# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.04	
b. Students (50%)		2.50	
TOTAL for Instruction	75%	4.54	3.41
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	15%	4.33	0.65
TOTAL			4.56

EQUIVALENT NUMERICAL RATING: 4.56 Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

EPIFANIA G. LORETO
Name of Faculty

ROBERTO C. GUARTE
Dean, CET

Approved by:

BEATRIZ/S. BELONIA

VP for Instruction







# Department of Civil Engineering College of Engineering and Technology

Visca, Baybay City, Leyte, PHILIPPINES

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### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EPIFANIA G. LORETO, a faculty member and department head of the DEPARTMENT OF CIVIL ENGINEERING 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 2019.

EPIFANIA G. LORETO
Ratee

Approved by:

OC. GUARTE

Dean

	MFO	Success/ Performance	Program/ Activities/	Activities/ Actual		Actual	F		Rating		Remarks
MFO No.	Description	Indicator (PI)	Projects	Tasks Assigned	Target	Accom- plishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	$A^4$	
UMFO 2.	HIGHER EDU	JCATION SERVICES									
	MFO 1. Curri	culum Program Management	Services								
	PI 1. Total Ur	ndergraduate FTE monitored	Instruction	Teach BSCE subjects	4.00	20.10	5	5	5	5.00	
	PI 7. Number established	of academe/Industry linkage	Established academe/industry linkage	Coordinates the academe/industry linkage	30	42	4	4	4	4.00	
9	PI 8. Number	of students advised	BSCE Academic Adviser	Advising and monitoring	33	17	4	4	4	4.00	
	PI 9. Number advised/assis	of Student organizations sted	PICE-VSU SC	Supervising and monitoring	1	1	4	4	4	4.00	
	PI10. Number developed	r of instructional materials	OBTL Syllabus for CEng 143	Preparation, encoding and printing	1	1	4	4	4	4.00	
	MFO 2. Stud	ent Management Services					hannana	***************************************			
		r of graduates gainfully obs related to their e programs	BSCE 2019 graduates	Monitoring	15	10	4	4	4	4.00	,

	PI 5: Number of undergraduate students awarded with honors/distinction									
P	PI 6. Additional outputs									
1	Number of Students advised on thesis/field practice/special problem	Adviser of students who enrolled CEng 200a for 1st sem. SY 2019-2020.	Advising and monitoring	6	6	4	4	4	4.00	
	Number of hours devoted for assisting student related activities	PICE Activities	Supervising and monitoring	2	6	4	4	4	4.00	
	Number of related students activities attended	New Curriculum     Orientation     PICE Acquintance     Party     PICE Week	Monitoring	2	3	4	4	4	4.00	
tr	Number of in-house seminars/ rainings/workshops/reviews conducted/attended			1	1	3	3	3	3.00	
	Number of hours spent for student consultation	Support to students	Entertained students regarding subject matters, grades, etc.	100	100	4	4	4	4.00	
	Number of hours spent in checking and computing of grades	Support to students	1.) Checking of exams, quizzes, and lab exercises 2.) Computing of midterm and final grades 3.) Checking of CE project and Manuscript of advisees	100	120	5	5	5	5.00	
			advisees			Total	points		49.00	
MEO 3	Research Services (Higher education rese	arch improved to prom	note economic productivity and	l innovation	<u> </u>	1 otal	Politic		10.00	
				I IIIIOVALIOII,	/ 	Т				
	P13. Number of research projects conducted and or completed on schedule			7						
-	214. Number of research proposals submitted									
<u>P</u>	PI 5. Percent of research proposals approved									
fr	PI 7. Amount of research money generated rom institutional funding (Thousand PHP)									
P	PI 8. Additional outputs									
	No. of research-related awards (research conducted by faculty or student w/ faculty)									

						Total	points			
UMFO 4.	Extension Services									
	PI 4. Number of extension projects									
	conducted and/or completed on schedule					-				
	PI 8. Amount of extension money generated									
	from institutional funding (Thousand PHP)					Total	points			
UMFO 5.	SUPPORT TO OPERATIONS (STO)					1.0101	ponite			
	MFO 2. Faculty Recruitment/Hiring Service	es								
		Hiring of one (1)	Supervising	1	1	5	5	5	5.00	Engr. Jessie B
	aligned with ISO standards	regular faculty								Corrales
	MFO 3. Faculty Evaluation Services									
	PI 3: Percentage of faculty rated by		Supervising/ Monitoring	100%	100%	5	5	5	5.00	All faculty
	students with at least very satisfactory rating									
	in 50% of the subjects evaluated									
	PI 4. Number of in-house seminars/	1. Course on Road	Participant	2	2	5	5	5	5.00	
	trainings/workshops/reviews conducted/	Safety and Traffic								
	attended	Administration								
		2. Review/Finalization								
		of all Documented								
		Information/Quality								
		Procedures for the								
		VSU Quality								
		Management System in								
		Conformance to ISO								
		9001:2015				Total	points	L	15.00	-
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT	SERVICES				1			I	
01111 0 01	MFO 1. Administrative and Facilitative Se									
	PI 1: Number of colleges, departments &	Supervising/	Supervise and monitor one (1)	1	1	4	4	4	4.00	
	support units supervised, monitored &	Monitoring	department							
	coordinated									
	PI 2. Number of management meetings	Conducts regular	Supervising/ Monitoring/	4	9	5	5	5	5.00	
	conducted	monthly and special	Implementing							
		meetings with DCE								
		faculty and staff								
	PI 7. Number of office and laboratory	Purchase Request	Monitoring	4	6	4	4	4	4.00	for bidding
	equipment purchased									
	PI 9. Additional Outputs									

Number of hours spent in preparaion for ISO accreditation	ISO Internal and External Audit	ISO Internal Auditor	10	48	4	4	4	4.00	
Number of hours spent for BAC activities	Pre-bidding, bidding and meetings	BAC member	0	48	4	4	4	4.00	
MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service		Supervising/ Monitoring	100%	100%	5	5	5	5.00	
Pl 2. Additional Outputs/Best Practices									
					Total	points		26.00	
Total Over-all Rating					90.00				
Average Rating					4.29				
Adjectival Rating					V	ery Sa	atisfac	ctory	

Average Rating (Total Over-all rating divided by 5)	4.29
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.29
ADJECTIVAL RATING	Very Satisfactory

4 - Average

1 - Quality 2 - Efficiency

3 - Timeliness

Comments & Purpose:	Recommendat	tions for Develo	pment	

Evaluated & Rated by:	Recommending Approval:	Approved:
E.S. & L	Alwah A	10/11
EPIFANIA G. LORETO	ROBERTO C. GUARTE, Ph.D.	BEATRIZ S. BELONIAS, Ph.D
Department Head, DCE	Dean, College of Engineering and Technology	VP for Instruction
Date:	Date:	Date:



# Visayas State University College of Engineering

Visca, Baybay City, 6521-A, Leyte, Philippines

# **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Assoc. Prof. Engr. Epifania G. Loreto

Performance Rating:

Aim: Assoc. Prof. Engr. E. Loreto as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Civil Engineering (BSCE) as provided for in the new CMO 92, s. of 2017

# Proposed Interventions to Improve Performance:

 Assoc. Prof. Engr. E. Loreto will be developed into an effective implementor of the new OBEdized four (4)-year BSCE Program as her performance last year was already O

Date: January 2019

Target Date: June 2019

#### First Step

Reorientation on the Outcomes-Based Education principles, orientation of the provisions
of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCE as
provided for in CMO 92, s. 2017, and the implementation of the new VSU BSCE
Curriculum

## Results:

Mastery on the provisions of CMO 92, s. 2017

Mastery on the preparation of an OBTL Syllabus Course Content and Plan

New BSCE Curriculum

Date: July 2019

Target Date: December 2019

#### Next Step:

- Continuous implementation of the newly approved BSCE Curriculum
- Monitor the implementation of the new BSCE Curriculum

#### Outcomes:

Effective implementation of the offering of the new BSCE Program

 Proper management of human resource, facilities, and equipment in the offering of the new BSCE degree program

 Preparation and submission of Research and Extension proposals in line with the new OBEdized BSCE Program

# Final Steps/Recommendations:

Implement the new BSCE Program

 Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum

 Conduct regular Continuous Quality Improvement in the offering of the new BSCE Program

Prepared by:

ROBERTO C. GUART

Conforme:

EPIFANIA G. LORETO