

## 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 (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		4.77	
b. Students (50%)			
TOTAL for Instruction	75%	4.77	3.58
3. Research	5%	0.00	0.00
4. Extension			
5. Support to Operations	10%	4.83	0.48
6. Administration	10%	5.00	0.50
TOTAL			4.56

EQUIVALENT NUMERICAL RATING: 4.56  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

E. G. Loreto  
EPIFANIA G. LORETO  
 Name of Faculty

E. G. Loreto  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

Roberto C. Guarte  
ROBERTO C. GUARTE  
 Dean, CET

Approved by:

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



Exhibit B

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Epifania G. Loreto, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commits 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

*E. G. Loreto*  
**Epifania G. Loreto**  
 Assoc. Prof.V  
 Date: 01/28/2021

Approved:

*Roberto C. Guarte*  
**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	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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	4	15.3	5	4	5	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	8	4	5	5	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	8	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	17	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:		5	10	4	5	5	4.67	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	10	5	4	5	4.67	

	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							
	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	1	4	5	5	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	5	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	4	5	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 Moodle or Google Classroom	1	1	4	5	5	4.67	
	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	5	5	4.67	
									62.00	
UMFO 3 . RESEARCH SERVICES										
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
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									



	<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%	non-conformity complied	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							
		On program accreditations		1	1	4	5	5	4.67	for COPC
<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	1	Zero % complaint	5	5	5	5.00	
	<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	1	1	5	5	5	5.00	student academic advising process and format
		<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	1	1	5	5	5	5.00	OJT implementation during pandemic
	<b>Total Over-all Rating</b>								81.67	
	<b>Average Rating</b>								4.54	
	<b>Adjectival Rating</b>									Outstanding

<b>Average Rating (Total Over-all rating divided by 5)</b>	4.54
<b>Additional Points:</b>	
<b>Approved Additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	4.54
<b>ADJECTIVAL RATING</b>	Outstanding

Comments & Recommendations for Development Purpose:  
 she is performing excellently as professor and head of DCE. she may be given support, through the department, financial assistance to conduct research.

Evaluated & Rated by:

**ROBERTO C. GUARTE**

Dean, College of Engineering and Technr  
 Date:

Recommending Approval

**ROBERTO C. GUARTE**

Dean, College of Engineering and Technology  
 Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction  
 Date: 1/29/24

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				July - August	Sept. - Oct.	Nov. - Dec.	
MFO 2. Higher Education Services							
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Engr. Epifania G. Loreto	November				No licensure exam for Civil Engineering was conducted in November 2020
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Engr. John Christian L. Gaviola Engr. Epifania G. Loreto	July – Dec. 2020			91%	Some graduates of 2018 are not yet employed
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	Engr. Marcelo T. Abrera Jr Engr. Lindy Jane L. Ando Engr. Jessie B. Corrales Engr. John Christian L. Gaviola Engr. Epifania G. Loreto Ar. Raffy Andrew G. Loreto Engr. Beatriz Nicolle A. Oppus Engr. Ramil B. Vinculado Jr.	July – Dec. 2020		100%	100%	Students were always reminded by the instructors to submit requirements
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept is in compliance to CMO	Engr. Epifania G. Loreto	July – Dec. 2020	100%	100%	100%	BSCE new curriculum was implemented in the 1 <sup>st</sup> semester of AY 2018 – 2019 and old curriculum is still offered

PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All DCE Faculty	July – Dec. 2020	40%	75%	100%	The topics stated in the course syllabi for the professional and basic courses were discussed fully
PI 8: Number of students advised	Assist Students through advising and consultation	All DCE Faculty	July – Dec. 2020	40%	80%	100%	The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	Engr. John Christian L. Gaviola Engr. Jessie B. Corrales	July – Dec. 2020	40%	80%	100%	The faculty assisted the organization in their activities (ex. CE Month celebration)
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	July – Dec. 2020	50%	80%	100%	OBE Syllabi for new curriculum were submitted and approved by the College Dean.
MFO 5. Support to Operations							
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*	Prepares documents needed for ISO certification	All faculty and staff	July – Dec. 2020	100%	100%	100%	Documents needed were accomplished
MFO 6. General Administration							



and Support Services (GASS)							
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	July – Dec. 2020	100%	100%	100%	
PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	July – Dec. 2020	100%	100%	100%	
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	July – Dec. 2020	100%	100	100%	
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meeting with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	July – Dec. 2020	100%	100%	100%	Monthly regular meetings (face-face or virtual) were conducted

Prepared by:

  
**EPIFANIA G. LORETO**  
 Unit Head



**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and Technology**

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: [roberto.guarte@vsu.edu.ph](mailto:roberto.guarte@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Engr. Epifania G. Loreto**

Performance Rating:

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

**Date:** January 2020

**Target Date:** June 2020

### **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 the implementation 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
- New BSCE Curriculum

**Date:** July 2020

**Target Date:** December 2020

### **Next Step:**

- Continuous implementation of the newly approved BSCE Curriculum
- Monitor the implementation of the new BSCE Curriculum

### **Outcomes:**

- Effective implementation of the offering of the new BSCE 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 OBEdized 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, CET

Conforme:

  
**EPIFANIA G. LORETO**  
Head, DCE

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: Department of Civil Engineering

Head of Office: Epifania G. Loreto

Number of Personnel: 7 Faculty Members

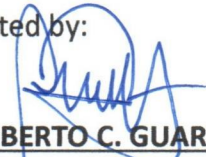
Activity/Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring	Reminded faculty members on the submission of OBTL Syllabus, grades, and other documents needed	Included during meetings	Notice of Meetings	FB Group chat	Faculty members have submitted documents
Coaching		Included during monthly meetings	Notice of Meetings		Faculty members are always reminded of their duties and responsibilities

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

Conducted by:

  
**EPIFANIA G. LORETO**  
 Immediate Supervisor

Noted by:

  
**ROBERTO C. GUARTE**  
 Next Higher Supervisor