

Exhibit K

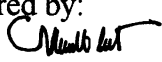
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

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%	4.88	0.98
b. Students (50%)	20%	4.67	0.93
Total for Instruction	40%		1.91
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%	4.88	2.93
5. Support to Operation			
TOTAL			<b>4.84</b>


EQUIVALENT NUMERICAL RATING: **4.84**  
Add: Additional Points, if any: **0.1 (Head of NSTP)**  
TOTAL NUMERICAL RATING: **4.94**

ADJECTIVAL RATING: **Outstanding**


Prepared by:  
  
**MANOLO B. LORETO, Jr.**  
Name of Faculty

Reviewed by:  
  
**BEATRIZ S. BELONIAS**  
Department Head

Recommending Approval:


  
**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# 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 **January** to **June**, 2018

  
**MANOLO B. LORETO, JR.**  
 Ratee

  
**BEATRIZ S. BELONIAS**  
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>Advanced &amp; Higher Education Services</b>	Full Time Equivalent (FTE)	Handle engineering and diploma courses	2	3	5	4	4	4.33	AE 156, GEng 199, LAM 234 (graduate)
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	5 students advisee	5	5	5	5.00	BSCE OJT Adviser
<b>Efficient and Customer-friendly frontline service</b>	Zero percent complaint from client served	Serve as Dean of Students	Only 1 complaint unresolved/unattended	0 complaint unresolved/unattended	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	0 reported case unattended/unresolved	5	5	5	5.00	11 reported cases were all processed
<b>Extension Services</b>	Technical/ Expert services (international, national, regional)	Served as consultant of the ACIAR Protective Cropping Project	Only 1 consultation to be conducted	Only 1 consultation conducted	4	4	4	4.00	New project funded by ACIAR

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
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	100 % approved	5	4	5	4.67	1282 student applications approved/endorsed
		Approve application for SPES	80 % application evaluated	100% of applications approved	5	5	5	5.00	84 SPES Program applicants for DOLE approved
		Approve application for emergency loans within 10 minutes after received	80%	100%	5	5	5	5.00	SAFE Loan and VISCA-SELF
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	2 activities	5 activities	5	5	5	5.00	ESGP-PA Student Congress, Job-seeking seminars per college (3), Jobs Fair (1),
		Approve students participation to seminars, conference or training per invitation of external entity	3 invitations evaluated and screen student participants	7 invitations approved for student participations charged to VSU SWF	5	4	5	4.67	Students' request for funding for seminar, conference, convention, etc endorsed

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>Guidance and Counseling Services</b>	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the refereed students are attended	100% of the refereed students were attended	5	4	5	4.67	These are students referred from the Registrar who are academically dismissed from the University but required to visit USSO monthly for follow up
	Number of Guidance activity conducted	Supervise guidance activity	1 activity	3 activities	5	4	5	4.67	Honors & Awards, USSO Days, ESGP-PA Gen. Assembly
	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	800	1450	5	5	5	5.00	All graduates and undergraduate students seeking for positions
		Issue certificates of other natures	10	25	5	5	5	5.00	These are certificates as non-dorm occupant, non-VSU scholar, etc
		Issue excuse letter	20	25	5	5	5	5.00	Requested by students due to valid reasons
		Approve shifting of course with consultation	30	40	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Administrative Services	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 student's organization resolutions with evaluation of documents	40	45	5	5	5	5.00	
		Approve activity permits with inquiry of the activity	100	158	5	5	5	5.00	
		Review and Recommend special classes/exam permit	100	352	5	5	5	5.00	
		Approve student's final clearance	800	1453	5	5	5	5.00	Including graduating, transfer to, OJT, employment
		Signed other office documents (vouchers, PRs, payroll, etc)	200	607	5	5	5	5.00	
Other Administrative functions	Serving other units	Acts as OIC in OVPI	1	2	5	5	5	5.00	
		Act as QAC Director OIC	1	4	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	2	5	5	5	5.00	Updated 2016 information material, flyer, tarpaulins; updated USSO flyers
Total Over-all Rating								117.00	

Average Rating:		4.88
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.88
Adjectival Rating		Outstanding

Comments & Recommendations for Development Purpose:
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Evaluated and Rated By

  
BEATRIZ S. BELONIAS  
Unit Head

Date: \_\_\_\_\_

Recomending Approval:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

Date: \_\_\_\_\_



**Teaching Performance Evaluation by Students (TPES)**  
**Summary of Rating**  
**Second Semester SY 2017-2018**

**Name of Faculty : LORETO, MANOLO B. JR.**  
**Dept of Agricultural Engineering**  
**Visayas State University**

Course No. & Descriptive Title		lab/ lec	Class Schedule		No. of Raters	RATING		% Evaluation Rating
						Num.	Adjec.	
AE 156	Environmental Control Engineering	Lec	10:00-11:00	MW	20	5	O	94
AE 156	Environmental Control Engineering	Lab	01:00-04:00	F	20	5	O	90
LAM 234	Urban & Rural Land Use Planning	lec	8:00-10:00	S	4	4	VS	88
Ave. Rating								90.67

Source: Results of Teaching Performance Evaluation by Students filed at OVPI

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:

  
**LORNA B. ABAMO**  
Admin Aide IV, OVPI

Attested By:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**VSU's Vision:** The premier university of science and technology in the Visayas.  
**VSU's Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.