

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 (50%)		4.86 x 50% = 2.43	
b. Students (50%)		3.86 x 50% = 1.93	
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%	5.00	1.00
4. ADMINISTRATION	10%	4.97	0.50
5. PRODUCTION			
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : 4.74
 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”

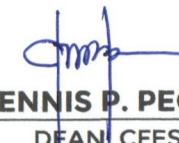
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 July to December, 2022.


MARLITO M. BANDE
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks <small>(Indicators in percentage should be supported with numerical values in numerators and denominators)</small>
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Graduate school faculty engaged in research work	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%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE	Handles subjects/courses assigned	-	2.61	5	5	5	5	2 nd sem 2021-2022 TREC208,299 (0.69) 1 st sem 2022-2023 TREC209,299 (1.92)

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
		<i>Number of INC and deferred grades submitted within prescribed period</i>		-	1	5	5	4	4.67	TREC 299
	PI 8: Number of graduate students advised *	Number of students advised as academic adviser	Acts as academic adviser to graduate students	-	6	5	5	5	5	Florentino, Latoreno, Tulin, Maguchu, Pelino & Mayo
		Number of students advised on thesis as GAC Chairman	Advises and corrects research outline and thesis manuscript	-	7	5	5	5	5	Albarico, Isaac, Fernandez, Tulin, Florentino, Pelino, Gundemaro
		Number of students advised on thesis as GAC Member	Advises and corrects research outline and thesis manuscript	-	3	5	5	5	5	Loreto, Latoreno, Claveti
		Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	-	16	5	5	4	4.67	All academic advisees, GAC Chairs and Members
	PI 9: Number of instructional materials developed *	Number of on-line ready courseware developed and submitted for review:								
		<i>On-line ready courseware</i>	Prepares Instructional module	-	3	5	5	5	5	TREC 208, 209, 299
		<i>Flexible instructional materials</i>	Prepares and submits instructional module for review	-	3	5	5	5	5	TREC 208, 209, 299
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, and references on course taught	-	3	5	4	4	4.33	3 ppt
		<i>Assessment tools</i>	Prepares assessment tools for assessing student's learning	-	3	5	5	5	5	1 ppt, 1 oral exam, 1 sustainability analysis report
	PI 10. Number of virtual classrooms created and operationalized	Number of virtual classroom created and operational	Creator of virtual classroom using MOODLE (VSUEE)	-	3	4	4	4	4	Trec 208, 209, 299

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	1.5	27.85	5	5	5	5	2 nd semester 2021-2022 (5.5) 1 st semester 2022-2023 (22.35)
		Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	-	7	5	5	4	4.67	Envi 116 (2), Envi 198 (2), Envi 200.4, Envi113n, Envi121
		Number of INC and deferred grade submitted within prescribed period	Prepare and submit INC and deferred grade	-	8	5	5	5	5	2 nd sem 2021-2022 Envi 116 (4 INC) Envi 198 (4 deferred)
		Number of trainings attended related to instruction	Attend mandated trainings related to instruction	-	1	4	4	4	4	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents-August 28, 2022
		Number of long examinations/term exam administered and checked	Administers and checks long examination for subjects taught	2	265	5	5	5	5	Envi 113n and Envi 121n
		Number of assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	Prepares and checks assessment (quizzes/e-tivity, write-up), learning task, motivation questions	5	396	5	5	5	5	Envi 113n (272) – 4 quizzes for 68 students Envi 121n (124) – 4 quizzes for 31 students
	PI 8: Number of students advised: *	Number of students advised as Academic Adviser to students	<i>Acts as academic adviser to students</i>	3	43	5	5	5	5	1st sem SY 2022-2023
		Number of students advised on thesis as Thesis Adviser	Advises, and corrects research outline and thesis manuscript	-	6	5	5	5	5	Acuyong, De Dios, Into, Macale, Maruya, Butawan
		Number of students advised on thesis as SRC Chairman	Advises, and corrects research outline and thesis manuscript	1	11	5	5	5	5	Jagonos, Lee, Magpatoc, Ongca; Oplehida, Requitillo, Abrillo, Canciller, Cuares, Gratil, Montecillo

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
		Number of students advised on thesis as SRC Member	Advises and corrects research outline and thesis manuscript	-	1	5	5	5	5	Cinto
		No. of approved manuscript submitted within prescribed period	Reviews and approves thesis manuscript	-	-					
		On consultation	Entertains students consulting on subject taught, thesis and grades	4	266	5	5	5	5	Academic advisees, thesis advisees, thesis SRC committees and students under the subjects handled during 1 st Sem (SY2022-2023)
	PI 10: Number of instructional materials developed *	Number of on-line course ware developed and submitted:								
		<i>On-line ready courseware</i>	Review the Instructional module submitted by faculty members	-	4	5	5	5	5	Envi 116n, 198n, 113,117
		<i>Flexible instructional materials</i>	Prepares and submits instructional materials (learning module) for review	-	4	5	5	5	5	Envi 116n, 198n, 113,121
		<i>Supplemental learning resources</i>	Prepares PowerPoint presentation for the subjects taught	-	34	5	5	5	5	Envi 116n: 7 PPT Envi 113n 6 PPT, 11 References Envi 121n, 4 PPT, 6 References);
		<i>Assessment tools</i>	Prepares assessment tools used to assess the students' learning	-	9	5	5	5	5	Envi 116n Quiz; Long Exam; 2 Term Exam; Reflection Paper Envi 113n (2) long exam and quiz; Envi 121n (2) long exam and quiz
	PI 11: Number of virtual classrooms created and operationalized	Number of virtual classrooms created and operationalized	Creates virtual classroom using MODDLE (VSUEE)	-	4	5	5	4	4.67	Creator: Envi 116n, 198n, 113,121
	PI 12: Additional Outputs	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	-	4	5	5	5	5	Envi 116n, 198n, 113,121

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
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
	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	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Island, Philippines (ECoSAP)
	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-refereed or CHED recognized journal within the year								
		<i>In refereed Int'l</i>	Co-authored published materials out of research outputs	-	2	5	5	5	5	AgroforestryA primer. Design and management principles for people and the environment; from Principles to Practice published by Center for International Forestry Research (CIFOR); Soil greenhouse gas fluxes from tropical vegetable farms, using forest as a reference published by Springer Nature Nutr Cycl Agroecosyst (2022) 124:59–79
		<i>In refereed nat'l/regional book</i>	Writes publishable materials out of research outputs and submits for publication	-	-					
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences*	Number of research outputs presented in regional/national/ int'l fora/conferences *								

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
		<i>In int'l 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	Influence of Native Trees on Soil Fertility in the Rainforestation Site in Mailhi, Baybay City, Leyte
		<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	1	5	5	5	5	Mainstreaming Rainforestation (VSU-VICARP-RRDEN Regional Symposium Outstanding RDE Paper Extension Category Best RDE paper Research Category)
	PI 5. Percent of research proposals approved *	Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	-	100%	5	5	5	5	Ecological Assessment and Conservation of <i>Aquilaria malaccensis</i> Through Sustainable Agarwood Production in Leyte and Biliran Island, Philippines (ECoSAP); VSU funded Research, ELTI funded Research
	PI 6. Additional outputs*	<i>Other outputs implementing the new normal due to covid 19</i>	Attends online trainings/seminars/worksh ops related to research to support in implementing the new normal due to covid 19	-	11	5	5	5	5	<ol style="list-style-type: none"> 1. Conduct tree planting activity for the BSES/BSEM graduating student in Kambonggan Baybay, Leyte, Aug 2 2. Assist in the site evaluation of Mainstreaming Rainforestation Project for Level II RDE in Biliran, Sep 28 3. Present the establishment of proposed learning site during the regular SB Session at the LGU Bato, Leyte, Oct 10 4. Validate and Monitor RF sites using technology from RESTOR and BioAcoustic sensors and camera traps, Oct 19-Nov 13 5. Field assessment of <i>Aquilaria</i> sp for the Eco-SAP Project in Brgy.

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
										<p>Pinamanagan Abuyog Leyte, Nov 30- Dec 7, and Dec 17-23</p> <p>6. Farm establishment (tree planting on the Watershed restoration site in Bgy. Bago Bato Leyte), Dec 27</p> <p>7. Replacement of mortality on the existing RF site in Brgy. Kambonggan Baybay City, Leyte, Dec 29</p> <p>8. Turn-over ceremony of VSU-NU Equipment to the Forestry and Ecological Modelling Laboratory, Nov 16-18</p> <p>9. Five visiting professors (Prof Dr. Akira Yamauchi, Prof. Dr. Satoshi Ohkura, Prof. Dr. Sho Nakamura, Prof. Dr. Hiroyuki Hattori, Prof Dr. Michiko Nakagawa) from Nagoya University institutionalizing collaborative research on forest ecology and ecological modeling with Visayas State University through Institute of Tropical Ecology and Environmental Management</p> <p>10. Visiting professor (Prof. Dr. Petr Kuppech) from Mendel University Czech Republic exploring collaborative research on forest-related topics</p> <p>11. Dr. Peter of Life-Giving Forest (LGF) Foundation funding agency on tissue culture propagation of Aquilaria for PWD beneficiaries</p>

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
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	-	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	Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	-	50	5	5	5	5	Integrating Reforestation in ALS Curriculum in Guihulngan City, Negros Oriental (50 participants)
	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	-	2	5	5	5	5	Integrating Reforestation in ALS Curriculum in Guihulngan City, Negros Oriental Community consultation on Ecological Assessment and Conservation of Aquilaria malaccensis through Sustainable Agarwood Production (ECo-SAP) in Leyte Island Philippines
	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	-	91%	5	5	5	5	Integrating Reforestation in ALS Curriculum in Guihulngan City, Negros Oriental November 9-11, 2022
	PI 5. Number of technical/ expert services	Number of technical/ expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Research Mentoring	Mentor junior researchers in the Terrestrial Ecosystems Division	-	10	5	5	5	5	Terrestrial Ecosystems Division: Faculty: JOPogosa, KJGLongatang Research Assistants/ Aides: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentino, ICSeno, PMaguchu

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
		<i>Resource Persons</i>	Act as resource person	1	1	5	5	5	5	Integrating Rainforestation in ALS Curriculum in Guihulngan City, Negros Oriental, Nov 9-11
		<i>Convenor/Organizer</i>	Spearhead and/or provide assistance in the preparation and implementation of events	-	1	5	5	5	5	Tree planting at Brgy. Kambonggan Baybay Leyte
	PI 8. Percent of extension proposals approved*	Percent of extension proposals approved	Prepares extension proposals, submits and follows up its approval for immediate implementation	-	100%	5	5	5	5	Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm
	PI 11. Additional outputs *	Other outputs implementing the new normal due to covid-19	Agri-Fair Exhibit in Baybay City on December 8-10, 2022	-	1	5	5	5	5	Display of native forest trees and distribution to farmers; RF video showing; distribution of flyers, display of posters on project outputs, selling of honey from farmer partner organization

UMFO 5. SUPPORT TO OPERATIONS**OVPI MFO 3. Faculty Recruitment/Hiring 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	5	5	5	5	Module workshop on Integrating Rainforestation to ALS Curriculum in November 9-11, 2022
	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	-	100%	5	5	5	5	Based on the TPES report for the 2nd sem SY 2021-2022 rating was very satisfactory
	PI 6. Number of in-house seminars/trainings/workshops/reviews conducted*	Number of in-house seminars/trainings/workshops/reviews conducted	Present research and extension outputs during RDE review of the university	-	5	5	5	5	5	Mainstreaming Rainforestation Technology in the Philippines and Long-Term Monitoring of RF Adopters Farm; Natural Resource Management- Based Extension Program (VSU Nature Park) Phase II; Development of Physical Land-

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
										use and Resource Map and Empowerment of Local Stakeholders through Capability Building; Development of Province Wide Learning Site on Sustainable Agriculture and Natural Resources Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS program in Cabucgayan Biliran ITEEM Strategic Planning Workshop CFES Strategic Planning Workshop
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*	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	5	5	5	5	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent complaint from clients served	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	PI 3. Coaching sessions among faculty & staff**	Number of coaching sessions among faculty & staff	Conducts coaching sessions to the junior faculties of the Institute	-	-					
	PI 4. 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	Participates the Institute's planning sessions, tracking and monitoring of targets conducted	-	5	5	5	5	5	

MFO & PAPs	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 ¹	E ²	T ³	A ⁴	
		attainment of department targets								
	PI 5: Attendance to the Institute's/college's meetings	Number of monthly and emergency meetings attended	Participates to the institute's monthly and emergency meeting	-	5	5	5	4	4.67	
	PI 6: Additional Outputs	Number of documents prepared/reviewed and acted upon:								
		<i>Number of faculty workloads prepared, reviewed, finalized and approved</i>	Reviews and signs individual faculty workload	-	1	5	5	5	5	
		<i>Number of OPCR and IPCR prepared, reviewed, acted on, consolidated, and submitted</i>	Prepares and signs IPCR	-	1	5	5	5	5	
		<i>Number of DTRs generated and printed</i>	Generates and prints DTRs	-	6	5	5	5	5	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office (TED), and conducts inspection before the office closes	No report/claims on negligence received	No report/claims on negligence received	5	5	5	5	
		Percent of time allotted to perform other assigned task in support to the general functions of the University	Performs functions as OIC-Director of the Biodiversity Center	-	40%	5	5	5	5	Zonal Center for Biodiversity Conservation and Habitat Restoration (Biodiversity Center)
Total Over-all Rating						4.96	4.95	4.86	4.92	

9.96 9.95 9.86 9.92

Average Rating (Total Overall rating divided by 4)	19.69	4.92 4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Exceptional both in Instruction, Research and Extension. A great mentor. However, attendance to all mandatory orientation/webinars related to instruction is highly recommended.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

Jan. 4, 2023

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

"EXHIBIT I"

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 MSTREC and BSES programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; Checks test papers and submits students' grades within the prescribed period. 	Well-educated and well-trained students	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as an academic adviser for MSTREC & BSES students; Serves as an adviser, chairman, and member for MSTREC & BSES including BSEM (old curriculum) students' graduate & undergraduate thesis; and Guides, advises & corrects 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	July 1, 2022	Dec 31, 2022	Dec 31, 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, 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	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Use of online/virtual classroom is very much improved. Great job!
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; 	Research proposals approved, implemented, presented in scientific	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional

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"> Serves as project and study leader of several research projects of the Institute; Prepares, submits, and presents research paper in scientific fora/conferences; Acts as a peer reviewer of journal articles/scientific papers, reviews 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. 	fora/ conferences, and publishable papers written						
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 submits extension project proposals and follows 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 offers advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional
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 which are indeed conformed to the Institutes' performance functions; and Complies with 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 with in performing tasks	July 1, 2022	Dec 31, 2022	Dec 31, 2022	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 	Clients' outstanding evaluation of their satisfaction with the	July 1, 2022	Dec 31, 2022	Dec 31, 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
	• Designs administration/management-related activities and other outputs to implement the "new normal".	request provided by the Institute						
8.	• Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as OIC of the Biodiversity Center, faculty, Study, and Project Leaders of ITEEM.	Attendance to the meetings and updated activities of the Institute	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	
9.	• Guides 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	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
10.	• Serves as chairman and/or member of several academic and related administrative committees of the university, college, and Institute; and • Serves as a member of the VSU Federated Faculty Association	Affiliated and involved in the University-wide activities	July 1, 2022	Dec 31, 2022	Dec 31, 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	MARLITO M. BANDE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments
	As needed				<ul style="list-style-type: none">Follow up preparations of the narrative report for BSES and MSTREC (Area II - Extension and Area III- Research) programs for AACCUP Level III Accreditation.Follow up compliance report on Area V (Research) and Area VI (Extension and Community Development) for BSES and MSTREC programs
		Aug. 1, 2022		Notice of meeting	RDE In-House Review schedule and preparations for research (Eco-SAP, CHED DARE TO and ARs) and extension (Mainstreaming, KALAHÍ and Tilapia Hatchery)
		Aug. 24, 2022	ITEEM Memo # 04		MSTREC Curriculum Review as one of the major concerns for AACCUP Level III Accreditation
COACHING		July 19, 2022	OP Memo #634 & 639		<ul style="list-style-type: none">Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program
		July 21, 2022		Notice of meeting	Faculty to develop a good strategy to address students concerns on thesis outline and manuscripts from preparation to approval.

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
		Aug. 1, 2022		Notice of Meeting FM-ODI-12 FM-ODI-4	<ul style="list-style-type: none">▪ Cascading TPES (2nd Sem SY 2021-2022) results to faculty and discussed comments from students.▪ Suggested ways/interventions for faculty having satisfactory (S) or Fair (F) ratings that can help improve their teaching performance in his/her classes
		Nov. 21, 2022		ITEEM OFI-22-02 – 22-09	Cascading of ISO Results and Actions for “Opportunity for Improvement” (OFI)

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, 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: Jan 2022

Target Date: Jan 2022

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 2022

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