

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

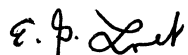
Name of Faculty Member: Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.49	
b. Students (50%)		2.00	
TOTAL for Instruction	75%	4.49	3.37
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	15%	4.78	0.72
TOTAL			4.58

EQUIVALENT NUMERICAL RATING: 4.58  
Add: Additional Points, if any: 0  
TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: Outstanding


Prepared by:

  
EPIFANIA G. LORETO  
Name of Faculty

Reviewed by:

  
ROBERTO C. GUARTE  
Dean, CoE

Approved by:

  
BEATRIZ S. BELONIAS  
VP for Instruction





Visayas State University  
Visca, Baybay City, Leyte, PHILIPPINES  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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 January to June 2018.

EPIFANIA G. LORETO  
Ratee

Approved by:

ary to June 2018.

  
**ROBERTO C. GUARTE**  
Dean

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2.	HIGHER EDUCATION SERVICES										
	MFO 1. Curriculum Program Management Services										
	PI 1. Total Undergraduate FTE monitored	Instruction	Teach BSCE subjects	18	20.70	5	5	5	5.00		
	PI 7. Number of academe/Industry linkage established	Established academe/industry linkage	Coordinates the academe/industry linkage	20	29	5	5	5	5.00		
	PI 8. Number of students advised	BSCE Academic Adviser	Advising and monitoring	100	141	5	5	5	5.00		
	PI 9. Number of Student organizations advised/assisted	PICE- VSUSC organization	Supervising and monitoring	1	1	5	5	5	5.00		
	PI10. Number of instructional materials developed	Course syllabus, course outlines and powerpoint presentations for CEng 136	Preparation, encoding and printing	1	1	5	5	4	4.67		
	MFO 2. Student Management Services										





	<b>MFO 2. Frontline Services</b>									
	<b>PI 1.</b> Efficient and customer-friendly frontline service	Supervising/ Monitoring	All faculty and staff	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Additional Outputs/Best Practices									
	Number of hours devoted in consultation meeting	Supervising/ Monitoring	Consutation meeting with BSCE students	60	120	5	5	5	5.00	
	Number of hours devoted in the preparation of documents needed for PTC-ACBET (Washington Accord) accreditation	PTC-ACBET (Washington Accord) Accreditation	Overall coordinator	72	96	5	5	5	5.00	
	Number of hours devoted in the preparation of documents needed for RQAT	RQAT Compliance	Overall coordinator	40	64	5	4	4	4.33	
	Number of hours devoted in the preparation of documents needed for ISO Certification	ISO Certification	Overall coordinator	56	96	5	4	4	4.33	
	Number of hours devoted in the preparation for AACUP accreditation	AACUP Accreditation	Overall coordinator	166	168	5	4	4	4.33	
						Total points			43.00	
<b>Total Over-all Rating</b>						122.67				
<b>Average Rating</b>						4.91				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

Average Rating (Total Over-all rating divided by 4)		4.91
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

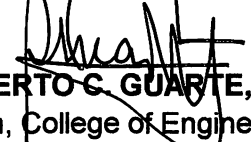
Evaluated and Rated by:

  
**EPIFANIA G. LORETO**  
 Departent Head, DCE

Date: \_\_\_\_\_

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Recommending Approval:

  
**ROBERTO C. GUARTE, Ph.D.**  
 Dean, College of Engineering

Date: \_\_\_\_\_

Comments & Recommendations for Development Purpose:  <i>Must attend seminars/lectures related to her field of specialization to earn CPD unit</i>
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Approved:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 VP for Instruction

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: **4.98 (O)**

**Aim:** Assoc. Prof. Engr. E. Loreto as an effective and efficient implementor of the new OBE-dized 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 OBE-dized four (4) year BSCE Program as her performance last year was already O

**Date:** January 2018

**Target Date:** June 2018

### **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 formulation 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
- Preparation and submission of the new BSCE Curriculum proposal

**Date:** July 2018

**Target Date:** December 2018

### **Next Step:**

- Approval of the new VSU four (4) Year BSCE Program by the BOR
- Implementation of the newly approved BSCE Curriculum effective August 2018
- Monitor the implementation of the new BSCE Curriculum

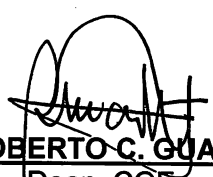
### **Outcomes:**

- Effective implementation of the offering of the new BSCE Program
- Increased enrolment of freshman students of the new 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 OBE-dized 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**  
 Dean, COE

Conforme:

  
**EPIFANIA G. LORETO**  
 Head, DCE



