

**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%)	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: **4.72**ADJECTIVAL RATING: **Outstanding**

Prepared by:

*mtplreto*  
**MA. THERESA P. LORETO**  
Name of Faculty

Reviewed by:

*[Signature]*  
**CANDELARIO L. CALIBO**  
Dean, CAS

Recommending Approval:

\_\_\_\_\_  
N.A.

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
VP for Instruction



# 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.

*mtloredo*  
**MA. THERESA P. LORETO**

Ratee

*[Signature]*  
**Approved: CANDELARIO L. CALIBO**  
Dean, CAS

MFO No.	MFO & PAPs	Success/Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1	Advanced Education Services	PI.1 Full Teaching Equivalent (FTE)	Instruction	Chem 231	0.25	0.75	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, Cormaness, Oyong
MFO:2	Higher Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction	Teaches Btec 111, Chem 132, Btec 200	8	7.6	5	5	4	4.67	Head, Dept of Biotech, 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 AACUP Level 1	Instruction	Applies for AACUP level 1	1	1	5	5	5	5	
MFO 3:	Research Services	PI.1 Number of research proposals prepared & submitted for VSU and external funding agencies	Research 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



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

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



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		

Comments & Recommendations for Development Purpose:  
Plan well for your sabbat. leave  
of a regular faculty to head  
DBiotech.

Evaluated & Rated by:

  
CANDELARIO L. CALIBO  
Dean, CAS

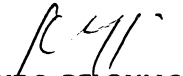
Date: \_\_\_\_\_

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average

Recommending Approval:

\_\_\_\_\_  
N.A.

Approved:

  
BEATRIZ S. BELONIAS  
VP for Instruction

Date: \_\_\_\_\_

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REPORT SUBMITTED TO THE DIRECTOR OF THE BUREAU OF THE  
CENSUS OF THE UNITED STATES BY THE  
COMMISSIONER OF THE BUREAU OF THE CENSUS OF THE  
INDIAN TERRITORIES

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

Name of Office: Department of Biotechnology

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

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Monitored faculty on study leave as Sabbatical Leave plan depends on personnel who will be left behind			Reference: Staff Dev't Plan Schedule	
Coaching		Planned out well AACUP Level I 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

  
**BEATRIZ S. BELONIAS**  
 Next Higher Supervisor

# FEDERAL BUREAU OF INVESTIGATION

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

Date of Report: \_\_\_\_\_  
 Name of Office: \_\_\_\_\_  
 Name of Agent: \_\_\_\_\_

Subject		Reference	
Name	Address	File No.	Remarks
John Doe	123 Main St, New York, NY	100-123456	Under investigation
Jane Smith	456 Elm St, New York, NY	100-789012	Witness
Robert Johnson	789 Oak St, New York, NY	100-345678	Lead
Elizabeth Brown	101 Pine St, New York, NY	100-901234	Informant
Michael Davis	202 Cedar St, New York, NY	100-567890	Subject
Sarah Wilson	303 Birch St, New York, NY	100-234567	Witness
David Miller	404 Spruce St, New York, NY	100-890123	Lead
Laura Garcia	505 Ash St, New York, NY	100-456789	Informant
James Martinez	606 Hickory St, New York, NY	100-123789	Subject
Patricia Hernandez	707 Walnut St, New York, NY	100-678901	Witness
Christopher Lopez	808 Cherry St, New York, NY	100-012345	Lead
Nicole Gonzalez	909 Maple St, New York, NY	100-345012	Informant
Kevin Perez	1010 Poplar St, New York, NY	100-678345	Subject
Michelle Roberts	1111 Willow St, New York, NY	100-901678	Witness
Andrew Taylor	1212 Sycamore St, New York, NY	100-234901	Lead
Stephanie Young	1313 Dogwood St, New York, NY	100-567234	Informant
Jonathan King	1414 Redwood St, New York, NY	100-890567	Subject
Kimberly Lee	1515 Cypress St, New York, NY	100-123890	Witness
Benjamin Hall	1616 Juniper St, New York, NY	100-456123	Lead
Victoria Allen	1717 Fir St, New York, NY	100-789456	Informant
Gregory Wright	1818 Palm St, New York, NY	100-012789	Subject
Rebecca Scott	1919 Magnolia St, New York, NY	100-345123	Witness
Anthony Adams	2020 Olive St, New York, NY	100-678456	Lead
Christina Baker	2121 Pear St, New York, NY	100-901789	Informant
Timothy Nelson	2222 Peach St, New York, NY	100-234012	Subject
Angela Carter	2323 Plum St, New York, NY	100-567345	Witness
Christopher Evans	2424 Apple St, New York, NY	100-890678	Lead
Michelle Foster	2525 Cherry St, New York, NY	100-123901	Informant
Brandon Bennett	2626 Orange St, New York, NY	100-456234	Subject
Brittany Howard	2727 Lemon St, New York, NY	100-789567	Witness
Justin Coleman	2828 Lime St, New York, NY	100-012890	Lead
Amber Jenkins	2929 Grapefruit St, New York, NY	100-345678	Informant
Adam Phillips	3030 Strawberry St, New York, NY	100-678901	Subject
Chloe Turner	3131 Watermelon St, New York, NY	100-901234	Witness
Isaac Williams	3232 Cantaloupe St, New York, NY	100-234567	Lead
Olivia Moore	3333 Honeydew St, New York, NY	100-567890	Informant
Lucas Jackson	3434 Pumpkin St, New York, NY	100-890123	Subject
Madeline Stewart	3535 Squash St, New York, NY	100-123456	Witness
Robert Green	3636 Turnip St, New York, NY	100-456789	Lead
Emily White	3737 Potato St, New York, NY	100-789012	Informant
William Black	3838 Corn St, New York, NY	100-012345	Subject
Grace Hall	3939 Bean St, New York, NY	100-345678	Witness
Henry King	4040 Lentil St, New York, NY	100-678901	Lead
Isabella Lee	4141 Pea St, New York, NY	100-901234	Informant
Leo Miller	4242 Carrot St, New York, NY	100-234567	Subject
Mia Wilson	4343 Onion St, New York, NY	100-567890	Witness
Noah Garcia	4444 Garlic St, New York, NY	100-890123	Lead
Olivia Hernandez	4545 Herb St, New York, NY	100-123456	Informant
Peter Lopez	4646 Mushroom St, New York, NY	100-456789	Subject
Quinn Martinez	4747 Truffle St, New York, NY	100-789012	Witness
Rachel Adams	4848 Olive Oil St, New York, NY	100-012345	Lead
Samuel Baker	4949 Vinegar St, New York, NY	100-345678	Informant
Tina Carter	5050 Salt St, New York, NY	100-678901	Subject
Umar Evans	5151 Sugar St, New York, NY	100-901234	Witness
Vanessa Foster	5252 Honey St, New York, NY	100-234567	Lead
Walter Jenkins	5353 Butter St, New York, NY	100-567890	Informant
Xavier Nelson	5454 Margarine St, New York, NY	100-890123	Subject
Yara Coleman	5555 Jam St, New York, NY	100-123456	Witness
Zoe Jackson	5656 Syrup St, New York, NY	100-456789	Lead

Total Pages: \_\_\_\_\_  
 Date of Report: \_\_\_\_\_

Special Agent in Charge  
 Federal Bureau of Investigation

Special Agent in Charge  
 Federal Bureau of Investigation

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto

Performance Rating: Very Satisfactory

Aim: To assess the plans of Dr. MTP Loreto 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

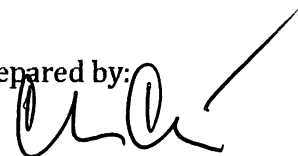
Target Date: June 2019

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

Exhibit 1

# UNITED STATES OF AMERICA

IN SENATE, January 10, 1913.

REPORT OF THE

COMMISSIONER OF THE GENERAL LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE, MAY 1, 1907, CONCERNING THE

LANDS BELONGING TO THE UNITED STATES

AND THE PROCEEDINGS THEREON

IN SENATE, January 10, 1913.

REPORT OF THE

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UNITED STATES OF AMERICA

UNITED STATES OF AMERICA