

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **MANOLO B. LORETO, Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	4.5	0.90
b. Students (50%)	20%	3.5	0.70
Total for Instruction	40%		
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. Other Administration	60%	4.53	2.72
5. Support to Operation			
TOTAL			4.32

EQUIVALENT NUMERICAL RATING: **4.32**

Add: Additional Points, if any:

FHE & TES Focal Person 0.3

TOTAL NUMERICAL RATING: **4.62**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:



MANOLO B. LORETO, Jr.

Name of Faculty

Reviewed by:



ALELI A. VILLOCINO

Immediate Supervisor

Approved:




ALELI A. VILLOCINO


Vice President for Student Affairs and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANOLO B. LORETO, Jr.**, of the **Office of the Dean of Students** 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, 2022**


MANOLO B. LORETO, Jr.
Ratee

Approved:


ALELI A. VILLOCINO
Head of Unit


MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering or graduate courses	1	1	4	5	4	4.33	
	Revised syllabi within the last 3 years	Revise syllabi	1	1	4	5	5	4.67	
	Developed learning materials	Recorded learning materials ABEn 184							
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member							
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95% rate	100%	5	5	5	5.00	
	PI. 2. Number of quality procedures reviewed/revised/updated and registered at QAC	Quality procedures revised and improved	5	3	4	4	4	4.00	

	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	100% processes implemented according to QP	100% implemented according to QP	100%	5	5	5	5.00	
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 5 Percentage compliance of reporting requirements in accordance with FOI Manual	100% submission of required reports on time	100% report submitted on time	99%	5	5	4	4.67	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 6 Efficient & customer friendly frontline service	Zero percent complaint from clients served	0% complaint	2 complaints but not properly addressed	4	5	4	4.33	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 7. Number of new systems/innovations/proposals introduced and implemented	Supervised implementation of new system/innovation	4 systems/innovations introduced and supervised						
	PI. 8. Number of request for expert services in seminars/workshops served/provided	Acted as resource person in online seminar/workshop							
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: Administrative and Support Services	PI. 9 No. of formal/informal linkages with external agencies maintained	Facilitated formal/informal linkages with external agencies maintained	2 formal/informal agreements	3 MOA drafted for scholarship and job placement	5	5	5	5.00	

	PI.10 No. of unit heads/staff meetings presided/attended	Acted as presiding officer during staff meeting and represtative in other meetings	1 ODS Monthly meeting and committee meetings	10 meetings conducted	5	5	4	4.67	
	PI.11 % of dorms/cottages repaired	Minor repairs and 1 major repair	25%	30% minor repairs	4	5	5	4.67	
ODS GASS 2: Student Welfare Services	PI. 12 Number of guidance activities supervised	Supervised guidance activities	18	21	4	5	5	4.67	
Administrative Services	Number of certificates/excuse letters/good moral and other documents of the same	Issue Certificate of Good Moral Character	500	965	4	5	5	4.67	
		Issue certificates of other natures	100	122	4	5	5	4.67	
	Approval of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission, within one hour as long as the documents are complete	Approve shifting of course with consultation	50	206	5	5	5	5.00	
		Approves readmission of returning students	50	528	5	5	4	4.67	
		Approve activity permits with discussion of the activity	5	220	5	5	5	5.00	
		Approve student's final clearance	800	1622	5	5	5	5.00	
		Signed other office documents (vouchers, PRs, payroll, etc)	100	581	5	5	5	5.00	
	Submission of UniFAST required documents on time	FHE billing documents	1 document	3	5	5	5	5.00	Summer, Graduation, 1st sem TOSF
		TES Certification	1 document	4	5	5	5	5.00	
Total Over-all Rating								95.00	

Average Rating (Total Over-all rating divided by 24)		4.52
Additional points:		
Approved Additional Points (with copy of		
FINAL RATING		4.52
ADJECTIVAL RATING		OUTSTANDING

Evaluated and Rated By



ALELI A. VILLOCINO
 Immediate Supervisor
 Date: JAN 24 2023

Comments & Recommendations

for Development Purpose:

*may consider proposing a
 succession plan for ODS.*

Approved by:


ALELI A. VILLOCINO
 Vice-President for SAS
 Date: JAN 24 2023