

## 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%)		2.20	
b. Students (50%)		2.27	
TOTAL for Instruction	85%	4.47	3.80
3. Research			
4. Extension			
5. Support to Operations	10%	4.83	0.48
6. Administration	5%	5.00	0.25
TOTAL			4.54


EQUIVALENT NUMERICAL RATING: 4.54  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: Outstanding


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



**VISAYAS**  
STATE UNIVERSITY



# DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit B

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 - June 2020

Approved:

Raffy Andrew G. Loreto

Instructor

Date: 07/30/2020

Epifania G. Loreto

Department Head

Date: 09/22/2020

Roberto C. Cuarte

College Dean

Date: 9/30/2020

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	39.45	5	4	5	4.67	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	4	4	3	3.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	15	5	4	5	4.67	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	4	4	4	4	4.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	10	23	5	4	5	4.67	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		2	3	5	5	4	4.67	



		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	10	4	4	4	4.00	
	<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						for July - December 2020 accomplishment
	<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		5	5	4	4.67	
									44.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
<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	80%	zero non-conformity	5	5	5	5.00	
		<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	1		5	5	4	4.67	COPC documents for submission
<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	5	5	5	5.00	

	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	1	5	5	5	5.00	student academic advising xcell template
		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								63.67	
	Average Rating								4.55	
	Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 5)	4.55
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.55
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:  
*He must finish his thesis (Master's degree)*

Evaluated & Rated by:

*Ep. Loreto*  
**EPIFANIA G. LORETO**  
 Department Head  
 Date: *09/22/20*

Recommending Approval

*Roberto C. Guarte*  
**ROBERTO C. GUARTE**  
 Dean  
 Date: *9/30/2020*

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *10/6/2020*



## 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 of OBE Syllabus	OBE Syllabus for CEng courses handled	January 2, 2020	January 25, 2020	January 8, 2020	Impressive	Outstanding	Submitted syllabus for all courses assigned
2	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 13, 2020	June 24, 2020			Satisfactory	Prepared teaching manuals but did not submit hard copy
3.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 2, 2020	Within the semester	End of semester	Impressive	Very satisfactory	Prepared PPT but did not submit hard copy
4	Consultation with students	Consultation log book	Start of semester	End of 1 <sup>st</sup> semester	End of semester	impressive	Outstanding	
5	Submission of Grades	Grades submitted on time		2 weeks after final exam			Outstanding	Submitted on time
6	Preparation for ISO certification	Documents needed for ISO	Jan. 13, 2020	February 19, 2020	February 17, 2020	impressive	Outstanding	Submitted needed documents

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

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

Prepared by:

**EPIFANIA G. LORETO**

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Raffy Andrew G. Loreto**

Performance Rating: 4.54 (Outstanding)

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

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

**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 2020 Target Date: December 2020

**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

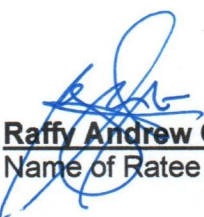
**Final Step/Recommendation:**

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