

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3) (3)	Equivalent Numerical Rating (2 x 3) (2X3)
1. Instruction			
a. Head/Dean (50%)	20%	4.82	0.96
b. Students (50%)	20%	4.38	0.88
Total for Instruction	40%	4.60	1.84
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%	4.82	2.89
5. Production			
TOTAL	100%		4.73

EQUIVALENT NUMERICAL RATING : 4.73

Add: Additional Points, if any : 0.2 (NSTP Head)

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

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, 2016


MANOLO B. LORETO, JR.
Ratee


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, LAM 234 (graduate)
	Number of Instructional Materials Developed/Revised and Utilized:								
	Revised syllabi within the last 3 years	Revise syllabi							
	Course Outline (revised)	Revise course outline							
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	1 students advisee	5	5	5	5.00	BSCE OJT Adviser
	Number of requested subject handled	Requested subject handled		1	5	5	5	5.00	CWTS summer requested by the ATI scholars

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	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 unresolved/unattended	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	0 reported case unattended/unresolved	5	5	5	5.00	11 reported cases were all processed
Extension Services	Technical/ Expert services (international, national, regional)	Served as consultant of the ACIAR Protective Cropping Project	Only 1 consultation to be conducted	Only 1 consultation conducted	4	4	4	4.00	New project funded by ACIAR
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	80% approved applications	100 % approved	5	4	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

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	2 activities	5 activities	5	5	5	5.00	ESGP-PA Student Congress, Job-seeking seminars per college (3), Jobs Fair (1),
		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
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	Honors & Awards, Student Election, USSC Election
Administrative 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	800	1331	5	5	5	5.00	All graduates and undergraduate students seeking for positions

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
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		Issue certificates of other natures	10	25	5	5	4	4.67	These are certificates as non-dorm occupant, non-VSU scholar, etc
		Issue excuse letter	20	25	5	5	5	5.00	Requested by students due to valid reasons
		Approve shifting of course with consultation	30	35	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents	40	41	5	5	5	5.00	
		Approve activity permits with inquiry of the activity	100	150	5	5	5	5.00	
		Review and Recommend special classes/exam permit	100	448	5	5	5	5.00	
		Approve student's final clearance	800	1445	5	5	5	5.00	Including graduating, transfer to, OJT, employment

