

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Raffy Andrew G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.07	
b. Students (50%)		2.10	
TOTAL for Instruction	100%	4.17	4.17
3. Research			
4. Extension			
5. Support to Operations			
6. Administration			
TOTAL			4.17

EQUIVALENT NUMERICAL RATING: 4.17
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.17

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

Reviewed by:



RAFFY ANDREW G. LORETO
 Name of Faculty


EPIFANIA G. LORETO
 Department Head

Recommending Approval:


ROBERTO C. GUARTE
 Dean, CET

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Raffy Andrew G. Loreto, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commit 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 - December 2021

Raffy Andrew G. Loreto

Instructor I

Date: 7/21/2021

Approved:

Epifania G. Loreto

Department Head

Date: 7/21/2021

Roberto C. Guarte

College Dean

Date: 7/22/2021

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPA A UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	39.7	5	5	5	5.00	As of 1st Sem, AY: 2020-2021, on study leave in 2nd Sem, AY: 2020-2021
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	7	5	4	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	3	4	3.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	4	5	4	4.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	20	4	5	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	10	4	5	4	4.33	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	40	48	4	4	4	4.00	
		A17. Number of students advised on thesis/ field practice/special problem:								

	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	1	3	4	4	3.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	2	4	4	4	4.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	24	4	4	4	4.00	
	<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	4	4	4	4.00	
<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	0					none yet
	<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	0					none yet
UMFO 5. SUPPORT TO OPERATIONS									
OVPA 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	80%	0					none yet

		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		1	0					none yet
		On institutional accreditations		1	0					none yet
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	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	0					none yet
		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	0					none yet
Number of Performance Indicators Filled-up								12		
Total Over-all Rating								49.667		
Average Rating								4.139		
Adjectival Rating								Very Satisfactory		

Average Rating (Total Over-all rating divided by 5)	4.139
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.139
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

To attend trainings &
finish Masters degree

Evaluated & Rated by:

EPIFANIA G. LORETO

Department Head

Date: 7/21/2021

Recommending Approval

ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 7/22/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/24/2021

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **RAFFY ANDREW G. LORETO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Preparation and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	December 2020	January 2021	January 20, 2021	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	On study leave					
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	On study leave					
4.	Preparation and submission of TOS	TOS with exam	February 1, 2021	February 8, 2021	Within the semester	Impressive	Outstanding	Submitted on time in 1 st Sem, 2020-2021
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Done during 1 st Sem, 2020-2021
6.	Preparation of documents for AACCUP	Documents for AACCUP	February, 2021	Before November 2021	In progress	impressive	Satisfactory	Prepared some of the documents while on study leave

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

E. Loreto
EPIFANIA G. LORETO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raffy Andrew G. Loreto

Performance Rating: 4.139 (Very Satisfactory)

Aim: Ar. Raffy Andrew G. Loreto as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

First Step:

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2021 Target Date: December 2021

Next Step:

The faculty will continue to implement the newly approved BSCE curriculum.

Outcome:

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted.

Final Step/Recommendation:

Ar. Loreto upon completion of his master's degree can help in the full implementation of the BSCE curriculum. He can also help in the attainment of the program outcomes by helping in the conduct of regular Continuous Quality improvement.

Prepared by:


Epifania G. Loreto
Unit Head

Conforme:


Raffy Andrew G. Loreto
Name of Ratee Faculty/Staff