

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(July - December 2019)

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%	4.50	0.90
Total for Instruction	40%	4.65	1.86
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%	4.79	2.87
5. Production			
TOTAL	100%		4.73

EQUIVALENT NUMERICAL RATING : **4.73**

Add: Additional Points, if any : **0.2** (NSTP Head, FHE
and TES Focal
Person, VSU-ISO
Internal Auditor)

TOTAL NUMERICAL POINTS : **4.93**
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 *oic*

President *2-18-20*

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Manolo B. Loreto, Jr.** of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July** to **December**, 2019.

MANOLO B. LORETO, Jr.
Ratee

Approved: **BEATRIZ S. BELONIAS**
Vice-President for Instruction

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering and diploma courses	1	1	4	4	5	4.33	
	Number of Instructional Materials Developed/Revised and Utilized:								
	Revised syllabi within the last 3 years	Revise syllabi	1	1	5	5	5	5.00	
	Course Outline (revised)	Revise course outline	1	1	5	4	5	4.67	
	Approved thesis outline submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	2	5	5	5	5.00	Member of the GAC of 2 graduate students

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Serve as Dean of Students	Only 1 complaint unresolved/unattended	0 complaint	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	3 reported student cases	4	4	4	4.00	
Student Development	Percentage of poor/disadvantaged students served by support services for non-academic needs	Approve application for Student Assistantship within 10 minutes	80% approved applications	85%	4	5	5	4.67	15% was not approved on time due to conflict of time
		Approve application for SPES	80 % application evaluated	0					No applicant since VSU was not able to submit the required commitment
		Approve application for emergency loans within 10 minutes after received	80%	90%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
and Welfare Services	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	3 activities	5	5	4	5	4.67	Gen. Orientation, 3 Pre-departure seminars, SLT awarding
		Approve students participation to seminars, conference or training per invitation of external entity	6 invitations evaluated and screened student participants	6	5	4	5	4.67	
Guidance and Counseling Services	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the referred is attended	90%	5	5	5	5.00	These are students who are on Probationary status due to scholastic delinquency
	Number of Guidance activity conducted	Supervise guidance activity	2	5	5	5	5	5.00	Gen. Orientation, Pre-departure seminars, SLT awarding

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Admisnistrative Services	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	200	888	5	5	5	5.00	Graduates and others who requested for CGMC
		Issue certificates of other natures	10	38	5	5	5	5.00	Certificates of non-dorm occupants, student leaders, no scholarship, etc
		Issue excuse letter	20	23	4	5	5	4.67	
	Approval of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission, within one hour as long as the documents are complete	Approve shifting of course with consultation	20	80	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents	25	43	5	5	5	5.00	
		Approve activity permits with discussion of the activity	100	250	5	5	5	5.00	
		Review and Recommend special classes/exam permit	30	399	5	5	5	5.00	
		Approve student's final clearance	100	281	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
		Signed other office documents (vouchers, PRs, payroll, etc)	200	413	5	5	5	5.00	
	Other Administrative functions								
		Act as OVPI-OIC	1	3	5	4	5	4.67	
		Act as QAC Director OIC	1	1	4	4	5	4.33	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	1	4	5	5	4.67	
Total Over-all Rating								115.00	

Average Rating (Total Over-all rating divided by 18)	4.79
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	OUTSTANDING

Comments & recommendation for development purpose:

Evaluated and rated by:

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date _____

Recommending Approval:

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____