06/2023 25/06/2023 26/06/2023 27/06/2023 28/06/2023 29/06/2023 30/06/2023 01/07/2023 02/07/2023 03/07/2023 04/07/2023 05/07/2023 06/07/2023 07/07/2023 08/07/2023 09/07/2023 10/07/2023 11/07/2023 12/07/2023 13/07/2023 14/07/2023 15/07/2023 16/07/2023 17/07/2023 18/07/2023 19/07/2023 20/07/2023 21/07/2023 22/07/2023 23/07/2023 24/07/2023 25/07/2023 26/07/2023 27/07/2023 28/07/2023 29/07/2023 30/07/2023 31/07/2023 01/08/2023 02/08/2023 03/08/2023 04/08/2023 05/08/2023 06/08/2023 07/08/2023 08/08/2023 09/08/2023 10/08/2023 11/08/2023 12/08/2023 13/08/2023 14/08/2023 15/08/2023 16/08/2023 17/08/2023 18/08/2023 19/08/2023 20/08/2023 21/08/2023 22/08/2023 23/08/2023 24/08/2023 25/08/2023 26/08/2023 27/08/2023 28/08/2023 29/08/2023 30/08/2023 31/08/2023 01/09/2023 02/09/2023 03/09/2023 04/09/2023 05/09/2023 06/09/2023 07/09/2023 08/09/2023 09/09/2023 10/09/2023 11/09/2023 12/09/2023 13/09/2023 14/09/2023 15/09/2023 16/09/2023 17/09/2023 18/09/2023 19/09/2023 20/09/2023 21/09/2023 22/09/2023 23/09/2023 24/09/2023 25/09/2023 26/09/2023 27/09/2023 28/09/2023 29/09/2023 30/09/2023 01/10/2023 02/10/2023 03/10/2023 04/10/2023 05/10/2023 06/10/2023 07/10/2023 08/10/2023 09/10/2023 10/10/2023 11/10/2023 12/10/2023 13/10/2023 14/10/2023 15/10/2023 16/10/2023 17/10/2023 18/10/2023 19/10/2023 20/10/2023 21/10/2023 22/10/2023 23/10/2023 24/10/2023 25/10/2023 26/10/2023 27/10/2023 28/10/2023 29/10/2023 30/10/2023 31/10/2023 01/11/2023 02/11/2023 03/11/2023 04/11/2023 05/11/2023 06/11/2023 07/11/2023 08/11/2023 09/11/2023 10/11/2023 11/11/2023 12/11/2023 13/11/2023 14/11/2023 15/11/2023 16/11/2023 17/11/2023 18/11/2023 19/11/2023 20/11/2023 21/11/2023 22/11/2023 2

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ITEEM MFO 7	Program and Institutional Accreditation Services								
PI 1	Number of degree programs which passed accreditation/evaluation at least Level 1	Prepare the necessary documents needed for AACUP evaluation and facilitate the evaluation visit	2	2	5	5	5	5	MSTREC, BSEM
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1	Number of faculty/staff supervised and monitored (including project based staff)	Supervises and monitors ITEEM core faculty and admin staff	5	19	5	5	5	5	
PI 2	Number of management meetings conducted/attended	Preside and attend regular management meeting	6	20	5	5	5	5	Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting
PI 3	Number of documents evaluated and approved	Evaluate and approve the documents	100	359	5	5	5	5	
PI 9	Number of office and laboratory equipment purchased	Recommend the purchase of laboratory equipment to the Univerity management cocern	5	10	5	5	✓	5	
PI 9	Number of university committees/boards/council chaired & coordinated	Serve as chairman/member of the institute/collge/university committees	10	23	5	5	5	5	
PI 10	Percentage of apparatus/equipment maintained	Sign/approve letter request for equipment repair and maintenance	100%	100%	5	5	5	5	
PI 11	Number of College policies, protocols, guidelines/procedures made, approved and implemented	Proponent	2	3	4	4	4	4	
PI 12	Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Monitors the efficient and friendly service to clients as stipulated in the citizen's charter posted	4	5	5	5	5	5	Frontline services offered as reflected in the Citizen's Charter posted at the entrance area of the ITEEM building: Instruction - students' concerns; Research/Extension - RF and NRM/CRM trainings/assessments and other environmental technical services; Administration - other concerns of staff, faculty and the general public
PI 13	Zero percent complaint from clients served	Facilitate complaint of any faculty/staff and monitor actions taken	100%	100%	5	5	5	5	

Item No.	Item Description & Measurement Indicator (MI)	Task Assigned	Target	Actual Achievement	Rating	Remarks
					A*	
ITEM MFO 7	Program and Institutional Accreditation services					
PI 1	Number of degree programs which passed accreditation evaluation at least Level 1	Prepare the necessary documents needed for A-CUP evaluation and facilitate the evaluation visit	2	2		MSTRCD ITEM
UMFO 2	GENERAL ADMINISTRATION AND SUPPORT					
PI 1	Number of faculty/staff supervised and monitored (including project based staff)	Supervise and monitor ITEM core faculty and admin staff	2	19		
PI 2	Number of management meetings conducted/attended	Provide and attend regular management meeting	4	30		Regular ITEM monthly meeting and project consultative and pre-planning weekly update and report meeting
PI 3	Number of documents evaluated and approved	Evaluate and approve the documents	100	330		
PI 4	Number of office and laboratory equipment purchased	Recommend the purchase of laboratory equipment in the monthly management council	2	10		
PI 5	Number of university committees/body/council chaired & co-chaired	Serve as chair/co-chair member of the institution's university committees	10	13		
PI 10	Percentage of apparatus/equipment well maintained	Signify above letter request for equipment repair and maintenance	100%	100%		
PI 11	Number of College policies/procedure, guidelines/procedures made, approved and implemented	Propose	3	3		
PI 12	Number of frontline services monitored and assessed to be customer friendly & efficient and citizens charter posted conspicuously	Monitor the efficient and timely service to clients as stipulated in the citizen's charter posted	2	2		Frontline services offered as reflected in the CIT's Charter posted at the entrance area of the ITEM building. Institution - student concern, Institutional Extension - IT and NISMCRM implementation and other environmental technical services. Administration - other concern of staff, faculty and the general public
PI 13	Data based complaint from clients solved	Facilitate complaint of any faculty/staff and monitor action taken	100%	100%		

MFO No.	MFO Description & Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 14	Best practices/new initiatives implemented	Implement, document, monitor and evaluate the best practices/new initiatives to enhance general administration support services	1	5	5	5	5	5	Faculty/staff daily time record logbook; equipment and room use permit; regular general cleaning activity (both Aquatic & Terrestrial Division); archive "library" user's logbook; regular faculty and staff consultation in relation to administration support service
TOTAL OVER-ALL RATING					304	304	304	304	

Average Rating (Total Over-all rating divided by 4)		4.825
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.825
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

✓ Keep up the good work!

Evaluated & rated by:


DENNIS P. PEQUE
DEAN, CFES

DATE

Recommending Approval:


DENNIS P. PEQUE
DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

DATE

DATE

DATE

DEPT CHIEF

DEAN'S OFFICE

Exempted & listed for

DEPT CHIEF

DEAN'S OFFICE

Recommendation Abbreviated

APPROVED FOR DISTRIBUTION

DEAN'S OFFICE

Approved

ADJECTIVE RATING	
ADJECTIVE RATING	
Approved & recommended for (with copy of submittal)	
Approved	
Approved for (with copy of submittal)	

Comments & Recommendations for Development Purpose
--

ADJECTIVE RATING

ADJECTIVE RATING	Best to recommend for improvement	Recommendation Abbreviated	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
ADJECTIVE RATING	Best to recommend for improvement	Recommendation Abbreviated	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	DR.MARLITO M. BANDE
PERFORMANCE RATING	

AIM	To expand research on propagation of indigenous tree species
-----	--

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

Date: January 2018

Target Date: March 2018

First Step:

Dr. Malito M. Bande to explore on the propagation of successional species

Result:

Dr. Bande conducted research on the propagation of Suyapao, Binunga, and other pioneer tree species which resulted to better understanding of their propagation characteristics, treatment and timing,

Date: April 2018

Target Date: June 2018

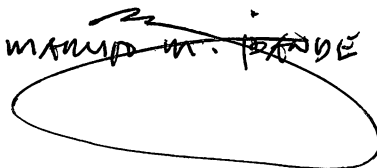
Next Step: To collect sufficient data that would warrant development of research article

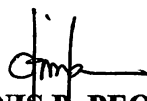
Outcome: Generated data are now encoded and analysis is now on-going.

Final Step/
Recommendation: To package and publish result in peer-reviewed journals.

Prepared by:

Conferme :


MARLITO M. BANDE


DENNIS F. PEQUE
Dean, CFES

Employee Development Plan

NAME OF EMPLOYEE	DR. MARILYN M. BANDA
PERFORMANCE RATING	
AIM: To expand research on propagation of indigenous tree species	
Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:	
Date: January 2018	Target Date: March 2018
First Step: Dr. Marilyn M. Banda to explore on the propagation of occasional species	
Result: Dr. Banda conducted research on the propagation of indigenous, planning and other pioneer tree species which resulted to better understanding of their propagation characteristics, treatment and timing.	
Date: April 2018	Target Date: June 2018
Next Step: To collect sufficient data that would warrant development of research article	
Outcome: Generated data are now encoded and analysis is now on-going.	
Final Step: To package and publish result in peer-reviewed journals.	
Recommendation:	

MINISTER OF AGRICULTURE
Date: _____

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
HEAD OF OFFICE	Dr. Dennis P. Peque
NAME OF FACULTY	MARLITO M. BANDE


ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Feb 23. 2018				
	March 19, 2018				
COACHING					

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

Conducted by:


DENNIS P. PEQUE
Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
Next Higher Supervisor

3	01	
0		
A	05	
11		
7	06	
7		
0	07	

NAME OF FACULTY	ATLANTIC
HEAD OF OFFICE	DR. ROBERT E. BROWN
NAME OF OFFICE	DEPARTMENT OF PHYSICS

[illegible]

NOTE: Please indicate the date in the appropriate box when the information was received.

[illegible]