SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Assoc. Prof. Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Students (50%)		2.09	
TOTAL for Instruction	80%	4.56	3.64
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	20%	4.94	0.99
5. Production	0%	0.00	0.00
TOTAL			4.63

*Assoc. Prof. V - January 1, 2024 to June 30, 2024

EQUIVALENT NUMERICAL RATING: 4.63
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

EPIFANIA G. LORETO   JANNET C. BENCURE
Associate Professor V   Dean, CET

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

VISAYAS STATE UNIVERSITY

DEPARTMENT OF **CIVIL ENGINEERING**

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>EPIFANIA G. LORETO</u>, Head of the <u>DEPARTMENT OF CIVIL ENGINEERING</u> commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for **January 1, 2024 - June 30, 2024.**

Approved:

EPIFANIA G. LORETO
Associate Professor V
Date: July 22, 2024

JANNET C. BENCURE
Dean, CET
Date: July 23, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPAA MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated,	**A1.** Actual Faculty's FTE	Handles							
	PI 8: Number of graduate students	**A2.** Number of students	Acts as academic							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAA UMFO 3. Higher Education Management Services										

PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	20	15.6	5	5	5	5.00	CEng 136n
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	1	5	5	5	5.00	CEng 136n
	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	5						none for the rating period
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1						none for the rating period
	A13. Number of long examinations/modular examinations/practical examinations administered and checked	Administers and checks long examination for subjects taught	6	4	5	5	5	5.00	CEng 136n
	A14. Number of quizzes administered and checked	Administers and checks quizzes for lec and lab	10	8	5	5	5	5.00	CEng 136n
	A15. Number of problem sets, lab reports, term papers checked and graded	Checks problem sets submitted as required	10	5	5	5	5	5.00	
	Number of grade sheets submitted	Submits grades within the allowable period	2	1	5	5	5	5.00	CEng 136n
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students		26	5	5	5	5.00	BSCE 2 , BSCE 3,
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Cruz, et al; Manlanatao et al
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	4	5	5	4.67	Vargas, et al

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	only 25 students came to the office for consultation regarding their grades
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by ODS								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	PICE-VSUSC	
PI 10: Number of instructional materials developed *	A 21 : Number of instructional materials developed and submitted :	Prepares and submits for review by the Technical Review Panel								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
	Flexible Instructional Materials	Prepares flexible instructional material								
	Course Syllabus	Prepares syllabus for assigned course	1	1	5	5	5	5.00	CEng 136n	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	17	5	5	5	5.00	lessons in CEng 136n	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	17	5	5	5	5.00	8 quizzes, 5 long exams, 2 term exams; 2 problem sets	
	A 23 : 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								

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. 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	1	5	5	5	5.00	COPC application
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	16	5	5	4	4.67	EEI, ASEEC. ARN. MCEO, MSDC, SOCOR, GOBI, MDC, RJIR, JUCONS. LGU-Baybay, PMI, TBFQ, CFM Builders, DATEM, MAC Builders
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		In refereed int'l journals								

	PI	A	Description								
			In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
			In int'l fora/conferences								
			In nat'l/regional fora/conferences	1							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships	A 36. Number of active	Identifies and links with								
	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								

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	Implementes duly approved extension projects							
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							
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							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
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							
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS									

OVPAA 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 theQMS 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							
	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								
	On program accreditations		100% compliant							
	On institutional accreditations									
PI 9. Additional Output	Number of student interns deployed and monitored		15	11	5	5	5	5.00	11 OJT advisees	
UMFO 6. General Admin. & Support Services (GASS)										
PI 1. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	No complaints received	5	5	5	5.00		
PI 2: Additional Outputs										
	Submission of PPMP for the following year within the deadline as prescribed by BAC		2	3	5	5	5	5.00	(2) STF-DCE Lab share; (1) STF-Instruction	
	Number of coaching sessions among faculty and staff		2	1	4	5	5	4.67	during meeting	
	Number of planning sessions, tracking and monitoring of targets,etc. conducted to ensure department targets		2	5	5	5	5	5.00	during meetings and through online messages	
	Number of regular meetings conducted/attended		10	10	5	5	5	5.00	DCE and CET meetings	

		Number of actual teaching loads submitted			20	10	5	5	5	5.00	for 2nd semester AY 2023-2024
		Number of IFWs submitted			20	10	5	5	5	5.00	for 2nd semester AY 2023-2024
		Number of class observation conducted				9	5	5	4	4.67	for 2nd semester AY 2023-2024
		Number of CE Project defense attended				11	5	5	5	5.00	CE Project
		Facilitated recruitment, selection and hiring of employees				3	5	5	5	5.00	1 faculty, research assistant and JO
		Number of university repair plans monitored				1	5	5	5	5.00	Repair Plans of Arts and Letters Building
Number of Performance Indicators Filled-up								28			
Total Over-all Rating								138.33			
Average Rating								4.94			
Adjectival Rating								O			

Average Rating (Total Over-all rating divided by 4)		4.94	
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.94	
ADJECTIVAL RATING		OUTSTANDING	

Comments and Recommendations for Development Purposes:

Thank you for dedicated service, afforded to the college & university.

Evaluated & Rated by:

JANNET C. BENCURE
Dean, CET
Date: July 23, 2024

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: July 23, 2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: July 31, 2024

VISAYAS
STATE UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING
Visca, Baybay City, Leyte, PHILIPPINES
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"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
✓	2nd	U A R
	3rd	T E
	4th	R

QUARTER

Name of Office: <u>Department of Civil Engineering</u>

Head of Office: <u>Assoc. Prof. Epifania G. Loreto</u>

Number of Personnel: <u>11 Faculty members and 3 Support Staff</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs
Monitoring for the Submission of OBE Syllabus for 2nd Semester AY 2023-2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content
Monitoring for the Submission of TOS for the 1st Sem AY 2023-2024 final exam and 2nd Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period
Monitoring for the Submission of grade sheet for midterm and final exam, 2nd Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2nd Sem AY 2023-2024

Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED RO8
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024 DCE Notice of Regular Meeting April 12, 2024 DCE Notice of Regular Meeting March 13, 2024	DCE Memo No. 22, s. 2024 DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
II. Coaching					
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024 DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program

		March 13, 2024			

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

Conducted by: Noted by:

EPIFANIA G. LORETO   **JANNET C. BENCURE**
Immediate Supervisor   Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
MFO 2. Higher Education Services								
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

Indicator	Activity	Responsible	Timeframe					Remarks
PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%			
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%			The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%			CE Research Colloquium CET Month
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%			OBE Syllabi were reviewed, submitted and approved by the Department Instructional Materials Review Committee
MFO 5. Support to Operations								
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*	Prepares documents needed for ISO certification	All faculty and staff	January- December 2024	100%	100%			Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)								
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%			No complaints received from January to June 2024

PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%			CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%			Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%			Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

EPIFANIA G. LORETO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Epifania G. Loreto**
Performance Rating: **4.63**

Aim:
1. Assoc. Prof. Loreto as an effective and efficient implementor of the new OBEdized four-year degree program in Bachelor of Science in Civil Engineering (BSCE) as provided for in the new CMO 92, s. of 2017.

Proposed Interventions to Improve Performance:
Note:
Assoc. Prof. Loreto will be developed into an effective implementor of the new OBEdized four-year BSCE Program. She leads the Department of Civil Engineering.

Date: January 2024   **Target Date**: June 2024

First Step
- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCE as provided for in CMO 92, s. 2017.
- Orientation on the implementation of Outcomes-Based Education for BSCE curriculum

Second Step
- Send to trainings/workshops/seminars related to building leadership and management skills.

Results:
- Mastery on the provisions of CMO 92, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- Mastery on the preparation of Table of Specifications
- Mastery on implementing the Outcome-based Education

Prepared by:

JANNET C. BENCURE
Dean, CET

Conforme:

EPIFANIA G. LORETO
Head, DCE

INSTRUCTION AND EVALUATION OFFICE
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VISAYAS STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: <u>LORETO, EPIFANIA G.</u>

Department: <u>Dept. of Civil Engineering</u>

College: <u>College of Engineering and Technology</u>

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	4.00	Very Satisfactory	80.0%
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	4.00	Very Satisfactory	80.0%
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	4.50	Outstanding	90.0%
	Average Rating		4.17	**Very Satisfactory**	83.33%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 08, 2024

Received by:

LORETO, EPIFANIA G.
Name and Signature of Faculty
Date: 5/23/24
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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