

"EXHIBIT K"

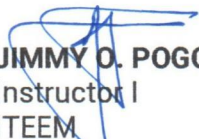
## Summary of Individual Ratings of Faculty Members With Multiple Functions

NAME OF FACULTY MEMBER: JIMMY O. POGOSA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. INSTRUCTION			
a. Head/Dean (100%)			
b. Students			
Total for Instruction	40%	4.81	1.92
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	15%	5.00	0.75
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION	5%		
<b>TOTAL</b>			<b>4.67</b>

EQUIVALENT NUMERICAL RATING: 4.67  
Add: Additional Points, if any : \_\_\_\_\_  
TOTAL NUMERICAL RATING : 4.67  
ADJECTIVAL RATING : Outstanding

**Prepared by:**

  
**JIMMY O. POGOSA**  
Instructor I  
ITEEM

**Reviewed by:**

  
**MARLITO JOSE M. BANDE**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

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



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

I, JIMMY O. POGOSA, a faculty member of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY – JUNE 2020.

**JIMMY O. POGOSA**

RATEE

Approved:

**MARLITO JOSE M. BANDE**

DIRECTOR, ITEEM

**DENNIS P. PEQUE**

DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.5	0.56	4	4	4	4	TREC 208 - 4 students
	PI 8: Number of graduate students advised *	A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	1	5	5	5	5	Ceniza, L.
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty purposes	-	1	5	5	5	5	Ceniza, L.



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	21.9	5	5	5	5	Envi 110 (Lec - 111 students; Lab - 72 students)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	5	5	5	5	5	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	-	17	5	5	5	5	Refer to registrar's records
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	1	5	5	5	5	Moodle Training
		A14. Number of quizzes , assignment administered and checked	Prepares and checks quizzes, assignments for lec and lab	-	732	5	5	5	5	3 quizzes and 1 assignment for 183 students (*limited quizzes and assignment administered due to COVID 19 pandemic)
		A15. Number of lab reports and oral report checked and graded	Checks lab reports and term papers submitted as required		72	5	5	5	5	1 lab report for 72 students (*limited lab report administered due to COVID 19 pandemic)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	-	32	5	5	5	5	Based on the official Registrar's checklist as of 2nd sem, S.Y. 2019-2020
		A17. Number of students advised on thesis:								



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		<i>As Thesis Adviser</i>	Advises, and corrects research outline and thesis manuscript	-	2	5	5	5	5	Pacaldo, M. and Veloso, K.
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis manuscript	-	3	5	5	5	5	Flores, J.A.M., Makiling, S., Merafuentes, M.
		<i>As SRC Member</i>	Advises and corrects research outline and thesis manuscript	-	3	5	5	5	5	Baltazar, J., Bendanillo, C.M., Maat, K.
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	6	5	5	5	5	Pacaldo, M., Veloso, K., Flores, J.A.M., Makiling, S., Merafuentes, M., Baltazar, J., Bendanillo, C.M., Maat, K.
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4	Helpers of Outreaching Mother Earth's Stability (HOMES)
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4	Helpers of Outreaching Mother Earth's Stability (HOMES)
	<b>PI 10:</b> Number of instructional materials developed*	<b>A 21 :</b> Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional Material (Learning Module)</i>	1	1	4	4	4	4	Envi 111n - Module 1 to 2, volume 1
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation</i>	-	3	5	5	5	5	Envi 111n - 3 powerpoint presentations
		<i>Assessment tools</i>	Prepares assessment tools	1	4	5	5	5	5	Assignment, Quizzes, Long Exam, Midterm Exam



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		<b>A 23:</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	-	1	5	5	5	5	Envi 111n
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom	1	2	5	5	5	5	Moodle - Envi 111n (editing faculty); Envi 11 (non-editing faculty)
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: - Species Combination-Site Condition Matching of Early Successional Species
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project (study leader) within the year	-	1	5	5	5	5	Water Requirement and Growth Performance of Cacao (Theobroma cacao L., Var-UF 18) Grown under Screenhouse Condition
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	-	5	5	5	5	5	KALAH-I-CIDSS; Biliran, Cabucgayan, Caibiran, Culaba
	<b>PI 3.</b> Number of extension programs organized and	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	-	6	5	5	5	5	refer to the attached lists of extension programs/project (Project Leader - 1; Co-Project Leader 1; Component Leader -4)



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	supported consistent with the SUC's mandated and priority programs									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Assist in the formulation and preparation of extension project proposal particularly output 1	-	1	5	5	5	5	Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program <b>Output 1:</b> Develop and tailor Opportunity mapping tool for Eco-DRR for Biliran and Leyte provinces
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Assist the preparation in ensuring that the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5	



Average Rating (Total Over-all rating divided by 4)		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

He should be open to innovations for improvement of his work accomplishment and exert effort to lead his division

Evaluated &amp; rated by:

**MARLITO JOSE M. BANDE**

DIRECTOR, ITEEM

DATE

Recommending Approval:

**DENNIS P. PEQUE**

DEAN, CFES

DATE

Approved:

**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR INSTRUCTION

12/15/20

DATE

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



## Performance Monitoring Form

NAME OF EMPLOYEE: JIMMY O. POGOSA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> <li>Teaches assigned subjects for MTREC and BSEM programs of the Institute;</li> <li>Prepares and revises teaching materials and courses syllabus;</li> <li>Prepares and gives examinations to students; and</li> <li>Checks test papers and submit student's grades within the prescribed period.</li> </ul>	Well-educated and well-trained students	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
2.	<ul style="list-style-type: none"> <li>Serves as the academic adviser for MSTREC &amp; BSEM students;</li> <li>Serves as the member for MSTREC and adviser, chairman, and member for BSEM students' graduate &amp; undergraduate thesis; and</li> <li>Guides, advise &amp; correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts.</li> </ul>	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
3.	<ul style="list-style-type: none"> <li>Converts the existing instructional materials into flexible learning systems to implement new normal;</li> <li>Prepares instructional module;</li> <li>Prepares PowerPoint presentations, video clips, movie clips, and reading assignments, etc. for instruction;</li> <li>Prepares assessment tools such as exams, quizzes, problems sets, etc.;</li> <li>Creates a virtual classroom using either Moodle or Google Classroom; and</li> <li>Designs experiential learning activities and other outputs to implement new normal</li> </ul>	Produced instructional materials that are compliant with the national government's protocol on student's face distance learning system	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	



4.	<ul style="list-style-type: none"> <li>Researches possible utilization by industry or other beneficiaries;</li> <li>Serves as study leader of research projects of the Institute; and</li> <li>Design research-related activities and other outputs to implement new normal.</li> </ul>	Research project implemented, presented in scientific fora/ conferences, and publishable papers written	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
5.	<ul style="list-style-type: none"> <li>Identifies and links with probable partners with the LGUs, industries, NGOs, NGOs, SMEs, and other stakeholders for extension activities of the Institute;</li> <li>Implements duly approved extension projects;</li> <li>Serves as project leader of extension projects of the Institute;</li> <li>Designs extension related activities and other outputs to implement new normal; and</li> <li>Assists in the formulation and preparation of extension project proposals.</li> </ul>	MOUs/MOAs drafted & ratified and extension projects implemented	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
6.	<ul style="list-style-type: none"> <li>Assists in the preparation of ensuring the Quality Management System (QMS) core processes of the university that are indeed conformed within the institution's performance functions.</li> </ul>	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
7.	<ul style="list-style-type: none"> <li>Provides customer friendly frontline services to clients.</li> </ul>	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	

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

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

Prepared by:

  
**MARLITO JOSE M. BANDE**  
 Director, ITEEM



**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	Institute of Tropical Ecology & Environmental Management
HEAD OF OFFICE	Dr. Marlito Jose M. Bande
NAME OF FACULTY	JIMMY O. POGOSA

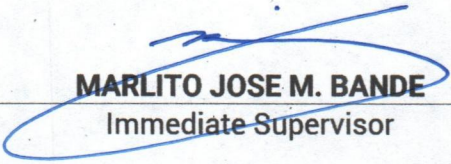
ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	Jan. 6, 2020			Notice of meeting	Update on the students' academic advisee for subjects to be enrolled for the 2 <sup>nd</sup> Semester SY 2019-2020 and monitoring on the students' performance/status during the 1 <sup>st</sup> semester SY 2019-2020.
	Jan. 10, 2020			Notice of meeting	Distribution of the subjects to be taught for the 2 <sup>nd</sup> semester SY 2019-2020.
	Jan. 31, 2020			Notice of meeting	Update on the students' thesis advisee regarding the conduct of research proposals for the 2 <sup>nd</sup> semester SY 2019-2020.
	Feb. 21, 2020			Notice of meeting	Update on the conduct of graduating students' thesis.
	March 16, 2020			Notice of meeting	Monitoring on the status of the students' thesis research data collection, which is affected by the protocols to COVID-19 pandemic.
	March 31, 2020			Notice of meeting	Monitoring and updates of the graduating students on data gathering and termination of study due to COVID-19 pandemic.
	April 1, 2020			Notice of meeting	Update and presentation of initial results of the thesis outputs and scheduling of final defense.
	April 12, 2020			Notice of meeting	Monitoring of the subjects taught for the 1 <sup>st</sup> semester SY 2020-2021, for Instructional Materials (IMs) drafting.



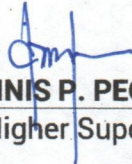
<b>COACHING</b>	April 15, 2020			One-on-one coaching	Coaching on improving effective teaching strategy and student research advising.
	May 8, 2020			One-on-one coaching	Coaching on the writing of Instructional Materials (IMs) that will be used for the 1 <sup>st</sup> semester 2020-2021
	June 15, 2020			One-on-one coaching	Coaching on the improvement of the IMs and preparation of OBTL syllabus for ONLINE and MODULAR learning modality.

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

Conducted by:

  
**MARLITO JOSE M. BANDE**  
 Immediate Supervisor

Noted by:

  
**DENNIS P. PEQUE**  
 Next Higher Supervisor



## Employee Development Plan

NAME OF EMPLOYEE	JIMMY O. POGOSA
PERFORMANCE RATING	
AIM	To enhance his teaching strategy and research skills on ecological modelling using geographic information system.

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

Date: Jan 8, 2020

Target Date: May 2020

First Step:

One-on-one discussion on how to implement research and extension projects and to enhance his teaching strategy as an Instructor of the institute.

Result:

The agreement was to send Mr. Pogosa on a PhD in research in Czech Republic.

Date: June 2020

Target Date: Jan 2021

Next Step:

Application for scholarship to support Mr. Pogosa for PhD study

Outcome:

Degree on Earth and Environmental Studies

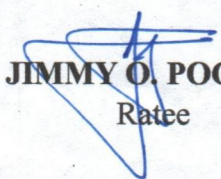
Final Step/  
Recommendation:

Scholarship grant and approval from the scholarship committee to undergo PhD study.

Prepared by:

  
**MARLITO JOSE M. BANDE**  
Unit Head

Conformé:

  
**JIMMY O. POGOSA**  
Ratee