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%)		5.0 x 50% = 2.5	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	40%	5.00	2.00
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.00	1.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	3.29	0.65
4. Administration	20%	5.00	1.00
5. Production			
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65
Add: Additional Points, if any:
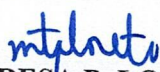TOTAL NUMERICAL RATING: 4.65
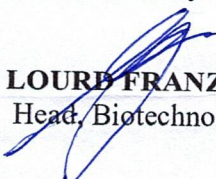
ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

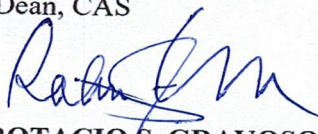**MA. THERESA P. LORETO**   **LOURD FRANZ M. GABUNADA**
Name of Faculty   Head, Biotechnology

Recommending Approval:

GLENN G. PAJARES
Dean, CAS

Approved:

ROTACIO S. GRAVOSO
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 following targets in accordance with the indicated measures for the period **January - June 2024**.

mtploreto

__MA. THERESA P. LORETO__
Associate Professor V
Date: __July 10, 2024__

Approved:

__LOURD FRANZ M. GABUNADA__
Head, Dept. of Biotechnology
Date: __July 10, 2024__

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	**A3** . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Bagarinao, Glory

PI	Activity	Task								
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0		2	5	5	5	5.00	Bagarinao, Glory

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 3. Higher Education Management Services

PI	Activity	Task								
PI 6: Number of programs accredited	**A 1**. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation								
PI 10: Total FTE, coordinated, implemented and monitored *	**A 2**. Actual Faculty's FTE	Handles and teaches courses assigned	3	3.35		5	5	5	5.00	Btec 198, Btec 199
PI 11: Number of new revised curricular proposals submitted	**A 3**. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	8		5	5	5	5.00	CAS departments
PI 13: Percentage of courses offered with approved course syllabi	**A 4**. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	2%	2%		5	5	5	5.00	Btec 198, Btec 199
PI 14: Percentage of courses offered with IMs	**A 5**. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	2%	2%		5	5	5	5.00	Btec 198, Btec 199
PI 15: Number of Instructional Materials approved	**A 6**. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	2	2		5	5	5	5.00	Btec 198, Btec 199
PI 16: Percentage of courses offered with final grades submitted within the allowable period	**A 7**. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	2%	2%		5	5	5	5.00	
PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	**A 8**. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		2%	2%		5	5	5	5.00	
PI 19: Additional Outputs	**A 10**. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	8		5	5	5	5.00	Btec 198, Btec 199

		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	5	5	5	5.00	Btec 198, Btec 199
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	5	5.00	Btec 198, Btec 199
		A 14. 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
UMFO 3 . RESEARCH SERVICES										
PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A 15.** 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		1	1	5	5	5	5.00	
PI 2: Number of research outputs completed within the year *	**A 16.** Number of research outputs completed within the year *	Conducts and completes research project within the year		1	1	5	5	5	5.00	
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	**A 17.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences								
	a. International									
	b. National									
	c. Regional or Institutional Conferences									
PI 7: Amount of research money obtained from external sources	**A 21.** Amount of research money obtained from external sources	Requests for research money from external sources								
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 (MOUs/MOAs)	**A 32.** 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	1	1	5	5	5	5.00	
PI 2: Number of trainees weighted by the length of training	**A 33.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	0	3	3	3	3.00	to be accomplished July-Dec 2024
PI 3: Number of extension programs and projects	**A 34.** Number of extension programs and projects		1	0	3	3	3	3.00	to be accomplished July-Dec 2024
PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	**A 35.** Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	0	3	3	3	3	to be accomplished July-Dec 2024
PI 5: *Number of technical/expert services rendered*	**A 36.** *Number of technical/expert services rendered as/in:*	Provides the technical and expert services requested by beneficiaries							
	a. Peer reviewer of journal/book								
	b. Review of research and extension proposal								
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1	0	3	3	3	3.00	to be accomplished July-Dec 2024
	d. accreditor								
	e. consultancy								
PI 6: Number of extension proposals submitted	**A 37.** Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	0	3	3	3	3.00	to be accomplished July-Dec 2024
PI 7: Number of extension proposals approved	**A 38.** Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							

PI	A	Function							Remarks
PI 8: Number of extension proposals implemented	**A 39.** Number of extension proposals implemented	Implements duly approved extension projects							
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	**A 40.** Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
	a. *International*								
	b. *National*								
	c. *Regional or Institutional Conferences*								
PI 10: Number of extension actvities conducted	**A 41.** Number of extension activities conducted	Conducts extension program activities	1	0	3	3	3	3.00	to be accomplished July-Dec 2024

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

PI	A	Function							Remarks
PI 7: Number of trainings, seminars, and conferences attended	**A 50.** Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
	International								
	National								
	Regional/Institutional		1	1	5	5	5	5.00	

OVPI MFO 3. Registration Services

PI	A	Function							Remarks
PI 9: Percentage of students enrolled and validated within the registration period	**A 51.** Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	5	5	5	5.00	
PI 10. Number of students advised during the registration period	**A 52.** Number of students advised during the registration period	Acts as academic adviser	10	15	5	5	5	5.00	BS Biotech 4th year students

OVPI MFO 4. Curricular Program Management Services

PI	A	Function							Remarks
PI 12: Number of IMs reviewed by the DIMRC	**A 53.** Number of IMs reviewed by the DIMRC	Submits IMs for review	2	2	5	5	5	5.00	

PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	2	5	5	5	5.00	
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	Lisondra, Mejia, Vito, Dabatian, Lopez, Lavado, Abad & Dueñas
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	0	3	3	3	3.00	to be accomplished July-Dec 2024
PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	2	2	5	5	5	5.00	
PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	5	5	5	5	5	5.00	
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	5	5	5	5.00	BS Biotech & BS Chem students

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	8	8	5	5	5	5.00	CAS
PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	10	5	4	4	4	4.00	CAS to be accomplished July-Dec 2024

Performance Indicator	Activity	Task							Office/Stakeholder
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	2	4	5	5	5	5.00	Change of Grade Committee
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	100	200	5	5	5	5.00	CAS, ARICenter
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	50	100	5	5	5	5.00	CAS, ARICenter
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda		2	5	5	5	5.00	CAS
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	50	50	5	5	5	5.00	CAS
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	80%	100%	5	5	5	5.00	CAS
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	80%	90%	5	5	5	5.00	Students, Faculty
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	80%	80%	5	5	5	5.00	CAS, ARICenter
PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100%	5	5	5	5.00	CAS
PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	5	5	5	5	5	5.00	CAS
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		80%	80%	5	5	5	5.00	CAS, ARICenter

PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		80%	80%	5	5	5	5.00	CAS, ARICenter
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	15	5	5	5	5.00	UAC, UADCo, Biotech, ARICenter, GradSchool
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	1	1	5	5	5	5.00	
Total Over-all Rating								230.00	
Average Rating								4.69	
Adjectival Rating									

Average Rating (Total Over-all rating divide by 49)		4.69
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.69
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose: *Continue to achieve your goals. ML*

Evaluated & Rated by:

LOURD FRANZ M. GABUNADA
Head, Dept. of Biotechnology
Date: July 10, 2024

Recommending Approval:

GLENN G. PAJARES
Dean, CAS
Date: July 19, 2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: July 29, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
√	1st	U
√	2nd	A R
	3rd	T E
	4th	R

Name of Employee: MA. THERESA P. LORETO

Head of Office: LOURD FRANZ M. GABUNADA

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring I told Dr. Loreto to oversee closely her academic advisees, the graduating students.	√				Dr. Loreto promised to observe closely and follow up her academic advisees to ensure that they can graduate on time.
Coaching I told Dr. Loreto to maintain her outstanding TPES results.					Dr. Loreto promised to maintain her outstanding TPES results.

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

Conducted by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Noted by:

ROTACIO S. GRAVOSO
VP for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Q	2nd Q	3rd Q	4th Q	
MFO 2. Higher Education Sevices								
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Secures a higher number of enrollees every year	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 4. Percentage of undergraduate programs with accreditations	Secures compliance of required documents	LFMG, MTPL, MBG, DCQR	January – June 2024	✓	✓			
PI 5. Total FTE coordinated, implemented, and monitored	Teaches assigned subjects for the semester	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 8. Number of Students Advised:								
On thesis	Advises students on research proposals and manuscript	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
On consultation	Advises students on other academic concerns	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 9. Number of Student Organizations advised/assisted	Advises and assists student organization							
Student organization advised		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
Student organization activities assisted		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 10. Number Instructional Materials Developed								

On-line ready courseware	Develops on-line ready courseware	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
Flexible instructional materials	Develops flexible instructional materials	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
Assessment tools	Develops assessment tools	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 11. Number of virtual classrooms created and operationalized	Creates, updates, and operationalize virtual classrooms	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 3. Research Services								
PI 6. Number of paper submitted for publication in internationally indexed journals	Submits paper for publication	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 5. Support to Operations								
PI 1. Number of faculty pursuing advanced research degree programs (MS, PhD) facilitated, monitored, and assisted	Facilitates, monitors, assists faculty pursuing advanced research degree	LFMG,	January - June 2024	✓	✓			
PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaches assigned subjects	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 6. Number of In-house seminars/trainings/workshops/reviews conducted	Conducts In-house trainings	LFMG, MTPL	January - June 2024	✓	✓			
MFO 6. General Admin. & Support Services								
PI 1. Submission of DEpt. PPMP for the year within deadline as prescribed by BAC	Submits PPMP within the deadline	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			

PI 2. Zero percent complaint from clients served	Renders services properly to secure a zero percent complaint	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 3. Number of coaching sessions among faculty and staff	Conducts coaching sessions	LFMG, MTPL	January - June 2024	✓	✓			
PI 4. Number of planning sessions, tracking and monitoring of targets conducted to ensure attainment of department targets	Conducts meetings for monitoring of targets	LFMG	January - June 2024	✓	✓			
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducts meetings frequently	LFMG, MTPL	January - June 2024	✓	✓			

Prepared by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. THERESA P. LORETO**
Performance Rating: Outstanding

Aim: To continuously improve the performance of the faculty

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step:
Publish a paper.

Result:
Paper has been published in the Philippine Agricultural Scientist.

Date: July 2024   Target Date: December 2024

Next Step:
Craft a proposal for laboratory upgrading.

Outcome: Proposal has been crafted.

Final Step/Recommendation:

Submit the proposal to an external funding agency.

Prepared by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Conforme:

MA. THERESA P. LORETO
Name of Ratee Faculty

VISAYAS
STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: LORETO, MA. THERESA P.

Department: Dept. of Biotechnology

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Btec 111	PROTEIN AND NUCLEIC ACIDS	LEC	5.00	Outstanding	100.0%
BTec 149	TRENDS IN BIOTECHNOLOGY	LEC	5.00	Outstanding	100.0%
CHEM234	ADVANCED BIOCHEMISTRY	LEC	5.00	Outstanding	100.0%
	Average Rating		5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 19, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 19, 2024

Received by:

LORETO, MA. THERESA P.
Name and Signature of Faculty
Date: May 20, 2024
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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