

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MA. THERESA P. LORETO

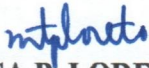
| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|--|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.97 x 50% | 2.485 |
| b. Students (50%) | | 4.00 x 50% | 2.00 |
| | | | |
| Total for Instruction | 60% | 2.485 + 2.00 = 4.485 | 2.691 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | 5.00 x 50% | 2.50 |
| b. Dept. Head/Center Director (50%) | | 5.00 x 50% | 2.50 |
| Total for Research | 20% | 2.50 + 2.50 = 5.00 | 1.00 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | 20% | 5.00 | 1.00 |
| 5. Production | | | |
| TOTAL | | | 4.691 |

EQUIVALENT NUMERICAL RATING: 4.69

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.69ADJECTIVAL RATING: **Outstanding**

Prepared by:


MA. THERESA P. LORETO
Name of Faculty


Reviewed by:


LOURD FRANZ M. GABUNADA
OIC-Head, Biotechnology

Recommending Approval:

Abstain
College Dean

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

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 2022.

Approved:

mt Loreto
MA. THERESA P. LORETO

Associate Professor V

Date: *December 21, 2022*

[Signature]
LOURD FRANZ M. GABUNADA

OIC-Head, Biotechnology

Date: *21 Dec 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 | | 0.30 | 5 | 5 | 5 | 5.00 | 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 | Caindoy, Mañara, Milleza |
| | | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 3 | 3 | 5 | 5 | 5 | 5.00 | Caindoy, Mañara, Milleza |

| | | | | | | | | | | |
|--|--|---|---|--|---|---|---|---|------|--------------------|
| | | A5 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | | 4 | 5 | 5 | 5 | 5.00 | Chem 231, Chem 234 |
| | | A6 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | | 4 | 5 | 5 | 5 | 5.00 | Chem 231, Chem 234 |
| | PI 9: Number of instructional materials developed * | A 5 . Number of on-line ready coursewares developed and submitted for review | Converts the existing instructional materials into flexible learning systems | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | 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 | | 6 | 5 | 5 | 5 | 5.00 | Chem 231, Chem 234 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, | | 6 | 5 | 5 | 5 | 5.00 | Chem 231, Chem 234 |
| | | A 6 : 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 7 : Number of virtual classroom updated and operational | Creates virtual classroom using either Moodle or Google Classroom | | 2 | 5 | 5 | 5 | 5.00 | Chem 231, Chem 234 |
| | PI 10 . Additional outputs: | <u>A 8. Other outputs implementing the new normal due to covid 19</u> | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |
| 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 | <i>Handles and teaches courses assigned</i> | 3.00 | 3.15 | 5 | 5 | 5 | 5.00 | Btec 111 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 3 | 5 | 5 | 5 | 5.00 | Btec 111, Chem 231, Chem 234 |
| | | A11. 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 | | 4 | 5 | 5 | 5 | 5.00 | BSBiotech Students |
| | | A12. Number of trainings/seminars attended related to instruction | Attend mandated trainings/seminars | 2 | | | | | | Accomplished in January-June 2022 |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 2 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes | 8 | 2 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | | A15. Number of term papers checked and graded | Checks term papers submitted as required | 10 | 2 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | PI 8: Number of students advised: * | A16. Number of students advised: | <i>Acts as academic adviser to students</i> | 38 | 24 | 5 | 5 | 5 | 5.00 | BSBiotech Students (accomplished with Jan-June 2022) |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | | 2 | 5 | 5 | 5 | 5.00 | Andres, Quinto |

| | | | | | | | | | | |
|--|--|---|--|----|----|---|---|---|------|---|
| | | <i>As SRC Member</i> | Advises and corrects research outline and thesis/SP manuscript | 3 | 3 | 5 | 5 | 5 | 5.00 | Bandalan, Mosquito, Vesera |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 20 | 20 | 5 | 5 | 5 | 5.00 | BSBiotech Students |
| | 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 | 2 | 5 | 5 | 5 | 5.00 | VSU Biotechnological Society (VBS); CAS-SSC |
| | 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 | 2 | 1 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | | <i>On-line ready courseware</i> | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i> | 2 | 1 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 2 | 3 | 5 | 5 | 5 | 5.00 | Btec 111 |
| | | <i>Assessment tools</i> | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 3 | 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 | | | | | | | |

| | | | | | | | | | | |
|-----------------------------------|--|--|--|---|---|---|---|---|------|---|
| | | A 24 : Number of virtual classroom updated and operational | Updates and operates virtual classroom using VSUEE | 2 | 1 | 5 | 5 | 5 | 5.00 | Btec 111 (accomplished with Jan-June 2022) |
| | 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 | 5 | 5 | 5 | 5.00 | ISO 9001:2015 Internal Audit |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 1 | 1 | 5 | 5 | 5 | 5.00 | Philippine Genome Center Visayas, Iloilo |
| | | Scholarship program for students | Scholarship program coordinated for students of BS Biotechnology & BSA major in Plant Breeding and Genetics | 1 | 1 | 5 | 5 | 5 | 5.00 | DA-Biotech Scholarship Program |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 2. Number of research projects conducted within the year * | A 28. Number of research projects conducted within the year * | Conducts research project within the year | 2 | 3 | 5 | 5 | 5 | 5.00 | 1. Nanomaterial-encapsulated Microbial Inoculant as Tuber Sett Coating to Enhance Growth, Yield and Micronutrient Uptake of Purple Yam 2. Biological Actviity and Chemistry of Essential Oils for Agriculture, Pharmaceuticals and Industry 3. Estimating Net |

| | | | | | | | | | | |
|---|---|--|---|---------------------|------------------|---|---|---|------|--|
| | | | | | | | | | | Carbon Emissions from Household Practices and Consumption |
| UMFO 4. EXTENSION SERVICES | | | | | | | | | | |
| | PI 3. Number of extension programs organized and supported consistent with | A 38. Number of extension programs/projects implemented | Implements duly approved extension projects | | 1 | 5 | 5 | 5 | 5.00 | Seminar-workshop: "Advancing Biotechnology through Innovation" |
| | PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | Prepares extension project proposals, submits and follow up its | | 1 | 5 | 5 | 5 | 5.00 | Seminar-workshop: "Advancing Biotechnology through Innovation" |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPI 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 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 | zero non-conformity | 2 | 4 | 4 | 4 | 4.00 | ISO 9001:2015 Internal Audit (2 NCs recorded) |
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 1 | 1 | 5 | 5 | 5 | 5.00 | AACUP Level II |
| | | On program accreditations | | 100% compliant | 100% | 5 | 5 | 5 | 5.00 | AACUP Level II |
| | | On institutional accreditations | | | | | | | | |
| 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 | zero % complaint | zero % complaint | 5 | 5 | 5 | 5.00 | No complaint received |


| | | | | | | | | | | |
|--|---------------------------------|--|---|--|---|---|---|---|--------------------|---|
| | 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 | 5 | 5 | 5 | 5.00 | Provides monthly prepaid load cards to CAS department heads |
| | | A 48. Number of organized activities (university-wide, within the college/dept) | Organized activities (university-wide/ within college/ department) | | | | | | | |
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/ management related activities and other outputs to implement new normal | | | | | | | |
| | Total Over-all Rating | | | | | | | | 179.00 | |
| | Average Rating | | | | | | | | 4.97 | |
| | Adjectival Rating | | | | | | | | Outstanding | |

| | | |
|--|--|--------------------|
| Average Rating (Total Over-all rating divide by 28) | | 4.97 |
| Additional Points | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.97 |
| ADJECTIVAL RATING | | Outstanding |

Comments and Recommendations for Development Purpose:

Dr. Loreto should continue crafting research proposals for funding and engage in extension activities.


Evaluated & Rated by:


LOUR FRANZ M. GABUNADA
 OIC-Head, Biotechnology
 Date: *24 Dec 2020*

Recommending Approval:

N/A

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *02/22/2021*

PERFORMANCE MONITORING & COACHING JOURNAL

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

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 encouraged Dr. Loreto to continue constantly monitoring the academic performance and welfare of her academic advisees and students. | | | | Dr. Loreto constantly communicates with her students regarding course requirements. Dr. Loreto also keeps in check the academic track of her academic advisees and facilitates them during enrolment. |
| Coaching | I encouraged Dr. Loreto to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology and to collaborate with other faculty and craft research /extension proposals. | | | | Dr. Loreto actively participates in various webinars hosted by different universities and professional organizations and together with DBt faculty conceptualized research/extension activities for the department. |

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

Conducted by:

LOURD FRANZ M. GABUNADA

Head, Department of Biotechnology

Noted by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. THERESA P. LORETO

Performance Rating: Outstanding

Aim: To encourage engagement in research/ extension activities

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step: I asked Dr. Loreto regarding the status of her ongoing research/extension projects and encouraged her to craft more research/ extension proposals.

Result: Dr. Loreto is continuing her ongoing research/ extension projects and together with DBt faculty conceptualized research/ extension proposals.

Date: January 2023 Target Date: June 2023

Next Step: Dr. Loreto was encouraged to complete ongoing research/extension activities and furnish more research/ extension proposals for funding.


Outcome: Dr. Loreto will continue to complete ongoing research/ extension activities and furnish more research/ extension proposals for funding

Final Step/Recommendation: Follow up submission of research/extension proposals.

Prepared by:


LOURD FRANZ M. GABUANDA
Head, Department of Biotechnology

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty