

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 (50%)	50%	4.94	2.47
b. Students (50%)	50%	5.00	2.50
Total for Instruction	80%	4.97	3.98
2. Research	-		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.00	0.50
3. Extension	-		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	10%	5.00	0.50
5. Production	-		
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: **Outstanding**

Prepared by:

mtplncto
MA. THERESA P. LORETO
Name of Faculty

Reviewed by:

Kyza Mae M. Ramoneda
KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:

Abstain
College Dean

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Theresa P. Loreto, a faculty member 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 July - December 2021

Approved:

mtpln
MA. THERESA P. LORETO

Associate Professor IV

Date: *Jan. 14, 2022*

Kyza Mae M. Ramoneda
KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date: *Jan. 21, 2022*

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	1.75	1.00	5	5	4	4.67	Chem 231, 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	Glory, Mañara, Milleza
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	3	5	5	5	5.00	Glory, Mañara, Milleza
		A5. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	16	5	5	5	5.00	Chem 231, Chem 234
		A6. Number of quizzes administered and checked	Prepares and checks quizzes for lec	15	8	5	5	5	5.00	Chem 231, Chem 234

		<u>A7</u> . Number of lab reports and term papers checked and graded	Checks term papers submitted as required	6	12	5	5	5	5.00	Chem 231, Chem 234
	PI 10: Number of instructional materials developed *	<u>A 1</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	Chem 231, Chem 234
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Chem 231, Chem 234
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	Chem 231, Chem 234
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	5	5	5	5.00	Chem 231, Chem 234
		<u>A 2</u> : 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	2	2	5	5	5	5.00	Chem 231, Chem 234
		<u>A 3</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Chem 231, Chem 234
		<u>A8</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Chem 231, Chem 234
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	3.75	2.25	5	5	5	5.00	Btec 111
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	1	5	5	5	5.00	Btec 111

		A 11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	(1)VSU Faculty Onboarding; (2)Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies; (3)Tactical and Strategic Approaches for the Procurement Management of State Universities and Colleges; (4)Syllabi-Making Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	56	5	5	5	5.00	Btec 111
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	84	5	5	5	5.00	Btec 111
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	14	5	5	5	5.00	Btec 111
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	47	38	5	5	5	5.00	2nd year BSBiotech Students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	BSBiotech (Torregosa, Oppus); BSChem (Garcia)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	BSBiotech (Gonzales, Labana, Napoles); BSChem (Labra, Mortel)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	BSBiotech

PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU Biotechnological Society
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	1	1	5	5	5	5.00	Btec 111
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Btec 111
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	Btec 111
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	Btec 111
	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	2	1	5	5	5	5.00	Btec 111
	A 24 : Number of virtual classroom updated and operational	Updates virtual classroom using either Moodle or Google Classroom	3	1	5	5	5	5.00	Btec 111
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	2	5	5	5	5.00	ISO 9001:2015 Internal Audit (Oct. 2021); AACUP Level 2 (November 2021)

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	5	5	5	5.00	zero complaint
	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	2	5	5	5	5.00	Provides monthly prepaid load cards to CAS department heads; provides prepaid load cards to College/Dept Enrolment focal persons
		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	1	5	5	5	5.00	Purchased UVC Germicidal Multipurpose Sterilizer
	Total Over-all Rating					202.67				
	Average Rating					4.94				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divide by 41)		4.94
Additional Points		
Approved Additionl Points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Dr. Loreto is recommended to continue to engage in strengthening linkages and collaborations of the department.

Evaluated & Rated by:

KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology
Date: Jan. 21, 2022

Recommending Approval:

N/A

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/21/22

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	QUARTER
	2 nd	
	3 rd	
√	4 th	

Name of Employee: Ma. Theresa P. Loreto

Name of Office: Department of Biotechnology

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Other (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Dr. Loreto to keep in contact constantly with her students.				Dr. Loreto is in constant contact with her students through email and creation of a chat group.
Coaching	I reminded Dr. Loreto to exercise her utmost patience and understanding to students in this time of pandemic.				Dr. Loreto gives due consideration to students in the submission of course requirements.

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

Conducted by:

Noted by:

KYZA MAE M. RAMONEDA
Immediate Supervisor

BEATRIZ S. BELONIAS
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto

Performance Rating:

Aim: To engage in research activities

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step: Crafted research proposals

Result: Start conducting research projects

Date: January 2022


Target Date: June 2022

Next Step: Continue conducting research projects

Outcome: Complete research project within the time duration

Final Step/Recommendation: Publish a paper from the research outputs

Prepared by:


KYZA MAEM. RAMONEDA
OIC-Head, Biotechnology

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty