### Exhibit K

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. THERESA P. LORETO

| Program Involvement    | Percentage  | Numerical    | Equivalent |
|------------------------|-------------|--------------|------------|
| (1)                    | Weight of   | Rating       | Numerical  |
|                        | Involvement | (Rating x %) | Rating     |
|                        | (2)         | (3)          | (2x3)      |
| 1. Instruction         |             |              |            |
| a. Head/Dean (50%)     | 50%         | 4.97         | 2.48       |
| b. Students (50%)      | 50%         | 4.33         | 2.17       |
| TOTAL for Instruction  | 80%         | 4.65         | 3.72       |
| 2. Research            | 10%         | 4.96         | 0.50       |
| 3. Extension           |             |              |            |
| 4. Support to Students | 10%         | 5.00         | 0.50       |
| 5. Production          |             |              |            |
| TOTAL                  | 100%        |              | 4.72       |

| EQUIVALENT NUMERICAL RATING:                  | 4.72                              |
|---|-----------------------------------|
| Add: Additional Points, if any:               |                                   |
| TOTAL NUMERICAL RATING:                       | <u>4.72</u>                       |
| ADJECTIVAL RATING:                            | Outstanding                       |
| Prepared by:  mtplotto  MA. THERESA P. LORETO | Reviewed by:                      |
| MA. THERESA P. LORETO  Name of Faculty        | CANDELARIO L. CALIBO<br>Dean, CAS |

Recommending Approval:

N.A.

Approved:

EATRIZ S. BELONIAS

VP for Instruction

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"Exhibit B"

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

I,\_MA. THERESA P. LORETO\_, Head of the Department of Biotechnology commits the 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, 2018.

MA. THERESA P. LORETO

Ratee

Approved: CANDELARIO L. CALIBO

Dean, CAS

| MFO No.     | MFO & PAPs                     | Success/Performance Indicators (IP)  | ance Indicators (ID) Tasks Assigned Target |  | Details of Actual |                | Rat | ing            |                | Remarks          |   |
|-------------|--------------------------------|--|--|--|-------------------|----------------|-----|----------------|----------------|------------------|---|
| 1011 0 100. |                                |  | es/Projects                                | rasks Assigned   | Turget            | Accomplishment | Q¹  | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup>   |   |
| MFO: 1      | Advanced Education<br>Services | PI.1 Full Teaching Equivalent (FTE)  | Instruction                                | Chem 231 0.25 0.75 5   |                   | 5              | 5   | 5              | 5              | Graduate Faculty |   |
|             |                                | Number of grad students advised  | Instruction                                | No of grad students advised (GAC)                                  | 2                 | 3              | 5   | 5              | 5              | 5                | Alo, Cormanes, Oyong  |
| MFO:2       | Higher Education<br>Services   | PI 1. Full Teaching Equivalent (FTE)   | Instruction                                | Teaches Btec 111, Chem 132,<br>Btec 200                            | 8                 | 7.6            | 5   | 5              | 4              | 4.67             | Head, Dept of Biotech,<br>Vacation-Sick leave   |
|             |                                | PI 2. Number of instructional materials revised and utilized                                   |  |  |                   |                |     |                |                |                  |   |
|             |                                | Revised  | Instruction                                | Revises Course Outline   | 1                 | 1              | 5   | 5              | 5              | 5                | Btec 111  |
|             |                                | Revised  |  | Revises Syllabus   | 1                 | 1              | 5   | 5              | 5              | 5                | Btec 111  |
|             |                                | P I3. Application for AACCUP Level 1   | Instruction                                | Applies for AACCUP level 1   | 1                 | 1              | 5   | 5              | 5              | 5                |   |
| MFO 3:      | 1                              | PI.1 Number of research proposals prepared & submitted for VSU and external funding agencies   | Research<br>services                       | Prepares and submits research proposals for VSU and other agencies | 1                 | 1              | 5   | 5              | 5              | 5                | Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweetpotato and purple yam |
|             |                                | Number of approved and funded researches conducted   |  | Conducts approved researches                                       | 1                 | 1              | 5   | 5              | 5              | 5                | Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweetpotato and purple yam |
|             |                                | Amount (funds) of research proposals prepared and submitted for VSU and other funding agencies |  | Submits research proposals for VSU funding/external funding        | 6M                | 6M             | 5   | 5              | 5              | 5                | Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweetpotato and purple yam |

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Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional Number of researches conducted on Conducts researches on 1 2 5 5 5 quality of sweetpotato and schedule schedule purple yam, Biotech Scholarship Program Grant to Visayas State University Microbial inoculant for micronutrient mobilization on PI 2. Research funds generated from Generates research money 6M **6M** 5 5 5 the growth, yield and nutritional VSU and other external agencies from VSU and external agencies quality of sweetpotato and purple yam No. of seminars, trainings, PI. 3. Seminars attended workshops attended AAACCU 22nd Biennial International 0 1 5 5 5 Conference CRISPR-CAs9 Project:Dissemination & 5 Planning Workshop; 2nd National 1 2 5 ASSERT Nat'l Convention on Orientation on PRIME-HRM; Workshop on WFP for MFO 1,2,3 & 4; Workshop on Review & Revisionof Existing VSU Org. Institutional 3 4 5 5 5 Structure & Cascading ofAgency's Performance targets & outputs; Seminar-Workshop on PRIME-HRM "Competency Based HR System" No. of groups/individuals PI. 4. Research mentoring 1 1 5 5 4.67 CMDP mentored to conduct research PI. 1. Student advising and consultation Support to **Support to Students** MFO 5: services: students Number of students advised (as academic adviser) Students taking Chemistry 50 50 5 5 5 5 BS Chem Number of hours spent on student consultation (as professor) Students taking Biotechnology 50 5 5 BS Biotech 50

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VBS Acquaintance party, Number of student-related activities Christmas lighting ceremony, 3 4 5 5 5 Assists student activities Academic Convocation, VBS assisted General assembly PI. 2. Number of student researches advised: 5 5 5 4 Thesis Adviser BS Biotech 4 Cando, Caseres, Mazo, Ocav Germano 5 5 5 5 BS Chemistry 0 1 Abando, astudillo, Nayre, 5 5 5 5 As SRC Chairman BS Biotech 3 4 Vega Bibera, Jajalla, Olasiman, 5 5 5 5 5 BS Chemistry Palma, Puray Cala, Cartagena As SRC Member **BS Chemistry** 1 2 5 5 5 Fernandez, Labana, 5 5 **BS Biotech** 0 4 5 Magomnang, Torreon **Gen Administration** & Support Services MFO:6 (GASS) Entertains students, parents, co-PI. 1. Number of efficient & customerzero No complaint received employees, visitors with 0% 5 5 5 **Gen Services** 0% complaint complaint friendly services rendered complaint PI.2 Number of activities planned for Plans activities for the 3 5 5 4.67 3 4 the Dept of Biotechnology Biotechnology department PI.3 Time alloted to monitor the Checks updates of the Biotech 5 construction of the new Biotechnology 10% 20% 5 5 5 building under construction building Pl. 4. Number of administrative staff Interviews and hires administrative staff for the 2 3 5 5 5 Caballero, Ceniza, Vergara interviewed and hired for the department department PI. 5. Number of department meetings Schedules department 5 5 5 5 5 3 meetings every 2 months conducted Attends meetings called by the PI. 6. Number of university meetings OP, OVPI, OVPAF, OVPRGEA, 12 15 5 5 5 5 attended OGS and College Dean 149.01 Total 4.97 Ave Rating Outstanding Adjectival Rating

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| Average Rating (Total Over-all rating divided by 30) | 4.97 |
|--|------|
| Additional Points:                                   |      |
| Punctuality  |      |
| Approved Additional points (with copy of approval)   |      |
| FINAL RATING   | 4.97 |
| ADJECTIVAL RATING                                    |      |

4 - Average

1 - Quality 2 - Efficiency 3 - Timeliness

| Evaluated & Rated by:          | Recommending Approval: | Approved:                               |
|--------------------------------|------------------------|---|
| CANDELARIO L. CALIBO Dean, CAS | N.A.                   | BEATRIZ S. BELONIAS  VP for Instruction |
| Date:                          |                        | Date:                                   |

Comments & Recommendations for Development Purpose:
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# PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: Department of Biotechnology

Head of Office: Dr. Ma. Theresa P. Loreto

Number of Personnel: 2

|            |  | MECHANISM  |      |   |   |  |
|------------|--|--|------|---|---|--|
| Activity   | Meeti  | ng   |      | Others  | Domonico                                    |  |
| Monitoring | One-on-One   | Group  | Memo | (Pls. specify)                                | Remarks                                     |  |
| Monitoring | Monitored faculty on study leave as Sabbatical Leave plan depends on personnel who will be left behind |  |      | Reference:<br>Staff Dev't<br>Plan<br>Schedule |   |  |
| Coaching   |  | Planned out<br>well AACCUP<br>Level I<br>accreditation |      |   | Assisted in areas lacking faculty to handle |  |

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

Conducted by:

CANDELARIO L. CALIBO

Immediate Supervisor

Noted

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### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto

Performance Rating: Very Satisfactory

Aim: To assess the plans of Dr. MTPLoreto for Sabbatical leave

Proposed interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: March 2018

First Step: I asked Dr. Loreto about her plans for Sabbatical leave.

Result: Dr. Loreto told me that she will go on Sabbatical leave in January 2020 since Mr. Lourd Franz Gabunada and Ms. Donna Christene Q. Ramos will be reinstating either in August 2019 or January 2020.

Date: April 2019 Target Date: June 2019

Next Step: I informed her that she can go on Sabbatical leave with or without any output since the R & R provision is already approved.

Outcome: She might opt for the R & R if she cannot find research centers where she can spend her Sabbatical leave.

Final Step/Recommendation: Dr. Loreto might go on Sabbatical leave next year, depending on the reinstatement of the Biotech faculty members who are expected to reinstate either in August 2019 or January 2020.

Prepared by:

CANDELARIO L.CALIBO

**CAS Dean** 

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