

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 (50%)		4.98x50% = 4.99	2.49
b. Students (50%)		4.67x50%	2.335
Total for Instruction	80%	4.825	3.86
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			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

MA. THERESA P. LORETO
Name of Faculty

Reviewed by:

KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:

N.A.

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Theresa P. Loreto, a faculty member 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 January - June 2021

Approved:

MA. THERESA P. LORETO

Associate Professor IV

Date: Oct. 11, 2021

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date: Oct. 11, 2021

MA. THERESA P. LORETO

Dean, CAS

Date: Oct. 11, 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
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/ courses assigned	1.75	0.45	5	5	5	5.00	Chem 232
	<u>PI 8:</u> 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	Glory, Mañara, Milleza
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	3	5	5	5	5.00	Glory, Mañara, Milleza
		A5. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	5	5	5	4	4.67	Chem 232

		A6. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	7	5	5	5	5.00	Chem 232
		A7. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	2	5	5	4	4.67	Chem 232
	PI 10: Number of instructional materials developed *	A 1 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	1	5	5	5	5.00	Chem 232
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	Chem 232
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending	2	2	5	5	5	5.00	Chem 232
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	Chem 232
		A 2 : 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	2	1	5	5	5	5.00	Chem 232
		A 3: Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Chem 232
		A8. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	1	5	5	5	5.00	Chem 232
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	3.75	1.5	5	5	5	5.00	Btec 198, Btec 199
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	2	5	5	5	5.00	Btec 198, Btec 199

		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	2	3	5	5	5	5.00	Btec 198, Btec 199
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	7	5	5	5	5.00	Btec 198, Btec 199
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4	5	5	5	5.00	Btec 198, Btec 199
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	6	5	5	5	5.00	Btec 198, Btec 199
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	47	47	5	5	5	5.00	Btec 198, Btec 199
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	BSBiotech (Torregosa, Oppus); BSChem (Garcia)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	BSBiotech (Gonzales, Labana, Napoles); BSChem (Labra, Mortel)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	BSBiotech
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU Biotechnological Society

	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	Btec 198
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	Btec 198
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	5	5	5	5.00	Btec 199, Btec 198
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	Btec 199, Btec 198
		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	2	1	5	5	5	5.00	Btec 198
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	2	5	5	5	5.00	Btec 199, Btec 198
	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	ISO 9001:2015 First Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						To be accomplished in July-December 2021 accomplishments

		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	VSU DA-Biotech Scholarship Program
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Home-based science internship of VSU-DA Biotech scholars
UMFO 3 . RESEARCH SERVICES										
		<u>PI 2.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year	1						To be accomplished in July-December 2021 accomplishments
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	zero non-conformity	5	5	5	5.00	No NC
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	1	1	5	5	5	5.00	ISO 9001:2015 First Surveillance Audit
		On program accreditations		100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 First Surveillance Audit
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	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	1	2	5	5	5	5.00	Provides monthly prepaid load cards to CAS department heads; provides prepaid load cards to College/Dept Enrolment focal persons
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	1						To be accomplished in July-December 2021 accomplishments
Total Over-all Rating					189.34				
Average Rating					4.98				
Adjectival Rating					Outstanding				

Evaluated & Rated by:

Recommending Approval

Approved by:

KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: Oct. 11, 2021

MA. THERESA P. LORETO
 Dean, CAS
 Date: Oct. 11, 2021

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: Oct. 13, 2021

Average Rating (Total Over-all rating divide by 38)		4.98
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

Kyza Mae M. Ramoneda
KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: Oct. 11, 2021

Recommending Approval:

MA. THERESA P. LORETO
MA. THERESA P. LORETO
 Dean, CAS
 Date: Oct. 11, 2021

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: Oct. 13, 2021

Comments and Recommendations for Development Purpose:

*Dr. Loreto is recommended to continue to engage
 in research & extension activities*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ma. Theresa P. Loreto**

Performance Rating: _____

Aim: To attend webinars/virtual trainings in Biochemistry and Biotechnology as well as conduct research projects

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

First Step: Search for webinars/virtual trainings related to Biochemistry and Biotechnology.

Result: Attended webinars/virtual trainings related to Biochemistry and Biotechnology.

Date: January 2021 Target Date: June 2021

Next Step: Join a research project as project staff.

Outcome: Appointed as project staff in two Internationalization projects.

Final Step/Recommendation:

Continue attending webinars/trainings for academic development and continue being part of a research project for scientific development.

Prepared by:


KYZA MAE M. RAMONEDA
Unit Head

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty