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		28 *(handwritten)*	
a. Head/Dean (50%)		2.~~25~~	
b. Students (50%)		2.10	72 *(handwritten)*
TOTAL for Instruction	85%	4.~~35~~ 8 *(handwritten)*	~~3.60~~
3. Research			
4. Extension		4.00 *(handwritten)*	40 *(handwritten)*
5. Support to Operations	10%	~~5.00~~ 4.84	0.~~50~~ 24
6. Administration	5%	~~5.00~~ *(handwritten)*	0.~~25~~ *(handwritten)*
			36
TOTAL			4.~~44~~ *(handwritten)*

EQUIVALENT NUMERICAL RATING: 4.~~44~~ 36 *(handwritten)*

Add: Additional Points, if any: 0

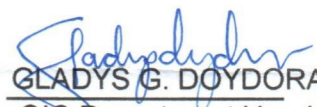TOTAL NUMERICAL RATING: **4.44** 36 *(handwritten)*

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

RAFFY ANDREW G. LORETO
Name of Faculty

Reviewed by:

GLADYS G. DOYDORA
OIC Department Head

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DEPARTMENT OF CIVIL ENGINEERING
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1020
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Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

"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 2021

Approved:

RAFFY ANDREW G. LORETO
Instructor I
Date: January 28, 2022

GLADYS G. DOYDORA
OIC-Department Head
Date: January 28, 2022

JANNET C. BENCURE
College Dean
Date: 1/28/2022

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

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										
OVPAA 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	49.05	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						None Yet
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	5	4	4.33	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	3	4	5	5	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	25	5	4	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	15	5	5	4	4.67	
	PI 8: Number of students advised: *	**A16.** Number of students advised:	Acts as academic adviser to students	40	56	5	4	5	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:								

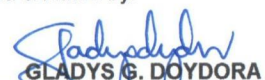|										
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	3	4	4	4	4.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		_A18_ . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	4	4	4	4.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	5	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	5	5	4.67	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	4	4	4.33	59.34/13 =4.565
UMFO 5. SUPPORT TO OPERATIONS										
	OVPAA 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%	80	3	4	3	3.33	

		A 45. Compliance to all requirements of the program and institutional accreditation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations		1	1	5	4	4	4.33	11.99/3 =3.997
		On institutional accreditations		1	1	5	4	4	4.33	
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							
	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	4	5	5	4.67	
		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	9.67/2 =4.835

Number of Performance Indicators Filled-up	18
Total Over-all Rating	81.000
Average Rating	4.500
Adjectival Rating	Outstanding

Average Rating (Total Over-all rating divided by 5)	4.500
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.500
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Keep up the good work! Recommended / encouraged to give priority the completion of MS Study

Evaluated & Rated by:

GLADYS G. DOYDORA
OIC Department Head
Date: January 28, 2022

Recommending Approval

JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 01 | 28 | 2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/4/22

Exhibit I

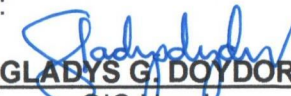## PERFORMANCE MONITORING FORM

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 and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	July 2021	August 2021	August 11, 2021	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 2021	August 2021	In progress	Impressive	Outstanding	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	July 2021	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation and submission of TOS	TOS with exam	September 2021	Within the semester	Within the semester	Impressive	Very Satisfactory	Prepared TOS
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Done during 2nd Sem, 2020-2021
6.	Preparation of documents for AACCUP	Documents for AACCUP	February, 2021	October 2021	November 5, 2021	impressive	Very satisfactory	Submitted all documents needed.

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

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

Prepared by:

GLADYS G. DOYDORA
OIC Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Raffy Andrew G. Loreto**
Performance Rating: 4.500 (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 2021 Target Date: June 2021

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 2021   Target Date: December 2021

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:

GLADYS G. DOYDORA
OIC Unit Head

Conforme:

RAFFY ANDREW G. LORETO
Name of Ratee Faculty/Staff