

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(JANUARY-JUNE 2017)**

Name of Faculty Member: **MANOLO B. LORETO, Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3) (2X3)
1. Instruction			
a. Head/Dean (50%)	20%	4.79	0.96
b. Students (50%)	20%	4.75	0.95
Total for Instruction	40%	4.77	1.91
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	60%	4.83	2.90
5. Production			
TOTAL	100%		4.81

EQUIVALENT NUMERICAL RATING : 4.81
Add: Additional Points, if any : 0.1 (NSTP Head)
TOTAL NUMERICAL POINTS : 4.91

ADJECTIVAL RATING : OUTSTANDING

Prepared by:



MANOLO B. LORETO, Jr.

Name of Faculty

Reviewed by:



BEATRIZ S. BELONIAS

Vice-President for Instruction

Approved:



EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANOLO B. LORETO, JR.**, of the **University Student Services Office** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY** to **JUNE**, 2017

Manolo Loreto

MANOLO B. LORETO, JR.

Ratee

Beatriz S. Belonias

BEATRIZ S. BELONIAS

Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering and diploma courses	2	3	5	3	4	4.00	AE 156, GEng 199, Ceng 199
	Number of Instructional Materials Developed/Revised and Utilized:								
	Revised syllabi within the last 3 years	Revise syllabi	1	2	5	4	3	4.00	Ceng 199, Geng 199
	Course Outline (revised)	Revise course outline	1	2	5	4	3	4.00	Ceng 199, Geng 199
Efficient and Customer-friendly frontline service	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	3 students advisee	5	5	5	5.00	BSCE OJT Adviser
	Zero percent complaint from client unattended	Serve as Dean of Students	Only 1 complaint unattended/unresolved	0 complaint unattended/unattended	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	0 reported case unattended/unattended	5	5	5	5.00	11 reported cases were all processed

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Development and Welfare Services	Percentage of poor/disadvantaged students served by support services for non-academic needs	Approve application for Student Assistantship within 10 minutes if no lacking requirements	80% approved applications	90 % approved	4	5	5	4.67	1282 student applications approved/endorsed
		Approve application for SPES	80 % application evaluated	100% of applications approved	5	5	5	5.00	84 SPES Program applicants for DOLE approved
		Approve application for emergency loans within 10 minutes after received	80%	100%	5	5	5	5.00	SAFE Loan and VISCA-SELF
		Supervise the preparation and implementation of students' seminar	2 activities	5 activities	5	5	5	5.00	Honors and Awards Conv, Job-seeking seminars per college (4),
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Approve students participation to seminars, conference or training per invitation of external entity	3 invitations evaluated and screen student participants	7 invitations approved for student participations charged to VSU SWF	5	4	5	4.67	Students' request for funding for seminar, conference, convention, etc endorsed

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Guidance and Counseling Services	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the refereed students are attended	100% of the refereed students were attended	5	4	5	4.67	These are students referred from the Registrar who are academically dismissed from the University but required to visit USSO monthly for follow up
	Number of Guidance activity conducted	Supervise guidance activity	1 activity	3 activities	5	4	5	4.67	Pre-predeparture for OJT students, Stress Management of Engg Students
	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	500	1230	5	5	5	5.00	All graduates and undergraduate students seeking for positions
		Issue certificates of other natures	15	50	5	5	4	4.67	These are certificates as non-dorm occupant, non-VSU scholar, etc
		Issue excuse letter	5	15	5	5	5	5.00	Requested by students due to valid reasons
	Approval of shifting of courses/LOA/ID replacement/permits to hold	Approve shifting of course with consultation	30	72	5	5	5	5.00	

[illegible]

Average Rating:		4.79	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional Points (with copy of approval)			
FINAL RATING		4.79	
Adjectival Rating		Outstanding	

Received by: f. [Signature] Planning Officer Date: _____

Calibrated by: [Signature] REMBERTO A. PATINDOL PMT Date: _____

Recommending Approval: [Signature] BEATRIZ A. BELONIAS Vice President Date: _____

Approved by: [Signature] EDGARDO E. TULINI President Date: _____

Recommending Approval: BEATRIZ A. BELONIAS
Vice President
Date:

Calibrated by: 
REMIPEED A. PATTINDOL
 PMT
 Date: _____