

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

NAME OF FACULTY MEMBER: KLEER JEANN G. LONGATANG

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%	4.86	<del>1.94</del> 1.95 <i>ij</i>
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			<del>4.94</del> 4.95 <i>ij</i>

EQUIVALENT NUMERICAL RATING:

~~4.94~~  
4.95 *ij*

Add: Additional Points, if any :

TOTAL NUMERICAL RATING :

~~4.94~~  
4.95 *ij*

ADJECTIVAL RATING :

OUTSTANDING

Prepared by:

*Kleer Jeann G. Longatang*  
KLEER JEANN G. LONGATANG  
Instructor I  
ITEEM

Reviewed by:

*Eliza D. Espinosa*  
ELIZA D. ESPINOSA  
Director, ITEEM

Recommending Approval:

*Dennis P. Peque*  
DENNIS P. PEQUE  
Dean, CFES

Approved:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

**"EXHIBIT B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, KLEER JEANN G. LONGATANG, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2020.

  
KLEER JEANN G. LONGATANG

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/courses assigned	1.19	1.25	5	5	5	5	TREC 205 - 9 students (lec & lab)
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/ laboratory guide/workbook or a combination thereof	-	1	4	4	4	4	
		Flexible instructional materials		-	1	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, reading assignments	-	6	5	5	5	5	TREC 205 - 2 ppt presentations; 2 video clips; and 2 reading assignment
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5	TREC 205-Final Exam, Oral Report















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 7. Number of virtual classroom created and operational	Co-creator of virtual classroom using Google Classroom	1	1	5	5	5	5	TREC 205
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	1	5	5	5	5	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	15.1	5	5	5	5	Envi 11 - 222 students
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet (Lec) and submits on or before deadline	-	-					No grade sheet submitted during this period of this 1st semester, AY 2020-2021 because the final term was moved to February 2021 due to pandemic
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	3	5	5	5	5	Training on Moodle-based Classroom Management; Webinar on TOS and Test Item Analysis
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	-	444	5	5	5	5	Envi 11- Long Exams, 1 midterm exam for 222 students
		A14. Number of learning tasks, motivation questions, assessment administered and checked	Prepares and checks learning tasks and motivational questions	-	1110	5	5	5	5	Envi 11 - Learning Tasks and Motivational Questions (5) 222 student
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	12	5	5	5	5	Gavan, A.M., Modina, J.M., Lee, O.H., Naldo, D.P., Gualvez, J., Moran, J.M. and academic advisees
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	-	1	5	5	4	4.67	Maat, K.M.

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 SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	1	5	5	4	4.67	Merafuentes, M.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	15	5	5	5	5	Maat, K.M., Merafuentes, M., Adlawan, J., Codera, J., Navarro, K., Loayon, J.R., Andrade, P., Bernadit, C., Acuna, J., Wenceslao, M., Marces, J and academic advisees
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares and submits Learning Module for review	-	1	5	5	5	5	Envi 11 - Modules 1-6
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	-	11	5	5	5	5	Envi 11 - 6 ppt presentations; 3 video clips; 1 movie clips; 1 reading assignment
		Flexible instructional materials	Prepares instructional materials	-	1	5	5	5	5	Envi 11
		Assessment tools	Prepares assessment tools	-	3	5	5	5	5	learning tasks, long exam, midterm examination
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	-	1	5	5	4	4.67	Envi 11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using Moodle	-	1	5	5	5	5	Envi 11 (editing faculty)
UMFO 3 . RESEARCH SERVICES										
	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 as study leader	-	1	5	5	5	5	Germination trials for dao, toog and kalumpit



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 4. EXTENSION SERVICES										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36.</u> 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	-	6					Villaba, San Isidro, Tabango, Calubian, RISE, Leyte
	<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	114					School on the Air participants from Abuyog, Javier and Mahaplag (Module 2: DRR and Climate Change)
	<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implements duly approved extension projects	-	3					refer to the attached lists of extension projects (Component Leader-3)
	<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<u>A 39.</u> 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	50	-	-	-	-	-	Evaluation of the SOA will be administered on February 2021 during their final examinations.
	<u>PI 5.</u> Number of technical/expert services	<u>A 40.</u> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Resource Persons	Resource Persons	Lecture on Module 2 ( DRR and Climate Change)	-	1					School on the Air participants from Abuyog, Javier and Mahaplag (Module 2)

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	
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Assist in the formulation and preparation of extension project proposal particularly output 3	-	1					Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program Output 3: Create a pool of National Experts on Eco-DRR The project implementation was not realized because the SPA was not signed by the President of the Philippines.
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<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*	Assist 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					
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<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					
<b>Total Over-all Rating</b>									4.90	

Average Rating (Total Over-all rating divided by 4)		4.90
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

## Comments &amp; Recommendations for Development Purpose:

Keep up the good works, and continue to be responsible at all times.

Evaluated &amp; rated by:

  
 ELIZA D. ESPINOSA

DIRECTOR, ITEEM

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



## Performance Monitoring Form

NAME OF EMPLOYEE: KLEER JEANN G. LONGATANG

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> <li>Teaches assigned subjects for the MSTREC and BSEM/ES programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> <li>Acts as the academic adviser for BSEM/ES students;</li> <li>Serves as adviser and SRC member for BSEM students' undergraduate thesis; and</li> <li>Guides, advise &amp; correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems sets, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul>	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	



4.	<ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as study leader of research projects of the Institute; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension related activities and other outputs to implement new normal; and</li> <li>Assists in the formulation and preparation of extension project proposals.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Need to boost self-confidence in linking partners in extension projects/activities
6.	<ul style="list-style-type: none"> <li>Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions.</li> </ul>	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
7.	<ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients.</li> </ul>	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

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

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

Prepared by:

  
ELIZA D. ESPINOSA

Immediate Supervisor

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	MS. KLEER JEANN G. LONGATANG

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Sept. 2, 2020		Notice of meeting	Update on students' registration to Modular Object- Oriented Dynamic Learning Environment (MOODLE)
		Sept. 3, 2020		Notice of meeting	Update on Individual Performance Commitment and Review (IPCR) accomplishment for January to June 2020 and targets for July-December 2020
		Sept. 8, 2020		Notice of meeting	Follow up updates on individual accomplishments for consolidation to the OPCR and IPCR for January- June 2020 rating period.
		Sept. 24, 2020		Notice of meeting	Assignment of Academic Advisers for BSES 1 <sup>st</sup> year students, <sup>first</sup> sem. /SY 2020-2021 for submission to the University Registrar
					Submission of course syllabus and table of specifications using the updated version of the form FPM-VPI-22 and FM-VPI-23.
		Oct. 15, 2020		Notice of meeting	Consultation/monitoring and update on the conduct of online lectures.
		Nov. 5, 2020		Notice of meeting	Status of students' INC grades per subject taught.
					Update on the students' thesis regarding special arrangement in the conduct of thesis to complete their final output in AY 2020-2021 under the new normal.



		Dec. 10, 2020		Notice of meeting	Updates on Virtual Classroom (Envi 11) Evaluation for online modality which needs revision.
					Updates on the assigned subject on OBE & TOS monitoring to be submitted by end of December 2020
		Dec. 22, 2020		Notice of meeting	Review and Evaluation of Envi 11 OBE syllabus and TOS through PowerPoint presentation
COACHING		Oct. 15, 2020	OP memo circular no.35 series of 2020	Notice of meeting	Coaching on improving effective teaching strategy and alternative mode of learning (ENVI 11) by sharing and addressing experiences particularly on the submission of student's outputs in the new normal.
		Nov. 12, 2020	Based on PM-IMD-03	Notice of meeting	Coaching on the preparation of Envi 11 Outcomes-Based Education (OBE), Course Syllabus and Table of Specification (TOS) for ready reference during internal ISO audit surveillance.
			Based on PM-VPA-04		Coaching on the process to arrange the teacher's substitute to take over the missed classes especially in times of travel and official leave of a faculty
	Dec. 23, 2020				Coaching to revise VC following the suggested criteria in the procedural manual.
		Dec. 27, 2020		Online meeting	2 <sup>nd</sup> round coaching to revise VC following the suggested criteria in the procedural manual.
		Dec. 28, 2020			3 <sup>rd</sup> round coaching to revise VC following the suggested criteria in the procedural manual.

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	KLEER JEANN G. LONGATANG
PERFORMANCE RATING	
AIM	To enhance her skills in research and extension.

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

Date: Aug 2020

Target Date: Aug 2020

First Step: One-on-one discussion to take advance international professional trainings/ seminars on biodiversity conservation in developmental cooperation and other related topics.

Result: The agreement was to apply for the training online (due to pandemic) by next year, 2021.

Date: Dec 2020

Target Date: Sept 2021

Next Step: Submit application requirements on time.

Outcome: Advanced skills on biodiversity conservation.

Final Step/  
Recommendation: Scholarship grant and approval from the scholarship committee to participate in the seminar/training

Prepared by:

  
**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

  
**KLEER JEANN G. LONGATANG**  
Ratee