

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%)	40%	4.84	1.94
b. Students (50%)			
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%	4.84	2.90
5. Support to Operation			
TOTAL			4.84

EQUIVALENT NUMERICAL RATING:

4.84

Add: Additional Points, if any:

0. (Head of NSTP)

FHE & TES Focal Person

~~0.1~~

TOTAL NUMERICAL RATING:

4.84 4.84 ✓

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

I, **Manolo B. Loreto, Jr.** of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JANUARY to JUNE, 2020**.

MANOLO B. LORETO, Jr.

Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering and diploma courses	2	2	4	5	5	4.67	ABEn 184 & LAM 234
	Number of Instructional Material revised	Revise syllabi	1	2	5	5	5	5.00	ABEn 184 & LAM 234
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	1	4	5	5	4.67	1 graduate student and graduated last June 2020
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Serve as Dean of Students	0%	0%	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	0%	0%	5	5	5	5.00	
	Percentage of poor/disadvantaged students served by support services for non-academic needs	Approve application for Student Assistantship within 10 minutes	80% approved applications	90%	5	4	5	4.67	


Student Development and Welfare Services		Supervise the preparation and implementation of students' seminar	1 activity	3	5	5	5	5.00	Pre-departures for OJT
	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	1 invitation s evaluated and screen student participants	31	5	5	5	5.00	
Guidance and Counseling Services	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the refereed students are attended	50%	3	5	5	4.33	Due to the pandemic, the session was cut -off
	Number of Guidance activity conducted	Supervise guidance activity	1 activity	5 guidance-related activities	5	5	5	5.00	
	Number of	Issue Certificate of Good Moral Character	1000	180	3	5	5	4.33	Due to the pandemic, CGMC's are issued on the 2nd half of the year

Admisnistrative Services	certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue certificates of other natures	10	80	5	5	5	5.00	
		Issue excuse letter	0					0.00	
	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	30	169	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents	40	24	3	5	5	4.33	Was stopped due to pandemic
		Approve activity permits with inquiry of the activity	100	152	5	5	5	5.00	Was cut-off on Mar 13 due to lockdown
		Review and Recommend special classes/exam permit	100	149	5	5	5	5.00	Was cut-off on Mar 13 due to lockdown
		Approve student's final clearance	800	87	3	5	5	4.33	Was cut-off on Mar 13 due to lockdown
		Signed other office documents (vouchers, PRs, payroll, etc)	200	278	5	5	5	5.00	


Continual Quality Improvement	Review and Endorse USSO Procedures and Guidelines for QAC registration	Transmit reviewed USSO procedures and guidelines	2	5	5	5	5	5.00	
	Number of online learning videos produced and uploaded in USSO webpage	Upload learning videos or materials at the USSO webpage	2	4	5	5	5	5.00	
	Number of manuals reviewed and approved by the BOR	Review and endorse USSO manual to the BOR	1	0				0.00	
Other Administrative functions	Serving other units	Acts as OIC in OVPI	1	1	5	5	5	5.00	
		Act as QAC Director OIC	1	2	5	5	5	5.00	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	2	5	5	5	5.00	
Total Over-all Rating								111.33	

Average Rating (Total Over-all rating divided by 23)	4.84	Comments and recommendations for development purpose: <i>Prof. Loyola is a very hands-on Dean of Students.</i>
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.84	
ADJECTIVAL RATING	Outstanding	


Evaluated and rated by:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date 12/22/20

Recommending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: 12/22/20

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 12/22/20