SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ar. Raffy Andrew 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%)		2.35	
b. Students (50%)		2.35	
TOTAL for Instruction	90%	4.69	4.22
2. Research	10%	4.67	0.47
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	0%	0.00	0.00
5. Production	0%	0.00	0.00
TOTAL			4.69

*Instructor I - July 1, 2023 - December 31, 2023

EQUIVALENT NUMERICAL RATING: 4.69
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: <u>Outstanding</u>

Prepared by:

Reviewed by:

<u>RAFFY ANDREW G. LORETO</u>
Instructor I

<u>EPIFANIA G. LORETO</u>
Head, DCE

Recommending Approval:

<u>JANNET C. BENCURE</u>
Dean, CET

Approved:

<u>BEATRIZ S. BELONIAS</u>
Vice President for Academic Affairs

VISAYAS STATE UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAFFY ANDREW G. LORETO**, a faculty member 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.**

Approved:

RAFFY ANDREW G. LORETO
Instructor
Date: Jan. 22, 2024

EPIFANIA G. LORETO
Department Head
Date: Jan. 23, 2024

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										
OVPI 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							

		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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 created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	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	Handles and teaches courses assigned	40	42.05	5	5	5	5.00	CEng 199, CEng 113n, CEng 121, CEng 133, CEnC 152 (30) Jan-Jun 2023 accomplishment
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	9	5	5	4	4.67	(3)CEng 133, (2)CEng 199, (1)CEnC 152, (2) CEng 121, 2(CEng 113n) (8) Jan-Jun 2023 accomplishment

		A 11 . 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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	4	4.67	College-wide training on OBE Syllabus preparation
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	5	5	4	4.67	(6) Jan-Jun 2023 accomplishment
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	20	5	5	4	4.67	CEng 199, CEng 113n, CEng 121, CEng 133, CEnC 152 (20) Jan-Jun 2023 accomplishment
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	15	5	5	4	4.67	CEng 199, CEng 113n, CEng 121, CEng 133, CEnC 152 (15) Jan-Jun 2023 accomplishment
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	50	50	5	5	4	4.67	BSCE
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	2	5	5	4	4.67	Group #46 & #49 (4) Jan-Jun 2023 accomplishment
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						Jan-Jun 2023 accomplishment

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	45	45	5	5	4	4.67	OJT, CE Project, academic advisees (20) Jan-Jun 2023 accomplishment
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						Jan-Jun 2023 accomplishment
PI 10: Number of instructional materials developed *		A 21 : Number of instructional materials ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	4	4.67	(1) Jan-Jun 2023 accomplishment
		Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1	5	5	4	4.67	(1) Jan-Jun 2023 accomplishment
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	8	5	5	4	4.67	CEng 199, CEng 113n, CEng 121, CEng 133, CEnC 152 (6) Jan-Jun 2023 accomplishment
		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							

	PI	Activity (A)	Description							Remarks
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	4	4.67	(1) Jan-Jun 2023 accomplishment
	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							
		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
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year		1	5	5	4	4.67	Study Leader VSU-FTP-2023-4 (on-going)
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		In refereed int'l journals			1					none within the period
		In refereed nat'l/regional journals								

PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%						none within the period
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. 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							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES									
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** 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							

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries						
	Research Mentoring	Research Mentor							
	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons							
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	Evaluator	Evaluator							
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

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 theQMS 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						
		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								
		On program accreditations		100% compliant	100% compliant						
		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						
	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 performfing functions resulting to best practice								
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/managem ent related activities and other outputs to implement new normal								

Number of Performance Indicators Filled-up					14
Total Over-all Rating					65.67
Average Rating					4.69
Adjectival Rating					O

Average Rating (Total Over-all rating divided by 4)			4.69	
Additional Points:				
Approved Additional points (with copy of				
FINAL RATING			4.69	
ADJECTIVAL RATING			OUTSTANDING	

Comments and Recommendations for Development Purposes:

He must finish his MS degree

Evaluated & Rated by:

EPIFANIA G. LORETO
Department Head
Date: Jan. 23, 2024

Recommending Approval:

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

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: Jan 25, 2024

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Raffy Andrew G. Loreto**
Performance Rating: 4.69 (Outstanding)

Aim: Ar. Raffy Andrew G. Loreto is an effective and efficient implementer of the OBEdized four-year BSCE degree program and the department's RDE agenda.

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: December 2023

First Step:

A review and re-orientation of the principles of Outcomes-Based Education, as well as the provisions of the Policies, Standards, and Guidelines, will be conducted for the offering and implementation of the revised BSCE curriculum as provided in CMO 92, s. 2017. Additionally, it is recommended for him to complete his master's degree and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

Result:

The faculty has successfully created and submitted an Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of their subjects.

Outcome:

Successful implementation of the BSCE curriculum.

Final Step/Recommendation:

Ar. Loreto's completion of his master's degree will make him an asset in the full implementation of the BSCE curriculum. He can contribute to the attainment of the program outcomes by participating in regular Continuous Quality Improvement initiatives and ensuring that the program continuously meets the highest standards of quality.

Prepared by:

EPIFANIA G. LORETO
Unit Head

Conforme:

RAFFY ANDREW G. LORETO
Name of Ratee Faculty/Staff