

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Assoc. Prof. Epifania G. 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%)		2.39	
b. Students (50%)		2.42	
TOTAL for Instruction	80%	4.80	3.84
2. Research	10%	5.00	0.50
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	10%	4.81	0.48
5. Production	0%	0.00	0.00
TOTAL			4.82

\*Dept. Head and Assoc. Prof. V - July 1, 2023 - December 31, 2023


EQUIVALENT NUMERICAL RATING: 4.82

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

  
EPIFANIA G. LORETO  
Head, DCE

Reviewed by:

  
JANNET C. BENCURE  
Dean, CET

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**CIVIL ENGINEERING**

"Exhibit B"

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

I, EPIFANIA G. LORETO, Head of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for **July 1, 2023 - December 31, 2023**.

*E. Loreto*

**EPIFANIA G. LORETO**

Associate Professor V

Date: *Jan. 23, 2024*

Approved:

*J. Bencure*

**JANNET C. BENCURE**

Dean, CET

Date: *Jan. 23, 2024*

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										
OVPA MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							

		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 . Number of students entertained for consultation purposes</b>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							



		<i>A 6 : Number of on-line course were reviewed by TRP &amp; edited by MMDC editor</i>	<i>Submits the course were duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>							
	<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPAA UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	20	13.05	5	5	5	5	ESci 110 (17.7) Jan-June 2023 Accomplishment
		<b>A10.</b> Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	5	3	5	5	5	5	(3) ESci 110 (2) Jan-Jun 2023 Accomplishment
		<b>A 11 .</b> Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		<b>A12.</b> Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1						College-wide training on OBE Syllabus preparation accomplished Jan-Jun 2023





	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of instructional materials were developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Flexible Instructional Materials</i>	<i>Prepares flexible instructional material</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	3	5	5	4	4.667	ESci 110 (8) Jan-Jun 2023 accomplishment
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	40	17	5	5	5	5	ESci 110 (22) Jan-Jun 2023 accomplishment
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	5	5	4	4.667	prepared documents for COPC application

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						none within the period
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		100%	5	5	5	5	Project Code: VSU-IP-2023-7
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							



	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPAAs MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	5	5	5	5	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	1						Still waiting for the COPC result
		On program accreditations		100% compliant		5	5	5	5	
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	<b>PI 2:</b> Additional Outputs									
		Submission of PPMP for the following year within the deadline as prescribed by BAC		2	1	5	5	4	4.667	STF Lab-Share, GAA - VSU-IP-2023-7
		Number of coaching sessions among faculty and staff		2	1	4	5	5	4.667	During Regular Meeting

		Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure department targets		2	1	5	5	4	4.667	Supervisory Plans for 2 Semesters
		Number of regular meetings conducted/attended		10	6	5	5	4	4.667	July - December 2023 (7) Jan-Jun 2023 accomplishment
	<b>Number of Performance Indicators Filled-up</b>					21				
	<b>Total Over-all Rating</b>					100.67				
	<b>Average Rating</b>					4.79				
	<b>Adjectival Rating</b>					O				

<b>Average Rating (Total Over-all rating divided by 4)</b>			4.79
<b>Additional Points:</b>			
<b>Approved Additional points (with copy of</b>			
<b>FINAL RATING</b>			4.79
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>	

**Comments and Recommendations for Development Purposes:**

*Keep mentoring the junior faculty members.*

Evaluated & Rated by:

*Jannet C. Bencure*  
**JANNET C. BENCURE**  
 Dean, CET  
 Date: Jan. 23, 2024

Recommending Approval:

*Jannet C. Bencure*  
**JANNET C. BENCURE**  
 Dean, CET  
 Date: Jan. 23, 2024

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: Jan 23, 2024



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Engr. Epifania G. Loreto**

Performance Rating: **4.82**

**Aim:** Assoc. Prof. Engr. E. Loreto as an effective and efficient implementor of the new OBEdized four (4) year degree program in Bachelor of Science in Civil Engineering (BSCE) as provided for in the new CMO 92, s. of 2017

### **Proposed Interventions to Improve Performance:**

- Assoc. Prof. Engr. E. Loreto will be developed into an effective implementor of the new OBEdized four (4) year BSCE Program as her performance last year was already O.

**Date:** January 2023

**Target Date:** June 2023

### **First Step**

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCE as provided for in CMO 92, s. 2017, and the implementation of the new VSU BSCE Curriculum

### **Results:**

- Mastery on the provisions of CMO 92, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- New BSCE Curriculum

**Date:** July 2023

**Target Date:** December 2023

### **Next Step:**

- Continuous implementation of the newly approved BSCE Curriculum
- Monitor the implementation of the new BSCE Curriculum

### **Outcomes:**

- Effective implementation of the offering of the new BSCE Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSCE degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSCE Program


### **Final Steps/Recommendations:**

- Implement the new BSCE Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSCE Program

Prepared by:

  
**JANNET C. BENCURE**  
Dean, CET

Conforme:

  
**EPIFANIA G. LORETO**  
Head, DCE