

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. THERESA P. LORETO

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (100%) | | 4.99x100% = 4.99 | |
| b. Students (0%) | | | |
| Total for Instruction | 80% | 4.99 | 3.99 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | 20% | 5.00 | 1.00 |
| 5. Production | | | |
| TOTAL | | | 4.99 |

EQUIVALENT NUMERICAL RATING: 4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: Outstanding

Prepared by:

mtplreto

MA. THERESA P. LORETO
Name of Faculty

Reviewed by:

[Signature]

CANDELARIO L. CALIBO
Dean, CAS

Recommending Approval:

N.A.

Approved:

[Signature]

BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Theresa P. Loreto, Head of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2020.

mt Loreto
MA. THERESA P. LORETO
 Department Head
 Date: *01/21/2021*

Approved: *[Signature]*
CANDELARIO L. CALIBO
 Dean, CAS
 Date: *01/21/2021*

| 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 | 0.25 | 0.75 | 5 | 5 | 5 | 5.00 | Chem 231 |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | | | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 3 | 3 | 5 | 5 | 5 | 5.00 | Alo, Cutin, Glory |
| | | A4 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 1 | 5 | 5 | 5 | 5.00 | Guysayko |
| 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 | 1.95 | 5.55 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |

| | | | | | | | | | | |
|--|--|---|--|----|----|---|---|---|------|--|
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 3 | | | | | | Accomplished in Jan-June 2020 |
| | | A11. 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 | | | | | | | |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2 | 5 | 5 | 5 | 5.00 | ISO 9001:2015 Awareness/Re-awareness Webinar; Biotechnological Applications Towards a Resilient & Sustainable Agriculture Symposium; "Are we ready? University Academic and Administrative Officials' Orientation on the Effective Implementation of Flexible Learning Management System |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 3 | 3 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | | | | | | | |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 4 | 3 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n (targets accomplished) |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 45 | 55 | 5 | 5 | 5 | 5.00 | BSBiotech 1st year & 3rd year students |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 1 | | | | | | Accomplished in Jan-June 2020 |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 3 | 1 | 5 | 5 | 5 | 5.00 | Labana (targets accomplished) |

| | | | | | | | | | |
|--|---|---|----|----|---|---|---|------|--|
| | <u>A18</u> . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 20 | 55 | 5 | 5 | 5 | 5.00 | BSBiotech 1st year & 3rd year students |
| PI 9: Number of student organizations advised/ assisted * | <u>A19</u> . Number of Student organizations advised | Advises student organizations recognized by USSO | | | | | | | |
| | <u>A20</u> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 2 | 2 | 5 | 5 | 5 | 5.00 | VSU Biotechnological Society; DA-Biotech |
| PI 10: Number of instructional materials developed * | <u>A 21</u> : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | 1 | 2 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 2 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| | Supplemental learning resource | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 1 | 2 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 4 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n (Long Examinations, Quizzes, Report, Project |
| | <u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor | Submits the course ware duly reviewed by TRP for editing by MMDC editor | 1 | 2 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| | <u>A 24</u> : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | 1 | 2 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 132n |
| PI 11. Additional outputs | <u>A 25</u> . Number of Additional outputs accomplished: | | | | | | | | |

| | | | | | | | | | | |
|--------------------------------------|---|--|---|---------------------|----------------|---|---|---|------|---|
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | 2 | 5 | 5 | 5 | 5.00 | Documents were evaluated last July 14, 2020 (COPC Evaluation) |
| | | | Video production | | 2 | 5 | 5 | 5 | 5.00 | COPC Evaluation; BSBiotech Orientation |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | | | | | | |
| | | Scholarship program for students | Scholarship program coordinated for students of BS Biotechnology & BSA major in Plant Breeding and Genetics | 1 | 1 | 5 | 5 | 5 | 5.00 | DA-Biotech Scholarship Program |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |
| 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 | zero non-conformity | 86% | 5 | 5 | 4 | 4.67 | 1 Non-conformity |
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | COPC Evaluation |
| | | On program accreditations | | | 1 | 5 | 5 | 5 | 5.00 | COPC Evaluation |

| | | | | | | | | | | |
|---|--|---|------------------|----|-------------|---|---|------|-------------------------------|--|
| | | On institutional accreditations | | | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provides customer friendly frontline services to clients | zero % complaint | 0% | 5 | 5 | 5 | 5.00 | zero complaint | |
| PI 3: Additional Outputs | 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 | | | | | | | | |
| | 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 | | | | | | Accomplished in Jan-June 2020 | |
| Total Over-all Rating | | | | | 119.67 | | | | | |
| Average Rating | | | | | 4.99 | | | | | |
| Adjectival Rating | | | | | Outstanding | | | | | |

| | |
|---|--------------------|
| Average Rating (Total Over-all rating divided by 24) | 4.99 |
| Additional Points | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 4.99 |
| ADJECTIVAL RATING | Outstanding |

Comments and Recommendations for Development Purpose:

Keep up the good performance.

Evaluated & Rated by:

CANDELARIO L. CALIBO

Dean, CAS

Date: 01/21/2021

Recommending Approval

N.A.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/26/21

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| | 1st | Q U A R T E R |
| | 2 nd | |
| X | 3 rd | |
| X | 4th | |

Name of Office: Biotechnology

Head of Office: Ma. Theresa P. Loreto

Number of Personnel: 2

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|---|-------|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | To follow-up progress of faculty still on study leave to enable the Department to update its FDP to include its new recruits | | | | Submission of most recent progress reports may be required |
| Coaching | ISO/OPCR ROAM/SWOT /OTP other documents required for year-end targets & accomplishments cascaded to prepare the unit of its contribution to CAS outputs | | | | |

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

Conducted by:


CANDELARIO L. CALIBO
Dean, CAS

Noted by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto

Performance Rating: Outstanding

Aim: Increase Biotech freshmen enrollment (SY 2020-2021) and improve Biotech facilities

Proposed Interventions to Improve Performance:

Date: July 30, 2020

Target Date: September 30, 2020

First Step: Approve quota submitted by Dr. Loreto and endorse its procurement plans

Result: Enrollment at 83 students as of August 20, 2020 and bidding of equipment is on-going

Date: September 29, 2020

Target Date: December 30, 2020

Next Step: Create virtual classrooms for incoming students in the new normal of instruction

Outcome: Virtual classrooms are monitored and updated

Final Step/Recommendation: Virtual classrooms for completion.

Prepared by:



CANDELARIO L. CALIBO
Dean, CAS

Conforme:



MA. THERESA P. LORETO
Name of Ratee Faculty