



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DR. ELIZA D. ESPINOSA**, Director of the Institute of Tropical Ecology and 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 – June 2023**.

ELIZA D. ESPINOSA
Director, ITEEM

DATE: 7/14/23

DENNIS P. PEQUE
Dean, CFES

DATE: JUL 14 2023



INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Personnel	Number	Min. FTE	Total FTE	RDE Commitments***		
	(1)	(2)	(1x2)	Research	Publication	Extension
Department Head	1	4	12.0	1	0	1
Faculty w/ Univ. Designated Position	3	4	60.0	3	1	3
Regular Faculty (VSL)*	5	12	0.0	5	1	5
Regular Faculty (TLS)**	0	0	72.0	0	0	0
Part time Faculty	4	18	0.0	0	0	0
Admin Staff Members	5					
Research/Project Staff Members	22					
TOTAL			144.0	9.0	2	9

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

NOTE: *On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

**On Teacher's Leave status. Minimum FTE required is 18 units

***Professors and Associate Professors are required to commit RDE outputs (Please see Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
MFO 1: ADVANCED EDUCATION SERVICES (20%)											
OVPI MFO 1. Graduate Degree Program Management Services											
	PI 1. Percentage of graduate school faculty engaged in research work applied in any of										
	Pursuing advanced research degree program (PhD)*	EDE, JOP	2	On-going					PhD - JOP (Oct 2023, Nagoya, Japan); MS - ABO (expected to reinstate by Aug 2023)	4%	

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	Actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	EDE, MMB, JOP, KJGL	100.00%	100.00%	EDE: Assessment of Marine Protected Areas in Camotes and Cuatro Islands; Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte; Species Composition, Abundance and Succession of Seaweeds and Seagrasses in Artificial and Natural Reefs MMB: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of A. malaccensis-based Agroecological Production Systems in Leyte Island JOP: Ecology and Population Distribution Assessment of A. malaccensis in Leyte Island KJGL: Assessment of Insect Fauna Associated with A. malaccensis in Plantations and Wild Populations in Leyte Island	5	5	4	4.67		
	Producing technologies for commercialization or livelihood improvement	EDE, MMB	50.00%	50.00%	Propagation of native forest seedlings; Production of Tilapia fingerlings	5	5	4	4.67		
	Whose research resulted in an extension program	EDE, MMB	100.00%	100.00%	Rainforestation Technology; Artificial Reef as alternative to Coral Reef	5	5	4	4.67		
OVPI MFO 2. Graduate Student Management											
	PI 1. Percentage of graduate students enrolled in research degree programs*	EDE	100.00%	115.38%	First Sem 2022-2023 (13 students enrolled) Second Sem 2022-2023 (15 students enrolled)	5	5	5	5	MSTREC (1st Sem SY 2022-2023): F. Jose, R. Clavite, Jr., P.J. Suarez, P. Maguchu, K. Gundemaro, M. Loreto, K. Florentino, L. Pelino, P. Mayo, R. Latoreno, E. Katangkatang, B. Collander M. Nierves MSTREC (2nd Sem SY 2022-2023): F. Jose, R. Clavite, Jr., P.J. Suarez, P. Maguchu, K. Gundemaro, M. Loreto, K. Florentino, L. Pelino, P. Mayo, R. Latoreno, E. Katangkatang, B. Collander, V. Anire, A. Mejica, M. Nierves	2%

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	PI 2. Percentage of accredited graduate programs*	EDE	100.00%	100.00%	MSTREC (AACUP Level II and COPC Compliant)	4	4	4	4	Level III but to comply mandatory requirements.	2%
	PI 3. Number of graduate degree specializations offered and monitored*	EDE	1	1	MSTREC	4	4	4	4		2%
	PI 4. Total FTE coordinated, implemented & monitored*	MMB, EDE, JOP, KJGL	3.00	8.78	EDE (Trec/Biol 205, Trec 208); JOP (Trec 208) KJGL (Trec/Biol 205,299); HVO (Trec/Biol 205); VBA (Trec 207); GCF (Trec 206);	5	5	5	5	2nd Sem SY 2022-2023 EDE -1.88 JOP - 1.04 KJGL - 0.86 HVO - 0.83 VBA - 3.33 GCF - 1.25	2%
	Number of INC forms with grade submitted within prescribed period	EDE	-	3	Trec 205 (1), TREC 207 (1), TREC 299 (1)	5	5	5	5	EDE (Orellano), VBA (Suarez),MMB (Collander)	
	PI 5. Percentage increase in number of graduate students enrolled*	EDE	5%	15%	First Sem 2022-2023 (13 students enrolled) Second Sem 2022-2023 (15 students enrolled)	5	5	5	5	MSTREC (1st Sem SY 2022-2023): F. Jose, R. Clavite, Jr., P.J. Suarez ,P. Maguchu, K. Gundemaro, M. Loreto, K. Florentino, L. Pelino, P. Mayo, R. Latoreno, E. Katangkatang, B. Collander M. Nierves MSTREC (2nd Sem SY 2022-2023): F. Jose, R. Clavite, Jr., P.J. Suarez ,P. Maguchu, K. Gundemaro, M. Loreto, K. Florentino, L. Pelino, P. Mayo, R. Latoreno, E. Katangkatang, B. Collander, V. Anire, A. Mejica, M. Nierves	2%
	PI 6. Percentage increase in number of students who graduated within prescribed period *	EDE	10%	-	MSTREC has no graduate during the first semester of 2022-2023, which was extended in January 2023. Likewise, the graduation for the second semester of 2022-2023 is on August 3, 2023.					MSTREC has no graduate during the first semester of 2022-2023, which was extended in January 2023. Likewise, the graduation for the second semester of 2022-2023 is on August 3, 2023.	2%
	PI 7. Number of graduate students awarded with honors/distinction*		-	-							2%
	PI 8. Number of graduate students advised*										2%
	Number of graduate students advised as academic adviser	EDE, MMB, JOP, KJGL	2	17	MMB (Florentino, Latoreno, Maguchu, Pelino, Mayo, Madera) EDE (Jose, Sultan, Collander, Anire, Mejica, Nierves, Latoreno) JOP (Claveti & Gundemaro) RSC (Katangkatang) KJGL (Ygot)	5	4	5	4.67	Affiliate Faculty (RSC)	

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of students advised on thesis as GAC Chairman	EDE, MMB	1	10	MMB (Florentino, Peliño, Gundemaro, Nieves) EDE (Latoreno, Jose, Maguchu) GCF (Loreto, Claveti) RSC (Katangkatang)	5	5	5	5	Affiliate Faculty (GCF, RSC)	
	Number of students advised on thesis as GAC Member	MMB, JOP, KJGL	2	16	MMB (Loreto, Latoreno, Porazo, Cadiz) EDE (Collander) JOP (Katangkatang, Gundemaro, Lumba, Nunez, Florentino) KJGL (Pelino, Gundemaro, Maguchu) AEP (Katangkatang, Claveti) ABP (Pelino)	5	5	5	5	Affiliate Faculty (AEP, ABP)	
	Number of students entertained for consultation purposes	EDE, MMB, JOP, KJGL	3	113	MMB (34); EDE (34); JOP (17); KJGL (17); GCF (7); RSC (1); ABP (1); AEP (2)	5	5	5	5	All Academic and GAC Chair and members	
PI 9. Number of instructional materials developed*											
	On-line ready courseware	EDE, MMB, JOP, KJGL	1	7	EDE: TREC/Biol 205, TREC 208; JOP: TREC 208; KJGL: TREC/Biol 205; TREC 299 VBA: TREC 207; GCF: TREC 206	4	4	4	4		
	Flexible instructional materials	EDE, MMB, JOP, KJGL	2	7	EDE: TREC/Biol 205, TREC 208; JOP: TREC 208; KJGL: TREC/Biol 205; TREC 299 VBA: TREC 207; GCF: TREC 206 ;	5	5	5	5		
	Supplemental Learning Resources	EDE, MMB, JOP, KJGL	2	19	EDE (8 PPT); JOP (3 PPT); KJGL (2 PPT; 1 Video documentary); GCF (5 Reference Materials);	5	5	5	5		
	Assessment tools	EDE, MMB, JOP, KJGL	2	13	EDE (2 recorded ppt; 2 Published articles (related to marine biodiversity) JOP (1ppt, 1oral exam, 1sustainability analysis report) KJGL (5) (Reflection paper, analysis report, oral presentation paper critique, final exam) GCF (1 Oral presentation)	5	5	5	5		
	PI 10. Number of virtual classrooms created and operationalized	EDE, MMB, JOP, KJGL	2	6	EDE (TREC/Biol 205, TREC 208); JOP (Trec 208); KJGL (Trec/Biol 205); VBA (Trec 207); GCF (Trec 206)	5	5	4	4.67		

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	PI 11. Additional Outputs:			4	1) Two MS TREC students will be part of the EDC biodiversity assessment as supported by MOA signed between VSU-EDC and UP Diliman. 2) Two MS TREC student thesis was funded by the Internationalization project (Eco-SAP). 3) One MS TREC student thesis funded by DOST and Internationalization Project (TreCH) 4) One PhD exchange student from the University of Munich	5	5	5	5	M. Nieves and K. Gundemaro M. Loreto and L. Pelino F. Jose Christopher Klapperich	
MFO 2. HIGHER EDUCATION SERVICES (50%)											
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams*		-	-						BSES has no licensure exam required	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed*	EDE	20%	20%							2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and	EDE	100%	100%	BSEM and BSES Program	4	4	4	4		2.5%
	PI 4. Percentage of undergraduate programs with accreditations*	EDE	100%	100%	BSEM (AACUP Level II) and BSES (COPC)	4	4	4	4	Level III but to comply mandatory requirements.	2.5%
	PI 5. Total FTE, coordinated, implemented and monitored*										20%
	Actual Faculty's FTE	EDE, MMB, JOP, KJGL	25	218.40	Core Faculty (44.55): MMB (7.25); EDE (3); JOP (18.85); KJGL (15.45) Part-time Instructors (173.85): ACM (48.3); EMN (33.9); JGA(30.3); SVP (49.05); KNF (4.2); PCM (8.1)	5	5	5	5	EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 118n, 114n) Part-time Instructors: ACM (Envi 11; 110:) EMN (Envi 11; 110:) JGA (Envi 11; 110:) SVP (Envi 11; 110 ; 116:) KNF (Envi 116n); PCM (Envi 110, Envi 124:)	

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of grade sheets submitted within prescribed period	EDE, JOP, KJGL	8	40	Core Faculty (11): EDE (2); MMB (3); JOP (3); KJGL (3) Part-time Instructors (29): ACM (7); EMN (6); JGA(6); SVP (7); KNF (1); PCM (2)	5	5	5	5	EDE (Envi 124,200); MMB (Envi 198, 116n,200); JOP (Envi 118n, 199,200); KJGL (Envi 118n, 114n, 200) Part-time Instructors: ACM (Envi 11; ; 110:) EMN (Envi 11; ; 110:); JGA (Envi 11; ; 110:); SVP (Envi 11; ; 110: ; 116:); KNF (Envi 116n:); PCM (Envi 11, Envi 124:)	
	Number of INC forms with grade submitted within prescribed period		-	18	JOP (1); KJGL(14) ,LCC - (1), FJA (2)	5	5	5	5	MMB (Envi 198, 116n); JOP (Envi 111n, 119n); KJGL (Envi 11, Envi 110, 114n)	
	Number of trainings attended related to instruction	EDE, MMB, JOP, KJGL	1	22	Core Faculty (10) ;EDE (4); MMB (1); JOP (1); KJGL (4) Part-time Instructors (12): ACM (2); EMN (2); JGA(2); SVP (2); KNF (2); PCM (2)	5	5	5	5	1) VSU Faculty Online Onboarding; 2) Webinar Workshop on VSUEE; 3) Orientation on the Functions of Offices under OVPAA and Document Review of Two Procedure Manuals; 4) Mandatory Orientation and Re-orientation of Academic Adviser and College Hotline Agents.	
	Number of long examinations/term exam administered and checked	EDE, MMB, JOP, KJGL	15	4205	Core Faculty (487) EDE (120); MMB (56); JOP (174); KJGL (137) Part-time Instructors (3718): ACM (1164); EMN (687); JGA(668); SVP (1068); KNF (54); PCM (77)	5	5	5	5	EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 118n, 114n) Part-time Instructors: ACM (Envi 11; 110) EMN (Envi 11; 110) JGA (Envi 11; 110) SVP (Envi 11; 110 ; 116) KNF (Envi 116n) PCM (Envi 11, Envi 124)	
	Number of assessment (quizzes/e-tivity, write-up), learning task, motivation questions administered and checked	EDE, MMB, JOP, KJGL	15	7879	Core Faculty (427) EDE (120); MMB (114); JOP (58); KJGL (135) Part-time Instructors (7452): ACM (1594); EMN (1220); JGA(2208); SVP (2430)	5	5	5	5	EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 118n, 114n) Part-time Instructors: ACM (Envi 11; 110) EMN (Envi 11; 110) JGA (Envi 11; 110) SVP (Envi 11; 110 ; 116) KNF (Envi 116n) PCM (Envi 11, Envi 124)	

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	Number of lab reports and requirements checked and graded	EDE, JOP, KJGL	5	2232	Core Faculty (251)JOP (87); KJGL (164) Part-time Instructors (1981): ACM (481); EMN (401); JGA(249); SVP (503); KNF (54); PCM (293)	5	5	5	5	EDE (Envi 124); MMB (Envi 198, 116n); JOP (Envi 118n, 199); KJGL (Envi 118n, 114n) Part-time Instructors: ACM (Envi 11; 110) EMN (Envi 11; 110) JGA (Envi 11; 110) SVP (Envi 11; 110 ; 116) KNF (Envi 116n) PCM (Envi 11, Envi 124)	
	PI 8. Number of students advised:*										1%
	Number of students advised as Academic Adviser to students	EDE, MMB, JOP, KJGL	25	161	EDE (37); MMB (36); JOP (49); KJGL (39)	5	5	5	5		
	Number of students advised on thesis as Thesis Adviser	EDE, MMB, JOP, KJGL	6	36	EDE (Cabusas, Lumaad, Pening, Moralda, Montajes); MMB (Acuyong, Butawan, de Dios, Macale, Maruya, Into); JOP (Gratil, Ongca, Oplehida, Montecillo, Requitillo, Moso, Mades); KJGL (Abrillo, Canciller, Cuares, Merafuentes); Affiliate Faculty: AEG (Autentico), GCF (Lee, Magpatoc, Jagonos); BAP (Cinto, Cosares); DRF (Ceño) RJD (Loayon), GP (Lapinig, Agosay, DDD (Peticio, Cagoyong))	5	5	5	5		
	Number of students advised on thesis as SRC Chairman	EDE, MMB, JOP, KJGL	6	27	EDE (Merafuentes, Castañas,) MMB (Abrillo, Cagoyong, Canciller Cuares, Gratil, Jagonos, Lee, Magpatoc, Montecillo, Moso, Oplehida, Ongca, Requitillo); JOP (Agsoy, Acuyong, Cosares, de Dios, Into, Macale, Maruya); KJGL (Butawan); GCF (Ceño, Loayon, Lapinig, Autentico)	5	5	5	5		

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	Number of students advised on thesis as SRC Member	EDE, MMB, JOP, KJGL, GCF, BEP,	6	36	EDE (Loayon); MMB (Cinto) JOP (Abrillo, Agsoy, Autentico, Butawan, Canciller, Cagoyong, Cinto, Cuares, Jagonos, Lapinig, Lee, Loayon, Magpatoc, Merafuentes, Moralda, Pening), KJGL (Maruya, Oplehida, Requitillo, Macale, Acuyong, Ongca, Montecillo, Gratil, Moso, Mades, de Dios, Cosares, Into); GCF (Agsoy, Lapinig), BAP (Ceño, Autentico)	5	5	5	5		
	Number of approved manuscript submitted within prescribed period	EDE, MMB, JOP, KJGL, GCF, BEP, HRM	8	21	MMB (Acuyong, Butawan, de Dios, Macale, Maruya.); JOP (Montecillo, Requitillo, Gratil, Moso, Ongca, Oplehida); KJGL (Merafuentes, Cuares); Affiliate Faculty: GCF (Jagonos, Magpatoc, Payot); BAP (Cosares); GP (Lapinig); DRF (Ceño), RD (Loayon), AG (Autentico)	5	5	5	5	BSEM-2, BSES-19	1%
	On consultation	EDE, MMB, JOP, KJGL, GCF, BEP, HRM	10	300	EDE (63); MMB (63); JOP (63); KJGL (111);	5	5	5	5	Academic, Thesis, SRC Advisees, Students under the subjects handled during the 2nd sem (SY 2022-2023)	0.5%
PI 9.	Number of student organizations advised/assisted*										
	Student organizations advised	KJGL	1	2	CFES-SSC, HOMES	4	5	4	4.33		1.25%
	Student organizations assisted on student related activities	KJGL	1	2	HOMES, CFES-SSC	4	5	4	4.33		1.25%
PI 10.	Number of instructional materials developed*										10%
	On-line ready courseware	EDE, MMB, JOP, KJGL,	5	10	EDE (Envi 124); MMB (Envi 116n, 198n); JOP (Envi 118n, 199), KJGL (Envi 11, 110, 114n); DML (Envi 112n); BLR (Envi	5	5	5	5		
	Flexible instructional materials	EDE, MMB, JOP, KJGL,	5	10	EDE (Envi 124); MMB (Envi 116n, 198n); JOP (Envi 118n, 199), KJGL (Envi 11, 110, 114n); DML (Envi 112n); BLR (Envi	5	5	5	5		

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Supplemental Learning Resources	EDE, MMB, JOP, KJGL,	5	141	EDE (Envi 124: 6 PPT; 19 Reading Materials); MMB (Envi 116n: 7 PPT); JOP (Envi 118n & 199: 2 PPT; 5 Reading Materials); KJGL (Envi 110 & 114n: 18 PPT; 3 Recordings; 1 Video Clip; 2 Reading Materials) Part-time Instructors: ACM (Envi 11 & 110: 10 ppt; 6 recordings) JGA (Envi 11 & 110: 10 ppt; 6 recordings); SVP (Envi 11& 110:10 ppt; 6 recordings); EMN (Envi 11 & 110: 10 ppt; 6 recordings); KNF (Envi 116n: 2 ppt); PCM (Envi 11: 6 ppt; 6 recordings)	5	5	5	5		
	Assessment tools	EDE, MMB, JOP, KJGL,	5	107	EDE (1 Long Quiz; 2 Long Exams 2 Term Exams; 3 Learning Tasks; 1 Oral Presentation); MMB (1 Quiz; 1 Long Exam; 2 Term Exam; 1 Reflection Paper); JOP (1 Long Exam; 1 Term Exam; 1 ppt; 1 Written Report; 1 Oral Presentation); KJGL (4 Long Exam; 4 Term Exams; 2 ppt; 5 Learning Tasks; 5 Lab Exercises); Part-time Instructors: ACM (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); JGA (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); EMN (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercise; 1 E-portfolio); SVP (4 Long Exam; 4 Term Exams; 2 ppt; 2 Learning Tasks; 1 Lab Exercises; 1 E-portfolio); KNF (1 Article Presentation; 1 Oral Presentation; 1 Term Exam; 1 Future Triangle; 1 Scenario Development; 1 Backasting); PCM (2 Long Exam; 2 Term Exams; 1 ppt; 1 Learning Tasks, 2 Lab Exercises)	5	5	5	5		

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 11. Number of virtual classrooms created and operationalized	EDE, MMB, JOP, KJGL,	5	10	EDE (Envi 124); MMB (Envi 116n, Envi 198); JOP (Envi 118n, Envi199), KJGL (Envi 110, Envi 11, Envi 114n); DML (Envi 112n); BAR (Envi 122n)	5	4	4	4.33		
	PI 12. Additional Outputs										
	Number of on-line course ware reviewed by TRP & edited by MMDC editor	EDE, MMB, JOP, KJGL,	1	10	EDE (Envi 124); MMB (Envi 116n, Envi 198); JOP (Envi 118n, Envi199), KJGL (Envi 110, Envi 11, Envi 114n); DML (Envi 112n);	5	5	5	5	Envi 11, Envi111e, Envi111n for MMDC review	
	Number of students thesis funded by ITEEM local projects and international collaborators		-	6	Locally funded projects (ECo-SAP); Thesis Topic on: Study 1- Species Distribution Study 2- Propagation and Phenology Study 3- Insect Pollination and Diversity TreCH Project Socioecological Assessment Internationally funded project (Yale University- ELTI) Leaf and Petiole Anatomy of Hopea species Growth Performance and Carbon Sequestration of Dipterocarps	5	5	5	5	N. Oplehida, S. Requitillo T. Maruya, H. Ongca, J. Moso, R. Mades L. Butawan, R. Cuares, J. Abrillo, J. Canciller J. Moralda, M. Pening J. Macale, M. Acuyong V. Montecillo, A. Gratil	
	Activities conducted and recognition received by course-related student organizations (Helpers in Outreaching Mother Earth's Stability- HOMES)		-	3	1. Environmental-related symposium on May 30, 2023 2. River and Coastal Clean-Up 3. Best Student related organization award	5	5	5	5	D. Belas, K.Florentino, F. Amestoso, K.Longatang	

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MFO 3. RESEARCH SERVICES (10%)											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	EDE, MMB, JOP, KJGL	2	5	TED: Rainfo and Nursery Establishment (KALAH-CIDDS and EDC) AED: CRM "Artificial Reefs" (LGUs 5th District); PASAR; GHD (Industries)	5	5	4	4.67		2%
	PI 2. Number of research outputs completed within the year*	EDE, MMB, JOP, KJGL	1	-							2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%)*										
	In refereed int'l journals	MMB, KJGL, JOP,	1	2	1. Springer Link: Ecological Approaches to Forest Restoration: Lessons Learned from Tropical Wet Asia In Book: ECOLOGICAL RESTORATION: Moving Forward Using Lessons Learned 2. CIFOR/WORLD AGROFORESTRY: Agroforestry: A Primer; Design & Management Principles for People & the Environment: Chapter 8- From Principles to Practice: Key Systems	5	5	5	5		1.50%
	In refereed nat'l/regional journals										0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences*										
	In int'l fora/conferences		-	2	1) Influence of Native Trees on Soil Fertility in the Rainforestation Site in Mailhi, Baybay City, Leyte 2) Visayas State University's Botanic Garden and Arboretum: Institutionalization of State Universities & Colleges in Ph Region 8 for Research, Education and Conservation Efforts	5	5	5	5		1.50%
	In nat'l/regional fora/conferences	EDE, MMB, JOP, KJGL	1	1	Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm for the nomination for CY 2023 Best R&D Paper Awards (Paper submitted)	5	5	5	5		0.50%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 5. Percent of research proposals approved*	EDE, MMB, JOP, KJGL	50%	100%	EDE: Capacity Building Activities of Personnel and the Stakeholders Engaged in Environmental Protection and Disaster Management (Study 3); VSU funded (AR's), Research Project Proposal funded by industry (PASAR) MMB: Ecological Assessment and Conservation of Aquilaria malaccensis Through Sustainable Agarwood Production in Leyte Island, Philippines (ECo-SAP); VSU funded Research, ELTI funded Research	5	4	4	4.33	Continuing and new research project approved for this year 2023	0.5%
	PI 6. Additional outputs*		-	4.00	1) Faculty and staff attended the training: on Automated Weather Station 2) Online Visayas-Wide Consultation-Workshop on the Draft Revision of the Joint DENR-DA-PCSD-NCIP Administrative Order No. 1 Series of 2005 or The Guidelines for Bioprospecting Activities in the Philippines (March 14, 2023) 3) Lecture on Biodiversity Conservation in the Philippines 4) Planning Workshop on Biodiversity Conservation and Habitat Restoration 5) One MOA signed between VSU-EDC and UP Diliman on Biodiversity Assessment of EDC Geothermal Reservation Site in Ormoc 6) One faculty MS thesis funded by DOST and Internationalization Project (ECo-SAP)	5	5	5	5	J.Pogosa, K. Longtang and I.Seno L.Longatang, K. Gundemaro. R. Oquias, V. Escasinas, I. Seno M. Bande, E. Espinosa, J. Pogosa, K. Longatang, A. Orias, L.Longatang, K. Gundemaro. R. Oquias, V. Escasinas, I. Seno M. Bande, J. Pogosa, K. Longatang, A. Orias, L.Longatang, K. Gundemaro. R. Oquias, V. Escasinas, I. Seno E. Espinosa A. Orias	1.50%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
MFO 4. EXTENSION SERVICES (10%)											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	EDE, MMB, JOP, KJGL, GCF	5	39	MMB (EDC, FFP, LGUs Barogo, Alang-Alang, Sta. Fe, San Miguel, San Isidro, Calubian, Villaba, Abuyog, Baybay); JOP (LGUs Tabango, Leyte, Abuyog, Biliran, Cabucgayan, Caibiran; KALAHI-CIDDS DSWD; RISE); KJGL (LGUs Culaba, Naval, Kawayan, Almeria, Javier, Mahaplag; Life-Giving Forest Foundation; Carigara Water District) EDE: (6) LGUs (5th District, Leyte);(8) PAMB (PNP, NEDA, DA, Provincial Governor, DOST, 5th District Representative, PO); DACAP	5	5	5	5		2.0%
	PI 2. Number of trainees weighted by the length of training*	EDE, MMB, JOP, KJGL, GCF	50	53	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants); 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants); 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants)	5	5	5	5	claimed	2%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs*	EDE, MMB, JOP, KJGL, GCF	2	6	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants); 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants); 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants); 4) Environmental Symposium (48 participants); 5) Scubasurero, Dap-ag Removal and Marine Bouy Installation in Digyo Island, Inopacan Leyte (22 participants); 6) Marine Protected Area Networking (MPAN) Establishment Workshop (50 participants)	5	5	5	5		2%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	EDE, MMB, JOP, KJGL, GCF, HRM	80%	99%	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants) 98%; 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023, 99%; 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants) 99%	5	5	5	5		1%
	PI 5. Number of technical/expert services*										1%
	Research Mentoring	MMB, EDE	4	11	TED - Faculty: JOPogosa, KJGLongatang; RAs: KGundemaro, VEscasinas, PLongatang, FAlmeroda, RMOquias, KFlorentino AED - RAs: ISosmena, EEstallo, OCapin	5	5	5	5		

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Peer reviewers/Panelists	MMB, EDE	1	2	EDE and MMB (UGMAD Awards 2023, Farmers and Fisherfolks)	5	5	5	5		
	Resource Persons	EDE, MMB, JOP, KJGL, GCF, HRM	5	9	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants); 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants); 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants)	5	5	5	5	MMB: (3) KJGL: (2) JOP: (2) GCF: (2)	
	Convenor/Organizer	EDE, MMB, JOP, KJGL, GCF, HRM	2	4	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants); 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 (19 participants); 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants); 4) Environmental Symposium on May 30, 2023 (48 participants)	5	5	5	5	Sponsored by ELTI,VSU & RISE. Participants were from the Provinces of Cebu, Negros, Bukidnon, Davao Del Norte, Lanao Del Norte, Eastern Samar, Leyte, and Southern Leyte. Sponsored by ELTI,VSU & RISE. Participants were from the different countries of Ghana, Kenya, the UK, the USA, Australia, Germany, Indonesia, Taiwan, India and the Philippines. Sponsored by ELTI,VSU & RISE. Participants were from the different countries of Ghana, Kenya, the UK, the USA, Australia, Germany, Indonesia, Taiwan, India and the Philippines. Sponsored by ITEEM and HOMES. The resource persons were John Patrick Cadiz, Eufracio Maratas, Serica Joy Compendio	

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 8. Percent of extension proposals approved*	EDE, MMB, JOP, KJGL, GCF, HRM	50%	100%	<p>EDE: Integrated Coastal Resource Management NRM CRM 015; Upgrading of Tilapia and Freshwater Prawn Hatchery Facilities and Capacity Building to Enhance Tilapia Production and Distribution at the Visayas State University</p> <p>MMB: Mainstreaming Rainforestation Technology in the Philippines and Long-term Monitoring of RF Adopter's Farm;</p> <p>JOP: Development of a Province-wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAHI-CIDDS Program in Cabucgayan, Biliran</p> <p>KJGL: Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building, Relocation Survey of VSU's Agricultural Reservation and Development of Physical</p>	5	4	4	4.33	VSU Funded Extension Project for January to December 2023	0.5%
	PI 11. Additional outputs*		-	6	<p>1) Attended CIPLS-PAMB 2nd Regular Meeting held at CENRO Conference Room Baybay City Leyte;</p> <p>2) Conducted assessment of marine flora and fauna in the vicinity of PASAR;</p> <p>3) Participated in the 2023 Regional Protected Area Management Board Summit for Leyte Province on June 15-16, 2023 at Tacloban City;</p>	5	5	5	5		1.5%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
					4) Participated in the refresher course on standard methods for the monitoring of coastal and marine habitats com Introduction to Valuation of the Coastal and Marine Ecosystem in Somorai Park Bobon Northern Samar; 5) Accommodated and facilitated Senior Highschool Student (STEM) immersion related to terrestrial and aquatic research.; 6) Accommodated visitors coming from different Institutions (Bethel International School, Forest for These- Abled Persons, Leyte Reforestation Project, Reforest our Future, MSU Gensan, Saint Therese Christian Development Center Foundation Inc. and participants from International Training Program (ITP))for cross-site visits and orientation for biodiversity conservation and habitat restoration						
MFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 1. Faculty Development Services											
	PI 1. Number of faculty pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted*	EDE, JOP	2	1	JOP will be on official study leave by October 2023 for his PhD program Nagoya Japan, MS-ABO is expected to reinstate by August 2023					JOP will be on official study leave by October 2023 for his PhD program Nagoya Japan, MS- ABO is expected to reinstate by August 2023	0.625%
OVPI MFO 2. Faculty Recruitment/Hiring Services											
	PI 2. Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	EDE	2	4	Part-time instructors for the 2nd Sem. AY 2022- 2023	5	5	5	5	Conducted teaching demo & screening of part-time applicants. The following were hired as part-time instructors: JGAsombrado, EMNunez, SVParilla, ACMejica, Foreign GTA, Percy Charles Maguchu	0.125%

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
OVPI MFO 3. Faculty Evaluation Services											
	PI 3. Number of seminars/trainings/conventions/workshops coordinated for entire university*	EDE	1	4	1) National Rainforestation Trainer's Training in Visayas and Mindanao on April 17-21, 2023 (23 participants); 2) Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023; 3) Certificate Program Field Course: Conservation, Restoration, And Sustainable Use in Practice (Philippines) on June 5-9, 2023 (11 participants); 4) Environmental Symposium on May 30, 2023 (48 participants)	5	5	5	5		0.25%
	PI 4. Number of seminars/trainings/conventions/workshops coordinated outside of the university*	EDE, MMB, JOP, KJGL	2	1	1.Rainforestation as a Strategy to Mitigate Climate Change and Support Community-based Biodiversity Conservation on May 25-26, 2023 99%	5	5	5	5		0.25%
	PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated*	EDE, MMB, JOP, KJGL	80%	100%	Based on the TPES report for the 1st sem SY 2022-2023, of the faculty got very satisfactory and outstanding ratings	5	5	5	5	TPES result for second semester 2022-2013 is not available.	0.75%
	PI 6. Number of in-house seminars/trainings/workshops/reviews conducted*	EDE, MMB, JOP, KJGL	1	1	Annual In house Review conducted last May 8-12, 2023.	5	5	5	5	In house review for research is postponed indefinitely.	0.25%
	PI 7. Additional outputs*										0.25%
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*	Director & all faculty & staff	zero non-conformity	100% compliance		5	5	5	5		2.50%
MFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)											
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	EDE, EBG, CMB	submitted on time	submitted on time		5	5	5	5		1%
	PI 2. Zero percent complaint from clients served	EDE, faculty and staff	Zero % complaint	Zero % complaint		5	5	5	5		2%


MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 3. Number of coaching sessions among faculty & staff**	EDE, faculty and staff	3	7		5	5	5	5		
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	EDE, faculty and staff	3	7		5	5	5	5		
	PI 5. Number of monthly/special faculty & staff meetings conducted**	EDE, faculty and staff	8	7		5	5	5	5		
	PI 6. Number of activities conducted/organized, and/or actions performed as committee members/chairpersons in support to the attainment of the university's mission	EDE, faculty and staff	2	10		5	5	5	5		
	PI 7. Number of personnel efficiently supervised and monitored	EDE	20	22		5	5	5	5		
	PI 8. Response to NCs and CARs issuances										
	Percentage of NCs received and acted	Director & all faculty & staff	-	-							
	Percentage of CARs received and acted	Director & all faculty & staff	-	1		5	4	5	4.67	CAR-23-141	
	PI 9. Number of documents prepared, reviewed, acted upon and processed:										
	Number of outgoing ISO-aligned documents reviewed/controlled and	dDRC, Alternate	100+	300+		5	4	4.5	4.5		
	Number of faculty workloads prepared, reviewed, finalized and approved (Projected Faculty Workload, Actual Faculty Workload, Individual Faculty Workload, Actual Teaching Faculty	EDE, all faculty, EBG, CMB	7	14		5	5	5	5		
	Number of OPCR and IPCR prepared, reviewed, acted, consolidated, and	EDE, faculty and staff concerned	22	41		5	5	4	4.67		
	Number of contracts for JO personnel, prepared and acted	EDE, CMB	10	31		5	5	5	5		
	Number of project/research, and affiliate faculty appointments prepared and acted	EDE, EBG	40	118		5	5	5	5		
	Number of memoranda, notices, communications prepared, reviewed and	EDE, EBG	10	33		5	5	5	5		
	Number of documents for travel of personnel prepared and acted	EDE, CMB, OCC	40	125		5	5	5	5		

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	Number of documents for the acquisition of office/field/laboratory supplies, materials etc., prepared and acted	EDE, CMB, OCC	40	60		5	5	5	5		
	3-5 minutes retrieving of documents filed efficiently	CMB, dDRC, Alternate dDRC, EBG, OCC	Files, 3-5 minutes retrievable	Files 1-2 minutes retrievable		5	4	4	4.33		
	Number of reports reviewed, finalized, consolidated, laid-out/designed	EDE, MMB, JOP, EBG	1	2		5	5	5	5	1) ITEEM 2022 Annual Report (finalized & submitted); 2) 2022 GHD-DITO-VSU marine assessment report (reviewed)	
	Number of outgoing documents/ communications reviewed, recorded and forwarded to concerned offices and/or	ASB, OCC, CMB	100+	100+		5	5	5	5		
	Number of incoming documents stamped and countersigned received	CMB, dDRC, Alternate dDRC	50	300+		5	5	5	5		
	Number of DTRs generated	CMB, EBG	30	76		4	4	4	4		
	Number of documents reviewed/checked and countersigned for the Director's	EBG	200+	300+		5	5	5	5		
PI 10.	Number of IMs, IEC materials, markers, posters, signages etc., conceptualized, designed and laid-out for administration, instruction, research and extension functions of the Institute	EDE, MMB, JOP, EBG	2	27		5	5	5	5	24 – signages, markers, backdrops, banners, training certificates, nametags 1 – training t-shirt 2 – covers (curricular programs revisit docs)	
	Number of materials formatted, printed, packaged, and bound for submissions	EBG	-	7		5	5	5	5	4 – IPCRs and OPCR's 1 – Indiv. Faculty Wrklds 2 – nominations for VSUs best employees awards	
PI 11.	Number of documents barcoded for HRIS tracking	CMB, EBG	80	674		5	4	4	4.33		
PI 12.	Per cent promptness and effectiveness in answering, responding, acting, and/or relaying of messages thru any platform (phone calls, IP, e-mails, SMS, messenger)	EDE, faculty and staff	90%	100%		5	5	5	5		
PI 13.	Number of diving tasks conducted in assistance to the extension and research	OCC	8	5		5	5	5	5		
PI 14.	Number of SCUBA tanks filled for research and extension use	OCC	40	25		5	5	5	5		
PI 15.	Number of documents reproduced/photocopied in compliance to	ASB, CMB, OCC	100+	300+		5	5	5	5		

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				% Accomplishment	Details of Accomplishments	Q	E	T	A		
	PI 16. Percentage of functionality of office/lab equipment monitored and maintained	OCC, JOP, ASB, CMB, EBG	90%	100%		5	5	4	4.67		
	PI 17. Percentage daily of cleaning and tidying-up of office and its surroundings conducted	ASB, OCC	90%	100%		4	5	5	4.67		
	PI 19. Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before office closes	ASB, OCC, concerned faculty and staff	No report/claims received	No report/claims received		5	4	5	4.33		
	PI 20. Additional activities										2%
	Number of administration/management-related activities and other outputs designed to implement new normal	EDE, MMB, JOP	-	2		5	5	5	5		
	Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	EDE, MMB, JOP	-	-							
	Attendance to various virtual and face-to-face meetings	EDE, faculty & staff		61		5	5	5	5		
	Others, on graphic designing: Number of materials designed	EBG	-	15		5	5	5	5	Produces sample designs of the ITEEM brand and text logos, CFES brand logo, and BiodivCenter text logo	
	Number of hours per day spent in the monitoring of HRIS accounts	EDE, faculty & staff	-	15 minutes per day		4	4	4	4	Checks regularly the HRIS accounts and conducts syncing of DTR, filing/acting on and/or of log appeals, and leave applications	
	Total Over-all Rating								4.94		100%
	Average Rating								4.84		
	Adjectival Rating								Outstanding		

Received by: 
TONI MARC L. DARGANTES
Head, Planning Office

DATE: JUL 14 2023

Calibrated by: 
DANIEL LESLIE S. TAN
Chairman, PMT

DATE: JUL 14 2023

Approved: 
EDGARDO E. TULIN
President

DATE: JUL 27, 2023

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remarks (Details of the targetted output indicators with**)	% weight
				% Accomplishment	Details of Accomplishments	Q	E	T	A		

*To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

**No percentage weight for ranking purposes since these are activities only expected to be performed at the department level

ACRONYMS/ INITIALS:	ABO – Angelita B. Orias	AEP – Arturo E. Pasa	DRF – Dean Ruffel R. Flandez	JGA – Jannelle G. Asombrado	PCM – Percy Charles A. Maguchu
	ABP – Anatolio B. Polinar	BAP – Bethlehem A. Ponce	EBG – Elvira B. Gorre	JOP – Jimmy O. Pogosa	RSC – Renezita S. Come
	ACM - Amparo Christine A. Mejica	BLR – Berna Lou A. Regis	EDE – Eliza D. Espinosa	KJGL – Kleer Jeann G. Longatang	SVP – Sarah V. Parilla
	AED - Aquatic Ecosystems Div.	CMB – Cecilio M. Benitez	GCF – Guiraldo C. Fernandez	KNF – Ken N. Florentino	TED - Terrestrial Ecosystems Div.
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