


Visayas State University
INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT
 Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, DR. MARLITO M. BANDE, DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY – JUNE 2019.


MARLITO JOSE M. BANDE
 Director, ITEEM


 Approved: **DENNIS P. PEQUE**
 Dean, CFES

MFO No.	MFO Description & Success/Performance Indicator (PI)	Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
UMFO 1	ADVANCED EDUCATION SERVICES								
ITEEM MFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	MMB	1	1	4	4	✓	4.33	MSTREC
PI 2	Total FTE monitored	HRM, MMB, JOP	2.5	12.75	✓	✓	✓	✓	FTE calculation was based on faculty workload
PI 3	Number of students who graduated within prescribed period	MMB	1	1	4	4	4	4	Galgo, K.J. graduated in June 2019
PI 4	Number of graduate students enrolled	MMB	3	12	✓	✓	✓	✓	Figure was obtained from registrar's list of MSTREC enrollment
PI 6	Number of course syllabus developed	MMB, JOP, HRM	3	4	4	4	4	4	TREC 206, TREC 208, TREC 299, SOIL 217
ITEEM MFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/assistantship	MMB	1	2	✓	✓	✓	✓	Galgo, K.J. (GTA); Pelinio, L. (Thesis support-Zoological Society of London (ZSL))
PI 2	Number of graduate students awarded with scholarship/assistantship who graduated within prescribed period	MMB	1	1	4	✓	✓	4.66	Galgo, K.J. graduated in June 2019

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PI 4	Number of graduate students advised (adviser/GAC member)	MMB, JOP, HRM	1	14	✓	✓	✓	✓	Figure was based on the individual faculty workload
UMFO 2 HIGHER EDUCATION SERVICES									
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	MMB, JOP, ABO	5	3.55	4	4	4	4	Figure was based on the individual faculty workload
PI 2	Number of new undergraduate curricular program compliant to CMO, approved and offered	MMB	1	1	4	✓	✓	4.46	BOR approved the offering the BSES program beginning of the first semester for S.Y. 2018-2019
PI 3	Number of existing curriculum proposal subjected to evaluation and compliant to CMO	MMB	1	1	✓	✓	✓	✓	CHED Regional office issued certificate of program compliance January 15, 2019
PI 4	Number of undergraduate students enrolled	MMB	10	46	✓	✓	✓	✓	Figure was obtained from registrar S.Y. 2018-2019: BSEM 24 students, BSES 22 students
PI 5	Number of undergraduate students who graduated within prescribed period	MMB	5	12	✓	✓	✓	✓	All students who graduated within the prescribed period were BSEM
PI 6	Number of academe/industry linkage established	HRM, MMB	1	3	✓	✓	✓	✓	NatureLife International, Environmental Leadership and Training Initiative, and Zoological Society of London
PI 7	Number of students advised (thesis adviser/SRC Chairman or member)	HRM, MMB, JOP	3	20	✓	✓	✓	✓	Figure was based on individual faculty work load
PI 8	Number of student organizations/student dormitory advised	ABO	1	2	✓	✓	✓	✓	Helpers in Outreaching Mothers Earth Stability; Mariposa Ladies Dormitory
PI 9	Number of course syllabus developed	MMB, JOP, ABO	1	9	✓	✓	✓	✓	DRRR 122; ENVI 11; ENVI 198; ENVI 118; ENVI 122; ENVI 124; ENVI 199
PI 10	Additional outputs:								
PI 10.1	Number of student honors/awards received	MMB	1	2	✓	✓	✓	✓	Latin honors: Tenio, K.F., Desamparado, M.
PI 10.2	Number of faculty, staff honors/awards received	MMB, JOP, EBG	1	3	✓	✓	✓	✓	Lingkod Bayan Awardee: Bande, M.J., Pogosa, J., Gorre, E.
UMFO 3 RESEARCH SERVICES									
PI 1	Number of published papers in internationally indexed journals	MMB	1	4	✓	✓	✓	✓	International Journal of Environmental and Rural Development; Life Science and Humanities; Journal of Agriculture and Technology Management; Environmental Modelling and Software
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	ABO, JOP	1	3	✓	✓	✓	✓	ViScience 2019 (Aghambayan Visayas): Visayas Science Festival; VIFES Science Fair; Pinoy Tannin Project Conference
PI 3	Number of research project/study conducted	HRM, MMB, JOP, ABO	1	13	✓	✓	✓	✓	Conducted four (4) studies in Inopacan funded by VSU and ELTI; three (3) studies in Terrestrial Ecosystem Division funded by NatureLife International and ELTI;

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									one (1) study in Cabucgayan extension cum research funded by VSU and LGU; one (1) in Bacong, Negros Oriental funded by ELTI; one (1) study in Inopacan funded by Swiss National Science Foundation; one (1) study in Camotes Sea funded by CHED; one (1) study in Aquatic Ecosystem Division funded by CHED; one (1) study in fifth district of Leyte funded by OVPRE
PI 4	Number of research proposals submitted	HRM, MMB	1	4	✓	✓	✓	✓	VSU-OVPRE, ELTI, NatureLife International and CHED
PI 5	Number of research proposals approved	HRM, MMB	1	4	✓	✓	✓	✓	VSU-OVPRE, ELTI, NatureLife International and CHED
PI 6	Number of studies presented	HRM, JOP, ABO	1	4	✓	✓	✓	✓	FIMS and CHED Conference, Pinoy Tannin Project Conference, Agham Science Festival: Rainforestation Technology Transfer in the Visayas session
PI 7	Number of research studies externally funded	MMB, HRM	1	3	✓	✓	✓	✓	NatureLife International and ELTI for TED; CHED for AED
PI 8	Number of research studies institutionally funded	HRM, MMB	1	2	✓	✓	✓	✓	One (1) in Inopacan conducted by TED and one (1) in the fifth district of Leyte conducted by AED
PI 9	Additional outputs:								
	Number of published books/manuals	MMB	-	1	✓	✓	✓	✓	Manual on Nursery and Out-planting of Beach Forest Trees ISBN 978-621-95325-7-0
	Number of research related awards (research conducted by student or student with faculty)	HRM	1	1	✓	✓	4	4.66	FIMS
	Number of exchange scholars/researchers/visiting professors assisted	MMB, JOP	1	4	✓	✓	✓	✓	David Neidel (visiting professor, Yale University); Edwino Fernando (Professor/Researcher, UPLB), Marco O. Bellotti (Yale-VSU exchange student); Jurgen Blazer (Researcher Bern University)
	Number of research articles submitted for publications	MMB	1	2	✓	✓	✓	✓	Journal of Science and Humanities
	Number of MOAs drafted, prepared and signed as witness	MMB, JOP, ABO	1	5	✓	✓	✓	✓	Approved and signed: VSU-LGU Hindang, VSU-DSWD-LGU Cabucgayan-DENR, VSU-Bern University Drafted and reviewed: VSU-Coastal Carolina University; VSU-RISE
	Number of terminal/ accomplishment reports submitted	ITEEM faculty/staff	1	10	✓	✓	✓	✓	RDE accomplishment reports, Bayan Academy training report, YRRP Progress Report for DA-Regional Field Office 8
UMFO 4 EXTENSION SERVICES									
PI 1	Number of person-days trained weighted by length of training	MMB, JOP, ABO	150	960	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change

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									and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 2	Number of trainings conducted	MMB, JOP, ABO	3	12	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 3	Number of IEC materials/Rainforestation development plan/technoguides developed/used	MMB, JOP, ABO, EBG	1	320	✓	✓	✓	✓	Rainforestation Manual, Flyers on Propagation Technique of Hoya and Medinilla; Rainforestation Farm Plan Development
PI 4	Number of beneficiaries served	MMB, JOP, ABO	150	660	✓	✓	✓	✓	Participants during RF training; climate change and Eco-DRR training; cross-visits of farmers, researchers/extension workers and students
PI 5	Number of technical/expert services	MMB, JOP, ABO, HRM	5	50	✓	✓	✓	✓	Resource persons during trainings and cross-visits (RF training, climate change and Eco-DRR training, CRM training, establishment of fish sanctuary); technical experts (i.e., mapping, geo-tagging, soil sample collection, vegetation and biodiversity assessment, tree registration, coastal resource assessment) prior to the establishment of rainforestation, climate-smart agroecological production system adopters' farm, and fish sanctuary
PI 6	Number of extension projects/components conducted	MMB, JOP, ABO, HRM	4	8	✓	✓	✓	✓	NRM-Based Extension Project; Mainstreaming Rainforestation in the Philippines; Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster Prone Areas in the Visayas; Rainforestation Farming in KALAH-I-CIDSS Program; CO ₂ Compensation Project; Yolanda Recovery and Reconstruction Program; Coastal Resource Management Project in the 5 th District of Leyte Province; Cuatro Islas Protected Area Project
PI 7	Number of extension proposals submitted	MMB, JOP, HRM	3	9	✓	✓	✓	✓	VSU-OVPRE (4); ELTI (1); NatureLife International (1); DSWD KALAH-I-CIDSS Program (1); DA-RFO 8 (1); DENR-BMB (1)
PI 8	Number of extension proposals approved	MMB, JOP, HRM	2	9	✓	✓	✓	✓	VSU-OVPRE (4) ; ELTI (1); NatureLife International (1); DSWD KALAH-I-CIDSS Program (1); DA-RFO 8 (1); DENR-BMB (1)
PI 9	Number of extension projects externally funded	MMB, HRM, JOP	1	5	✓	✓	✓	✓	Rainforestation: A Climate Resilient Intervention for Local Government Units Vulnerable to Climate Change and Disaster Prone Areas in the Visayas; Rainforestation Farming in KALAH-I-CIDSS Program; CO ₂ Compensation Project; Yolanda Recovery and Reconstruction Program; Cuatro Islas Protected Area Project

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PI 10	Number of extension projects institutionally funded	MMB, JOP, HRM	2	4	↖	↖	↖	↖	NRM-Based Extension Project; Mainstreaming Reforestation in the Philippines; Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception towards the Reforestation KALAH-I-CIDSS Program in Cabucgayan; Coastal Resource Management Project in the 5 th District of Leyte Biliran
PI 11	Additional outputs:								
	Number of scientific fora attended as speaker/resource persons	ABO, MMB, JOP	2	5	↖	↖	↖	↖	ViScience 2019 (Aghambayan Visayas): Visayas Science Festival; Biodiversity Assessment in Cabucgayan, Hindang and Inopacan, Impact on Climate Change in Terrestrial Ecosystem and Conservation Agriculture (3 sessions)
	Number of seedlings distributed	MMB	1000	20,000	↖	↖	↖	↖	RF adopters in Villaba, Cabucgayan, Basey (nursery establishment only), and Hindang
	Area (hectares) of RF adopters farm established	MMB	1.5	62	↖	↖	↖	↖	Cabucgayan (59 hectares); Villaba (2 hectares); Hindang (1 hectare)
	Number of farmers association/individual RF adopters monitored and assisted	MMB, JOP, ABO	3	12	↖	↖	↖	↖	Cienda-San Vicente Farmers Association (CSVFA); Patag Rainforest Association (PRA); Hindang Persons with Disability Agricultural Cooperative (HIPEDAC); UMANIPAPO Family Farm Association; KALAH-I Beneficiaries Farmers Association (7); Katipunan-Imelda-Catmon Community Forestry Farmers Association (KICCFFA)
	Number of RF network organized	MMB	1	3	↖	↖	↖	↖	RFRI (Luzon Cluster; Visayas Cluster; Mindanao Cluster)
	Number of tilapia fingerlings distributed	HRM	50	10000	↖	↖	↖	↖	Inopacan, Baybay, Hindang
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	MMB, JOP, ABO	3	19	↖	↖	↖	↖	RF Training (14), RBME seminar (1), YRRP project orientation workshop (1); KALAH-I Project Sustainability Seminar (1); NAST-DOST Seminar (1); Pinoy Tannin Project Conference (1)
UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
PI 1	Number of faculty/staff pursuing advanced research degree programs (PhD, MSc) facilitated, monitored and assisted	MMB	2	2	↖	↖	↖	4.66	Espinosa, E. D. (PhD); Compendio, S.J.M. (MS)
PI 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	HRM, MMB, ABO, JOP	1	3	↖	↖	↖	↖	International Training on Reforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Scuba Training

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PI 3	Number of seminars/trainings/ conventions/workshops coordinated outside the university	MMB, JOP, ABO	2	13	✓	✓	✓	✓	RF Training (6); YRRP: Training on Climate Change and Community-Based Disaster Risk Reduction and Management (6); KALAHI Project Sustainability Seminar (1)
PI 4	Additional outputs:								
	Number of activities organized/attended/assisted/ participated/facilitated	ITEEM faculty/staff	2	7	✓	✓	✓	✓	Environmental Jamboree; VSU Coastal Clean-up, Mr. & Ms. VSU Tree Planting; AAACU Tree Planting (VSU Admin building); Output Presentation of RISE Result in KALAHI Project sites (Brgy. Looc, Casiawan and Talibong, Cabugayan, Biliran); ITEEM Educational Exposure and Team Building, Tree planting in HIPEDAC wildlife habitat restoration site
ITEEM MFO 2	Faculty Recruitment/Hiring Services								
PI 1	Number of faculty recruited/hired aligned with ISO standards	MMB	1	4	✓	✓	✓	✓	Substitute Instructor (1); Part-time Instructor (3)
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	HRM, MMB, JOP, ABO	100%	100%	✓	✓	✓	✓	Figure was based on student evaluation S.Y. 2018-2019 (second semester) obtained from OVPI
ITEEM MFO 4	Admission & Registration Services								
PI 1	Number of undergraduate students enrolled and validated within scheduled regular registration period	MMB	10	46	✓	✓	✓	✓	Figure was obtained from registrar's list of BSEM/BSES enrollees for S.Y. 2018-2019 (second semester)
PI 2	Number of graduate students enrolled and validated within scheduled regular registration period	MMB	2	12	✓	✓	✓	✓	Figure was obtained from registrar's list of MSTREC enrollees for S.Y. 2018-2019 (second semester)
ITEEM MFO 5	Guidance and Counselling & Support to Students Services								
PI 1	Number of guidance activities conducted	ABO	1	2	✓	✓	✓	✓	Consultation with BSEM students having social and academic concerns.
PI 2	Number of students who have availed of guidance and counselling services	ABO	8	12	✓	✓	✓	✓	BSEM graduating students RE: academic concern
PI 3	Number of students awarded scholarship and grants & thesis supports	MMB	1	9	✓	✓	✓	✓	MS Students: Galgo, K.J. (GTA); Pelinio, L. (Thesis support-Zoological Society of London (ZSL)) Thesis Support for BSEM Students: Pepito, G. & Florentino, K. (NatureLife International); Tenio, K.F. (Zoological Society of London); Desamparado, M., Dupal, D., Gardon, G. (ELTI); Mabansag, F.M., (Bern University-RISE Software)
PI 4	Number of best practices on students services implemented	MMB	1	5	✓	✓	✓	✓	(1) Incorporating student thesis as part of research project deliverables; (2) Utilizing international collaborators in accessing published research articles in

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									peer-reviewed journals; (3) Mentoring students in writing and publishing of research outputs in peer-reviewed journals; (4) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency; (5) Encourage and facilitate students to participate in Phi Delta Best Thesis Competition
ITEEM MFO 6	Library Services								
PI 1	Percentage increase in the number of students, faculty and staff availing the library services	EBG, NMA	75%	90%	✓	✓	✓	✓	Most of the students who visit and avail library services are graduating/ conducting their thesis
PI 2	Number of best library practices introduced which increase demand to avail of archive services	EBG, NMA	1	2	✓	✓	✓	✓	(1) Free WIFI connection for students writing thesis outline and manuscript; (2) regular updating of book catalog
ITEEM MFO 7	Program and Institutional Accreditation Services								
PI 1	Number of degree programs which passed accreditation/evaluation	MMB	2	2	4	5	5	4.66	MSTREC (AACUP Level II); recommended by graduate school for CHED preliminary survey visit prior to RQAT evaluation BSEM (AACUP Level II) BSES - passed CHED RQAT evaluation and with COPC
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1.1	Number of admin and research staff hired	MMB	1	33	✓	✓	✓	✓	Casual Position: <u>Laborer (2)</u> Bagarinao, V., Matinao, R. Project-based Position: <u>Research Assistant (4)</u> Maarat, M., Gonzales, S., Isaac, K., Resma, G.; <u>Research Aide (3)</u> Matinao, G., Longatang, P., Baroto, R.; <u>Training Assistant (4)</u> Almencion, K., Ceniza, L., Camacho, A., Romo, A.; <u>Laborer (1)</u> Dolomen, R. Job Order Position: <u>Research Assistant (2)</u> Vidal, A.; Fiecas, K.; <u>Research Aide (2)</u> Almeroda, F., Capin, O.; <u>Administrative Aide (2)</u> Benitez, C., Gundemaro, K.; <u>Laborer (13)</u> Matinao, G., Matinao, N., Dela Cruz, C., Elizear, Tabaranza, B., Tabaranza, F., Dolomen, R., Bagarinao, J., Bancali, M., Escabarte, C., Romero, Joselito., Romero, Jeffrey, Gopio, E.,
PI 1.2	Number of faculty/staff supervised and monitored (including project based staff)	MMB, JOP, ABO, HRM	5	44	✓	✓	✓	✓	MMB (20) Aure, Alkuino, Benitez, Longatang, Gorre, Pogosa, Orias, Bastasa, Dela Cruz, Elizear, Chu, Maarat, Gonzales, Matinao, Almencion, Romo, Camacho, Ceniza, Gundemaro, Galgo HRM (5) Baroto, Resma, Fiecas, Vidal, Capin JOP (13) Almeroda, Bagarinao, Tabaranza, Tabaranza, Gopio, Bancali, Romero, Romero, Escabarte, Dolomen, Dolomen, Isaac, Bagarinao ABO (2) Matinao, Matinao HRM (4) Bayron, Daganzo, Pagauna, Timkang

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PI 2	Number of management meetings conducted/attended	ITEEM faculty/staff	3	6	✓	✓	✓	✓	ITEEM and CFES staff meetings
PI 3	Number of documents evaluated and approved	MMB	100	250	✓	✓	✓	✓	
PI 4	Number of academic lecture/ laboratory rooms maintained	ASB, NMA, ABO	3	12	✓	✓	✓	✓	Bastasa (2) ITEEM main building; Alkuino (2) Aquatic Ecosystems Division (Marine Laboratory Building, Library and Hatchery); Orias (4) Terrestrial Ecosystems Division
PI 5	Number of equipment/vehicle maintained	NMA, JOP, ABO, COA	10	35	✓	✓	✓	✓	Aure Canter; Orias oven, analytical balance, data logger, light meter, digital balance (2 unit), megaphone (2 unit) Pogosa GPS (2 unit), LCD, Refrigerator (2) Alkuino Microscope, SCUBA air compressor, Depth sounder, Magnetic stirrer, GPS, Refractometer, SCUBA tank, BCD, Regulator, Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, Transect tape, DO meter, Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, MSF, grab sampler, Hand corer
PI 6	Area of lawn and demonstration farms maintained	ASB, NMA, JOP, ABO	3	64.57 hectares	✓	✓	✓	✓	Bastasa (0.1 ha) ITEEM main building lawn; Alkuino (0.25 ha) Aquatic Ecosystems Division lawn including fish pond; Pogosa (45 ha) Terrestrial Ecosystems Division lawn and nursery (1 ha), Nature Park (33.85 ha), Rainforestation Demonstration Farm (7.25 ha), Arboretum (1 ha), Climate-smart agroecological production system demo farm (1.9 ha), dipterocarp germplasm (1.9 ha); Sustainable Agriculture and Natural Resource Management Learning Site in Cabugayan, Biliran (5.22 ha); Orias Inopacan Long-term Research Plots (14 ha)
PI 7	Number of seedlings raised	MMB	1000	20,000	✓	✓	✓	✓	
PI 8	Number of tilapia fingerlings produced	HRM	250	10,000	✓	✓	✓	✓	
PI 9	Number of office and laboratory equipment purchased	MMB	3	5	✓	✓	✓	✓	TED : digital balance, indoor data logger (2 units), megaphone (2 units), GPS, grasscutter (3 units)
PI 10	Number of office/training facilities/equipment maintained per week	ITEEM faculty/staff	10	50	✓	✓	✓	✓	ITEEM Main Office : Desktop Computer (4 units); Aircon (5 units); refrigerator (1 unit); printer (7 units); water dispenser (1 unit); photocopier machine (1); LCD projector (2 units); electric fan (3 units); WIFI router, telephone (3 units), percolator (1 unit), coffeemaker (1 unit) TED : digital balance (2 units), indoor data logger (2 units), megaphone (2 units), GPS (3 units), grasscutter (3 units), camera (1 unit), oven (1 unit), refrigerator (1 unit), analytical balance (1 unit), light meter (1 unit), electric fan (3 units), wall fan (4 units), percolator (1 unit)

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									AED: Microscope, SCUBA air compressor, Depth sounder, Magnetic stirrer, GPS, Refractometer, SCUBA tank, BCD, Regulator, Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, Transect tape, DO meter, Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, MSF, grab sampler, Hand corer
PI 11	Number of university & college committees/boards/council chaired & coordinated	ITEEM faculty/staff	5	9	↵	↵	↵	↵	(1) Tree Management and Conservation Committee; (2) Environmental and Anti-Mining Advocacy Team; (3) Land Use and Development Committee; (4) Mt. Pangasugan Biodiversity Center; (5) Committee on R, D & E; (6) Committee on Information, Education & Communication; (7) Committee on Instructional Programs; (8) Curriculum Committee; (9) Committee on Sports and Socio-Cultural
PI 12	Percentage of apparatus/equipment maintained	NMA, JOP, ABO	50%	80%	↵	↵	↵	↵	
PI 13	Number of University policies, protocols, guidelines/procedures made, approved and implemented	MMB	1	4	↵	↵	↵	↵	(1) Guidelines in using laboratory equipment and facilities for faculty and staff (2) Guidelines in using research equipment and facilities for students conducting thesis (3) Biometrics for permanent employees and logbook for Job Order and project-based employees (4) Guidelines in conducting overtime by faculty and staff
PI 14	Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	MMB	1	8	↵	↵	↵	↵	(1) Facilitate during student enrollment (2) Follow-up and update concern students on academic deficiency and requirements prior to graduation (3) Facilitate students to guidance counseling as need arises (4) Training and technical expert services (5) Regular monitoring & evaluation of stakeholders and adopters in relation to reforestation and fish sanctuary establishment (6) Facilitate the requirement for visiting professor/researcher and exchange students (7) Facilitate the preparation and approval of MOA/MOU (8) Facilitate cross visits of university stakeholders and partners in relation to biodiversity conservation, natural resource management and environmental protection
PI 15	Zero percent complaint from clients served	ITEEM faculty/staff	100%	100%	↵	↵	↵	↵	
PI 16	Best practices/new initiatives implemented	MMB, JOP, HRM, ABO	1	14	↵	↵	↵	↵	Instruction (1) Incorporating student thesis as part of research project deliverables;

MFO No.	MFO Description & Success/Performance Indicator (PI)	Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
									<p>(2) Utilizing international collaborators in accessing published research articles in peer-reviewed journals;</p> <p>(3) Mentoring students in writing and publishing of research outputs in peer-reviewed journals;</p> <p>(4) Required students (particularly with thesis support) to present and submit their thesis outline and manuscript to funding agency</p> <p>(5) Encourage students to conduct their thesis in line with existing research projects</p> <p>Research</p> <p>(1) Establishment of long term research plots (i.e., Growth Performance of Native Trees and Tree-Soil-Micro-organism Interaction; Monitoring of Fish Population and Diversity within Fish Sanctuaries and etc)</p> <p>(2) Monitoring and evaluation of RF sustainability using Response-Inducing Sustainability Evaluation (RISE) Tool</p> <p>(3) Mentoring of LGU field staff and encourage cost-sharing arrangements with Local Government Units and people's organization</p> <p>(4) Feedbacking of research results to project stakeholders</p> <p>Extension</p> <p>(1) Exposed BSEM/BSES and MSTREC students to community-based extension activities in relation to environmental conservation</p> <p>(2) Documenting and publishing of local knowledge in biodiversity conservation</p> <p>(3) Encourage family membership and valuation of labor inputs as capital build up to sustain alternative livelihood activity</p> <p>(4) Utilization of research outputs and matured technology to ensure effective and efficient extension services</p> <p>Administration</p> <p>(1) Tapping and prioritizing all available human resources (from different projects) to enhance understanding, knowledge and skills of all ITEEM faculty and research staff in the implementation of any projects and delivery of extension services</p>
Total Over-all Rating								4.93	
Average Rating									
Adjectival Rating								Outstanding	

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: _____

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