

**Exhibit K****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 (100%)		5.00x100% = 5.00	
b. Students (0%)			
Total for Instruction	80%	5.00	3.50
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	1.50
5. Production			
TOTAL			5.00

EQUIVALENT NUMERICAL RATING: 5.00


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MA. THERESA P. LORETO**  
Name of Faculty


Reviewed by:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Recommending Approval:

N.A.

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Theresa P. Loreto, Head 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 2020.

*mtloredo*  
**MA. THERESA P. LORETO**  
 Department Head  
 Date: *09-30-20*

Approved: *[Signature]*  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: *10-01-20*

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 denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/ courses assigned	0.25	0.50	5	5	5	5.00	Teaches Chem 234
	PI 8: 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	Alo, Cutin, Glory
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	5	5	5	5.00	Guysayko
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	1.95	1.95	5	5	5	5.00	Btec 198, Chem 138
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	Btec 198, Chem 138, Chem 234



		<u>A 11</u> . 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							
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Workshop on " How to Prepare an Outcome-Based Teaching and Learning Syllabus for Graduate Courses
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	5	5	5	5.00	Btec 198(1), Chem 138(2)
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	5	5	5	5.00	Btec 198
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	45	45	5	5	5	5.00	BS in Biotechnology students
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Palma
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	BSBiotech & BSChem students
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	5	5	5	5.00	BS in Biotechnology students
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USSO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	2	5	5	5	5.00	VSU Biological Students, Chemical Society

	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	0					To be accomplished in July-December 2020
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	0					To be accomplished in July-December 2020
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	0					To be accomplished in July-December 2020
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	0					To be accomplished in July-December 2020
		<b>A 23 :</b> 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	1	0					To be accomplished in July-December 2020
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	0					To be accomplished in July-December 2020
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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					To be accomplished in July-December 2020
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		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	DA-Biotech Scholarship Program



	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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
		<b>A 45.</b> 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		100% compliant	0					To be accomplished in July-December 2020
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0%	5	5	5	5.00	zero complaint
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	2	2	5	5	5	5.00	Installation of wash areas in the 2nd floor and entrance of building; Provision of 70% alcohol in the main door
	<b>Total Over-all Rating</b>					<b>85.00</b>				
	<b>Average Rating</b>					<b>5.00</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

Average Rating (Total Over-all rating divided by 17)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

*Keep up the exemplary performance.*

Evaluated & Rated by:

*[Signature]*  
CANDELARIO L. CALIBO

Dean, CAS

Date: *10-01-20*

Recommending Approval

N.A.

Approved by:

*[Signature]*  
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *10-8-20*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto  
Performance Rating: Outstanding

Aim: Increase Biotech freshmen enrollment (SY 2020-2021) and improve Biotech facilities

Proposed Interventions to Improve Performance:

Date: July 30, 2020                      Target Date: September 30, 2020

First Step: Approve quota submitted by Dr. Loreto and endorse its procurement plans

Result: Enrollment at 83 students as of August 20, 2020 and bidding of equipment is on-going

Date: September 29, 2020                      Target Date: December 30, 2020

Next Step: Prepare IMs for incoming students in the new normal of instruction

Outcome: Significant number of IMs is ready for distribution

Final Step/Recommendation: Revision of initial printed IMs for final qualification with ISBN.

Prepared by:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Conforme:

  
**MA. THERESA P. LORETO**  
Name of Ratee Faculty

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2 <sup>nd</sup>	U
	3 <sup>rd</sup>	A
	4th	R
		T
		E
		R

Name of Office: BIOTECHNOLOGY

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Consultation with Dr. Loreto's plans for SY 2020-2021 as she holds another designated position as Director of Advance Research and Innovation Center				
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

**CANDELARIO L. CALIBO**  
Dean, CAS

Noted by:

**BEATRIZ S. BELONIAS**  
VP for Instruction