

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	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.73	2.365
b. Students (50%)	50%	4.67	2.335
TOTAL for Instruction	80%	4.70	3.760
2. Research	15%	5.00	0.750
3. Extension			
4. Support to Students	5%	4.67	0.2335
5. Production			
TOTAL	100%		4.74

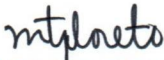
EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional Points, if any:

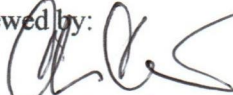
TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MA. THERESA P. LORETO
Name of Faculty


Reviewed by:


CANDELARIO L. CALIBO
Dean, CAS

Recommending Approval:

N.A.

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

"Exhibit B"



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. THERESA P. LORETO, Head of the Department of Biotechnology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 - December 31, 2019.

MA. THERESA P. LORETO

Ratee

Approved: CANDELARIO L. CALIBO

Dean, CAS

MFO No.	MFO & PAPs	Success/Performance Indicators (IP)	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO: 1	Advanced Education Services	PI.1 Full Teaching Equivalent (FTE)	Chem 231	0.25	0.75	5	5	4	4.67	Graduate Faculty
		Number of grad students advised	No of grad students advised (as GAC member)	2	2	5	5	4	4.67	Alo, Cormanes
		PI.2 Number of instructional materials revised and utilized	Instructional materials utilized	0	2	5	5	4	4.67	Chem 231, Chem 132
MFO:2	Higher Education Services	PI 1. Full Teaching Equivalent (FTE)	Teaches Btec 149, Chem 132n	4	4.8	5	5	4	4.67	Head, Dept of Biotech, Vacation-Sick leave
		PI 2. Number of instructional materials revised and utilized	Instructional materials utilized	1	1	5	5	4	4.67	Btec 149
		P I3. Application for AACCUP Level 1								
MFO 3:	Research Services	PI.1 Number of research proposals prepared & submitted for VSU and external funding agencies								

Control No. 32

		Number of approved and funded researches conducted	Conducts approved researches	1	2	5	5	5	5.00	Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam; In vitro toxicity testing of plant extracts with bioactivity against diabetes mellitus
		Amount (funds) of research proposals prepared and submitted for VSU and other funding agencies								
		Number of researches conducted on schedule	Conducts researches on schedule	1	2	5	5	5	5.00	Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam; In vitro toxicity testing of plant extracts with bioactivity against diabetes mellitus
		PI 2. Research funds generated from VSU and other external agencies								
		PI. 3. Seminars attended	No. of seminars, trainings, workshops attended							
			National	1	1	5	5	4	4.67	International Union of Biochemistry & Molecular Biology Education Conference 2019 and 46th Philippine Society of Biochemistry & Molecular Biology Annual Convention

		Pl. 1. Number of efficient & customer-friendly services rendered	Entertains students, parents, co-employees, visitors with 0% complaint	zero complaint	0% complaint	5	5	5	5.00	No complaint received
		Pl.2 Number of activities planned for the Dept of Biotechnology	Plans activities for the Biotechnology department	1	1	5	5	4	4.67	Lifeline Diagnostics Inc., (Lifeline) Product Presentation & Demonstration
		Pl.3 Time allotted to monitor the installation of laboratory equipment in the Biotech building	Facilitates installation of laboratory equipment in the Biotech building	10%	90%	5	5	5	5.00	
		Pl. 5. Number of department meetings conducted	Schedules department meetings every month	2	4	5	5	4	4.67	
		Pl. 6. Number of university meetings attended	Attends meetings called by the OP, OVPI, OVPAF, OVPRGEA, OGS and College Dean	10	30	5	5	4	4.67	
			Total						99.39	
			Ave Rating						4.73	
			Adjectival Rating						Outstanding	

Average Rating (Total Over-all rating divided by 21)		4.73
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

*Accomplishment
Are commendable,*

Evaluated & Rated by:

CANDELARIO L. CALIBO
Dean, CAS

Date: _____

Recommending Approval:

N.A.

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: BIOTECHNOLOGY

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<ul style="list-style-type: none">Requested Dr. Loreto to update VSFC of the study leave status of Biotech FacultySuggested to prepare teaching load for second sem especially for returning scholar(s)				
Coaching					

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

Conducted by:

Noted


CANDELARIO L. CALIBO
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. THERESA P. LORETO**

Performance Rating: **Outstanding**

Aim: Management and RDE Activities of Biotech

Proposed Interventions to Improve Performance:

Date: October 2019

Target Date: November 2019

First Step:

- Follow-up all Biotech Faculty on study leave status
- RDE program of Biotech is in place already

Result: L.F. Gabunada et al, submitted progress reports of their graduate studies.

Date: December 2019

Target Date: January 2020

Next Step: Progress reports of Faculty on study leave submitted to VSFAC


Outcome: L.F. Gabunada to report back to work by January 2020

Final Step/Recommendation: Follow-up problems met by other Faculty

Prepared by:


CANDELARIO L. CALIBO
Unit Head

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty