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
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (100%)		4.55	
TOTAL for Instruction	85%	4.55	3.86
3. Research			
4. Extension			
5. Support to Operations	10%	4.83	0.48
6. Administration	5%	5.00	0.25
TOTAL			4.60

EQUIVALENT NUMERICAL RATING: 4.60
Add: Additional Points, if any: 0
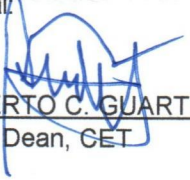TOTAL NUMERICAL RATING: **4.60**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

RAFFY ANDREW G. LORETO   EPIFANIA G. LORETO
Name of Faculty   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
Telefax: None
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Website: www.vsu.edu.ph

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 July-December 2020

Approved:

Raffy Andrew G. Loreto
Instructor I
Date: 12/08/2020

Epifania G. Loreto
Department Head
Date: 01/28/2021

Roberto C. Guarte
College Dean
Date: 01/28/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	18	39.45	5	4	5	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	0					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	0					
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	4	5	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	8	4	4	4	4.00	
	PI 8: Number of students advised: *	**A16.** Number of students advised:	Acts as academic adviser to students	10	23	5	4	5	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	4	4.67	

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	15	4	4	4	4.00	
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							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	3	5	5	4	4.67	
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	3	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	4	5	4.67	
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	
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	COPC documents for submission
									50.00	
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		A27. 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							
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%	zero non-conformity	5	5	5	5.00	
		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	1		5	5	4	4.67	COPC documents for submission
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		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								69.67	
	Average Rating								4.64	
	Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 5)	4.64	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.64	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

To finish his MS degree

Evaluated & Rated by:

EPIFANIA G. LORETO
Department Head
Date: 9/28/2021

Recommending Approval

ROBERTO C. GUARTE
Dean, College of Engineering and Technology
Date: 9/28/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/29/21

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/ Recommen-dation
1.	Preparation and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	July 7, 2020	November 16, 2020	November 13, 2020	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	July 7, 2020	September 2020	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	September, 2020	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation and submission of TOS	TOS with exam	Nov. 12, 2020	Nov. 23, 2020	November 23, 2020	Impressive	Very Satisfactory	Submitted on time
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for COPC	Documents for COPC	August 24, 2020	December 2020	November 2020	impressive	Outstanding	Submitted on time

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EPIFANIA G. LORETO
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Raffy Andrew G. Loreto**
Performance Rating: _____4.60 (Outstanding)_____

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 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