## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Epifania G. Loreto

	Program Involvement	Percentage	Numerical Rating	Equivalent
	(1)	Weight of	(Rating x %)	Numerical
		Involvement		Rating
	(1)	(2)	(3)	(2x3)
2.	Instruction			
	a. Head/Dean (50%)		2.26	
	b. Students (50%)		2.29	
	TOTAL for Instruction	75%	4.55	3.41
3.	Research	5%	5.00	0.25
4.	Extension			
5.	Support to Operations	10%	4.33	0.43
6.	Administration	10%	5.00	0.50
TOTAL				4.60

**EQUIVALENT NUMERICAL RATING:** 

4.60

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.60

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

EPIFANIA G. LORETO

Name of Faculty

EPIFANIA G. LORETO

Department Head

Recommending Approval:

ROBERTO C. GUARTI

Dean, CE

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs







## **DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: coe@vsu.edu.ph Website: www.vsu.edu.ph

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

I, Epifania G. Loreto, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2020

Epifania G. Loreto

Assoc. Prof. V

Approved:

Roberto O. Guarte

Date: 9/30/2010

MFO No.	Description of MFO's/PAPs Success/ Performance Indicators (F		Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be
		Success/ Performance Indicators (PI)				Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO 2	. HIGHER EDUCATION SERVICES									
OVPI UN	MFO 3. Higher Education Management S	Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	4	15.3	5	4	5	4.67	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.67	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	8	5	4	5	4.67	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	4	4.67	
	,	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	8	4	5	4	4.33	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	17	5	5	4	4.67	
		A17 . Number of students advised on thesis/ field practice/special problem:		5	10	4	5	4	4.33	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	10	5	4	4	4.33	

	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	4	4	4.33	
	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						for submission July-Decembe accomplishment
	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	4	4	4	4.00	
									49.67	
UMFO 3	. RESEARCH SERVICES							_		
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication		1	5	5	5	5.00	
		In refereed int'l journals								
UMFO 4	EXTENSION SERVICES									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
UMFO 5.	SUPPORT TO OPERATIONS									
	OVPI MFO 4. Program and Institutional	Accreditation Services								
	PI 8 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*	A 44. Compliance to all requirements of theQMS 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	80%	non-conformity complied	4	4	4	4.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	III die devieditation tools	1	1	4	5	5	4.67	for COPC
	General Admin. & Support Services (G									
	<u>PI 2</u> . Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	Zero % complaint	5	5	5	5.00	
	PI 3: Additional Outputs	by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1	5	5	5	5.00	student academic advising process and format
		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						
	Total Over-all Rating								73.33	
	Average Rating					-		-	4.58	
	Adjectival Rating								Outstar	aing

Average Rating (Total Over-all rating divided by 5)	4.58
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.58
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Department Head
Date: 09 30 N

Recommending Approval

Dean

Date: 9/20/2020

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/6/2020







# College of Engineering and Technology

Visca, Baybay City, Leyte 6521-A, Philippines Email Address: roberto.guarte@vsu.edu.ph Website: www.vsu.edu.ph

## **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 2020 Target Date: June 2020

#### **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 2020 Target Date: December 2020

## 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. GUARTE

Conforme:

EPIFANIA G. LORETO Head, DCE