

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 (100%)			
b. Students			
Total for Instruction	40%	4.50 4.89	1.96
2. RESEARCH			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.50
3. EXTENSION			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	5.00	1.00
4. ADMINISTRATION	10%	5.00	0.50
5. PRODUCTION			
TOTAL			4.71 4.96

EQUIVALENT NUMERICAL RATING: 4.96

Add. Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.96

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 Instruction

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

MARLITO M. BANDE
RATEE

Approved:

ELIZA D. ESPINOSA
DIRECTOR, ITEEM

















DENNIS P. PEQUE
DEAN, CFES





















MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.12	1.17	5	5	5	5	TREC 209 - 4 students; TREC 299 - 2 students
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5	Refer to faculty workload
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/ dissertation manuscript	-	2	5	5	5	5	Ceniza, L; Pelinio, 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)
						Q	E	T	A	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	-	3	5 5	5 5	5 5	5 5	Pantenople, E; Escultor, Pizon
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5 5	5 5	5 5	5 5	Ceniza, L; Pelinio, L; Pantenople E; Escultor; Pizon
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	2	4 4	4 4	4 4	4 4	TREC 208; TREC 209
		On-line ready courseware	Prepares Instructional module	1	2	4 4	4 4	4 4	4 4	TREC 208; TREC 209
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5 5	5 5	5 5	5 5	TREC 208; TREC 209
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5 5	5 5	5 5	5 5	TREC 208; TREC 209
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5 5	5 5	5 5	5 5	TREC 208; TREC 209
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	2	5 5	5 5	5 5	5 5	




















MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 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	-	-					No undergraduate BSEM/BSES major courses handled since the BSEM program was changed to BSES in compliance with CHED Memo. As period, the BSES majors are on their second year. While the overstaying BSEM students had completed their major courses already and are conducting their thesis study.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	-	-					No subjects handled during the prescribed period.
		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	-	-					No subjects handled during the prescribed period.
		A12. Number of trainings attended related to instruction	Attend mandated trainings	-	-					No subjects handled during the prescribed period.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	-	-					No subjects handled during the prescribed period.
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	-	-					No subjects handled during the prescribed period.









MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	-	-					No subjects handled during the prescribed period.
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	36					refer to official registrar's record
		A17. Number of students advised on thesis:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	-	1					Veloso, K
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	-	1					Bendanillo, M
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	39					Pacaldo, M; Cala, K, Veloso, K; Baltazar, J; Flores and academic advisees
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1					Envi 11
		On-line ready courseware	Review the Instructional module submitted by faculty members	1	3					Envi 11, Envi 111n, Envi 111e
		Supplemental learning resources	Provided Power Point presentation, video clips, and reading assignments	1	2					Envi 111e
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	-	3					Envi 11, Envi 111n, Envi 111e (non-editing faculty)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 3 . RESEARCH SERVICES										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	2					Rainfo and indigenous seedling production (EDC), tilapia (LGU Baybay, Inopacan)
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	2					Germination trials for dao, toog and kalumpit; water requirement for cacao
	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed nat'l/regional journals</i>		-	1					Anthropocentrism, Forest Loss, Corona Virus 2019, and Rainforestation published in Social Ethics Society Journal of Applied Philosophy
	<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	-	-					Participation to international conference is suspended due to COVID 19 pandemic
		<i>In nat'l/regional fora/conferences</i>		-	-					In-house RDE review is indefinitely postponed due to COVID 19 pandemic
	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	20%	40%					Establishments of Long-term Plots at EDC reservation sites supported by EDC and ELTI

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	-	3					Associate Editor, Science and Humanities Journal
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	-	4					Analysis of mophological and physiological performace of native trees data prior to formulation of publishable materials
			Writes publishable materials out of research outputs and submits for publication	-	3					Writing of Dipterocarp manual and research manuscript for publication
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	A 36. 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	3	6					Abuyog, Carigara Water District, Naval, Kawayan, Almeria, EDC
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	114					School on the Air (Participants from Abuyog, Javier and Mahaplag)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	4	5	5	5	5	DA-YRRP: - <i>Training on Climate Change and Disaster Risk Reduction and Management; Mainstreaming of Rainforestation in the Philippines; NRM-Based Extension Project (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building and Development of VSU's Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map; Mainstreaming of Rainforestation Technology and Monitoring of RF Adopter's Farm;</i>
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	50%						Evaluation of the SOA will be administered on February 2021 during the final examination
	PI 5. Number of technical/ expert services	A 40. Number of technical/ expert services as/in:	Provides the technical and expert services requested by beneficiaries							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	Research Mentoring	Research Mentor		1	9					Terrestrial Ecosystems Division: Faculty: JO Pogosa, AB Orias, KJG Longatang Research Assistants/ Aides: K Gundemaro, E Dela Cruz, M Pacaldo, L Velasco, P Longatang, F Almeroda
	Peer reviewers/ Panelists	Peer reviewers/ Panelists		-	1					Associate Editor, Science and Humanities Journal
	Resource Persons	Resource Persons	Serve as resource person on Module 4	-	1					School on the Air (Participants from Abuyog, Javier and Mahaplag) Module 4
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	90%					Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program The project implementation was not realized because the SPA was not signed by the President of the Philippines
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid-19	Designs extension related activities and other outputs to implement new normal	-	2					Writing of rainforestation module for Eco-DRR and Significant Change of Rainforestation Adopters in Negros

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 5. SUPPORT TO OPERATIONS										
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*	A 44. 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	100%	zero non-conformity					
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100% compliant					

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 3: Additional Outputs	As ITEEM Director (July-August 2020):								
		A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	-	5	f	f	f	f	(1) Incorporating student thesis as part of research project deliverables; (2) Utilizing international collaborators in accessing published research articles in 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
		A 48. Other outputs implementing the new normal due to covid-19	Designs administration/ management related activities and other outputs to implement new normal	-	2	f	f	f	f	Work from Home and staggered work schedule
Total Over-all Rating									4.95	

Average Rating (Total Over-all rating divided by 4)		4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

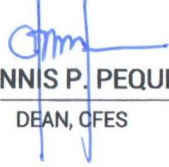
Highly commendable as an Outstanding Researcher
or Outstanding Extensionist!

Evaluated & rated by:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DATE

Recommending Approval:


DENNIS P. PEQUE
DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

"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 MTREC and BSEM/ BSES programs of the Institute; Prepares and revises teaching materials and courses syllabus; Prepares and gives examinations to students; Checks test papers and submit student's grades within the prescribed period. 	Well-educated and well-trained students	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Serves as the academic adviser for MSTREC & BSEM students; Serves as an adviser, chairman, and member for MSTREC & BSEM students' graduate & undergraduate thesis; and Guides, advise & correct students in the formulation of the thesis outline, the thesis's conduct, and writing thesis manuscripts. 	Students advised and trained on proposal preparation, the conduct of research, and manuscript writing that are ready for publication	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> Converts the existing instructional materials into flexible learning systems to implement new normal; Prepares instructional module; Prepares PowerPoint presentations, video clips, movie clips, and 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 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	<p>Learn to embrace the new normal mode of flexible learning system by using Moodle as the official LMS of VSU</p> <p>Attendance to webinars trainings related to LMS is highly recommended.</p>
4.	<ul style="list-style-type: none"> Advises student organizations that are recognized by USSO and assists student organizations in implementing student-related activities. 	Active student-related organization	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> Prepares research proposals, submits and follows up its approval for immediate implementation; 	Research proposals approved, implemented, presented in scientific	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

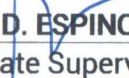
	<ul style="list-style-type: none"> • Researches possible utilization by industry or other beneficiaries; • Serves as project and study leader of several research projects of the Institute; • Prepares, submits, and presents research paper in scientific fora/conferences; • Acts as a peer reviewer of journal articles/scientific papers review 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						
6.	<ul style="list-style-type: none"> • Identifies and links with probable partners with the LGUs, industries, NGOs, SMEs, and other stakeholders for extension activities of the Institute; • Prepares and submit extension project proposals and follow 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 offer advisory for technical and expert services requested by beneficiaries for extension services. 	MOUs/MOAs drafted & ratified and extension projects implemented	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
7.	<p>Performs as ITEEM Director</p> <ul style="list-style-type: none"> • Mentors and supervises junior faculty in implementing instruction, research, and extension activities of the Institute; • Ensures that all the Quality Management System (QMS) core processes of the university are conformed within the Institutes' performance functions; and • Prepares required documents and complies all requirements as prescribed in the Quality Management System (QMS) accreditation and assessment tools. 	Efficiently managed, administered, and governed the ITEEM office function and direction and compliant office to the Quality Management System (QMS) or ISO 9001:2015	July 2020	December 2020	August 15, 2020	Very impressive	Outstanding	In consideration of Dr. Bande's resignation as ITEEM Director due to task overload, a new Director, in the person of Dr. ED Espinosa was appointed effective August 16, 2020.
	<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 on the	July 2020	December 2020	August 15, 2020	Very impressive	Outstanding	Despite overwhelmed by assignments, Dr. Bande left the post with consistent

	<ul style="list-style-type: none"> • Designs administration/management related activities and other outputs to implement new normal 	request provided by the Institute						outstanding performance since he started in.
	<ul style="list-style-type: none"> • Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Director of the ITEEM for July to Aug. 15, 2020. 	Attendance to the meeting and updated activities of the Institute	July 2020	December 2020	August 15, 2020	Very impressive	Outstanding	
	<ul style="list-style-type: none"> • Supervises and mentors administrative staff and JO workers in implementing research and extension activities of the Institute 	Well-organized activities and well-developed staff	July 2020	December 2020	August 15, 2020	Very impressive	Outstanding	
8.	<ul style="list-style-type: none"> • Serves as chairman and/or member of the several academic and related administrative committees of the university, college, and department; and • Serves as a member of the VSU Federated Faculty Association 	Affiliated and involvement in the University-wide activities	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

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

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

Prepared by:


ELIZA D. ESPINOSA
 Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

	1 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	DR. MARLITO M. BANDE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Sept. 3, 2020		Notice of meeting	Assign to focus on reviewing instructional materials and the publication of the faculty.
					Update on Individual Performance Commitment and Review (IPCR) accomplishment for January to June 2020 and targets for July-December 2020
		Sept. 8, 2020		Notice of meeting	Follow up on individual accomplishments for consolidation to the OPCR and IPCR for January- June 2020 rating period.
		Sept. 24, 2020		Notice of meeting	Assignment of Academic Advisers for BSES 1 st year students, ^{first} sem. /SY 2020-2021 for submission to the University Registrar.
					Assign to review and evaluate faculty course syllabus and table of specifications using the updated version of the form FPM-VPI-22 and FM-VPI-23.
		Oct. 5, 2020		Notice of meeting	Updates and assign to review the 2 nd batch of instructional materials (Envi 111n & Envi 111e) for this semester, SY 2020-2021.
		Nov. 5, 2020		Notice of meeting	Status of students' INC grades per subject taught from previous school year (SY 2018 – 2019)
					Updates on the students' thesis regarding special arrangement in the conduct of thesis to complete


					their final output in AY 2020-2021 under the new normal.
		Nov. 12, 2020		Notice of meeting	Deadline for INC grades for the school year 2018-2019 and Summer class.
		Dec. 10, 2020		Notice of meeting	Update on Virtual Classroom (TREC 209) Evaluation for online modality which needs revision.
					Updates of the instructional materials assigned to review (Envi 111n and Envi 111e)
		Dec. 21, 2020		Notice of meeting	Present assigned tasks for January to December 2021 OPCR targets required for ISO audit.
		Dec. 22, 2020		Notice of meeting	Co-reviewer on Envi 11 & Envi 111n OBE syllabus and TOS presented by faculty's concerned.
COACHING	Dec. 18, 2020				Coaching to revise VC following the suggested criteria in the procedural manual.

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

Conducted by.


ELIZA D. ESPINOSA
 Immediate Supervisor
 Director, ITEEM

Noted by.


DENNIS P. PEQUE
 Next Higher Supervisor
 Dean, College of Forestry & Environmental
 Science (CFES)

Employee Development Plan

NAME OF EMPLOYEE	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: Sept 2020

Target Date: Sept 2020

First Step: One-on-one discussion on how to further strengthen the national/international collaboration on RDE programs of the institute.

Result: The agreement was 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: Jan 2021

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