

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

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

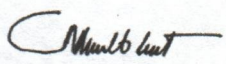
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3) (2X3)
1. Instruction			
a. Head/Dean (50%)	20%	4.65	0.93
b. Students (50%)	20%	4.38	0.88
Total for Instruction	40%	4.51	1.81
2. Research			
a. Client/Dir. for Research (50%)			
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	60%	4.62	2.77
5. Production			
TOTAL	100%		4.58

EQUIVALENT NUMERICAL RATING : 4.58

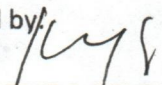
Add: Additional Points, if any : 0.3 (NSTP Head)

TOTAL NUMERICAL POINTS : 4.88

ADJECTIVAL RATING : OUTSTANDING

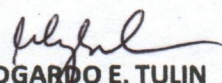
Prepared by: 
MANOLO B. LORETO, Jr.

Name of Faculty

Reviewed by: 
BEATRIZ S. BELONIAS

Vice-President for Instruction

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANOLO B. LORETO, JR.**, of the **University Student Services Office** 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, 2016**

Manolo B. Loreto, Jr.

MANOLO B. LORETO, JR.

Ratee

Beatriz S. Belonias

BEATRIZ S. BELONIAS

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 and diploma courses	1	1	3	4	5	4.00	
	Number of Instructional Materials Developed/Revised and Utilized: Revised syllabi within the last 3 years Course Outline (revised)								
		Revise syllabi	1	1	3	5	5	4.33	
		Revise course outline	1	1	3	5	5	4.33	
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	3 student advisee	5	4	5	4.67	
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Serve as Dean of Students	Only 1 complaint unresolved/unattended	No complaint unresolved/unattended	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	No reported case unattended/unresolved	5	5	5	5.00	
Extension Services	Technical/ Expert services (international, national, regional)	Served as consultant of the ACIAR Protective Cropping Project	Only 1 consultation to be conducted	2 Consultations done	5	4	5	4.67	
Student Development and Welfare Services	Percentage of poor/disadvantaged students served by support services for non-academic needs	Approve application for Student Assistantship within 10 minutes	80% approved applications	97%	5	5	5	5.00	
		Approve application for SPES	80 % application evaluated	95%	5	5	5	5.00	
		Approve application for emergency loans within 10 minutes after received	80%	100%	5	5	5	5.00	
		Supervise the preparation and implementation of students' seminar	3 activities	5 activities supervised	5	4	5	4.67	
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Approve students participation to seminars, conference or training per invitation of external entity	6 invitations evaluated and screen student participants	9 invitations	5	4	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Guidance and Counseling Services	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the referred is attended	95%	5	4	5	4.67	
	Number of Guidance activity conducted	Supervise guidance activity	2	5	5	4	5	4.67	
Administrative Services	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	200	1335	5	5	5	5.00	
		Issue certificates of other natures	10	55	5	5	5	5.00	
		Issue excuse letter	20	24	4	4	5	4.33	
		Approve shifting of course with consultation	20	37	5	4	5	4.67	
		Approve student's organization resolutions with evaluation of documents	25	82	5	5	4	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 activity permits with discussion of the activity	100	382	5	4	5	4.67	
		Review and Recommend special classes/exam permit	30	419	5	4	5	4.67	
		Approve student's final clearance	100	247	5	4	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
		Signed other office documents (vouchers, PRs, payroll, etc)	200	469	5	4	5	4.67	
	Other Administrative functions								
		Coordinated other student offices related to student support	2	6	5	4	5	4.67	
		Act as OVPI-OIC	1	1	3	4	5	4.00	
		Act as QAC Director OIC	1	4	5	4	5	4.67	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	1	3	4	5	4.00	
	Number of brochures produced	Educational brochures	1	7	5	5	5	5.00	
Total Over-all Rating								130.33	

Average Rating:		4.65
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.65
Adjectival Rating		Outstanding

Comments & Recommendations for Development Purpose:	
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MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	

Received by:


Calibrated by:

Recommending Approval:

Approved by:


Planning Officer

Date: _____


PMT

Date: _____


Vice President

Date: _____


EDGARDO E. TYLIM
President

Date: _____