# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.44	
b. Students (50%)		2.50	
TOTAL for Instruction	75%	4.94	3.70
3. Research			
4. Extension			
Support to Operations	10%	5.00	0.50
6. Administration	15%	5.00	0.75
TOTAL			4.95

**EQUIVALENT NUMERICAL RATING:** 

4.95

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

EPIFANIA G. LORETO

Name of Faculty

Approved by:

Dean, CET







# Department of Civil Engineering College of Engineering and Technology Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: coe@vsu.edu.ph Website: www.vsu.edu.ph

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EPIFANIA G. LORETO, a faculty member and department head of the DEPARTMENT OF CIVIL ENGINEERING 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 2019.

**EPIFANIA G. LORETO** 

Ratee

Approved by:

Dean

	MFO	Success/ Performance	Program/ Activities/			Actual		Ra			Remarks
MFO No.	Description	Indicator (PI)	Projects	Tasks Assigned	Target	Accom- plishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2.	HIGHER EDU	JCATION SERVICES									
	MFO 1. Curri	culum Program Management	Services								
	PI 1. Total Ur	ndergraduate FTE monitored	Instruction	Teach BSCE subjects	12.00	15.15	5	5	5	5.00	
	PI 7. Number established	of academe/Industry linkage	Established academe/industry linkage	Coordinates the academe/industry linkage	29	48	5	4	5	4.67	
	PI 8. Number	of students advised	BSCE Academic Adviser	Advising and monitoring	40	33	5	4	5	4.67	\
	PI 9. Number advised/assis	of Student organizations sted	PICE- VSUSC organization	Supervising and monitoring	1	1	5	5	5	5.00	
	PI10. Number developed	r of instructional materials	Course syllabus, course outlines and powerpoint presentations for CEng 136	Preparation, encoding and printing	1	1	5	5	4	4.67	,

	MFO 2. Student Management Services									
	PI 3: Number of graduates gainfully employed in jobs related to their undergraduate programs	2019 BSCE Graduates	Monitoring	8	15	5	5	5	5.00	
	PI 5: Number of undergraduate students awarded with honors/distinction	2019 BSCE Graduate	Mr. Gio B. Managbanag - Graduated Cum Laude	1	1	5	5	5	5.00	
	PI 6. Additional outputs									
	Number of Students advised on thesis/field practice/special problem	Adviser of students who enrolled CEng 200a for 2nd sem. SY 2018-2019.	Advising and monitoring	8	6	4	5	5	4.67	
	Number of hours devoted for assisting student related activities	PICE Activities	Supervising and monitoring	2	2	5	5	5	5.00	
	Number of related students activities attended	1.) Mr. & Ms. Engineering Night 2.) PICE - DCE Symposium	Monitoring	2	2	5	5	5	5.00	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1.) PICE - DCE Symposium	Monitoring	1	1	5	5	5	5.00	
	Number of hours spent for student consultation	Support to students	Entertained students regarding subject matters, grades, etc.	100	160	4	5	5	4.67	
	Number of hours spent in checking and computing of grades	Support to students	1.) Checking of exams, quizzes, and lab exercises 2.) Computing of midterm and final grades 3.) Checking of CE project and Manuscript of advisees	100	160	5	5	5	5.00	,
						Total	points		63.33	
UMFO 3.	Research Services (Higher education rese	arch improved to prom	ote economic productivity and	innovation)						
	P13. Number of research projects conducted and or completed on schedule									
	P14. Number of research proposals submitted P15. Percent of research proposals				***************************************					
	approved  PI 7. Amount of research money generated from institutional funding (Thousand PHP)									

	PI 8. Additional outputs									
	No. of research-related awards (research									
	conducted by faculty or student w/ faculty)									
						Total	points	;		
UMFO 4.	Extension Services									
	PI 4. Number of extension projects									
	conducted and/or completed on schedule					_				
	PI 8. Amount of extension money generated									
	from institutional funding (Thousand PHP)									
						Total	points	3		
UMFO 5.	SUPPORT TO OPERATIONS (STO)									
	MFO 2. Faculty Recruitment/Hiring Service	s								
	PI 1. Number of faculty recruited/hired	Hiring of one (1)	Supervising	1	1	5	5	5	5.00	Engr. Lindy
	aligned with ISO standards	regular faculty								Jane L. Ando
	MFO 3. Faculty Evaluation Services									
	PI 3: Percentage of faculty rated by		Supervising/ Monitoring	100%	100%	5	5	5	5.00	All Faculty
	students with at least very satisfactory rating									
	in 50% of the subjects evaluated									
	PI 4. Number of in-house seminars/	1.) QMS Risk	Participant	1	3	5	5	5	5.00	
	trainings/workshops/reviews conducted/	Assessment & ISO								
	attended	Documentation								
		Training								
		2.) Fundamentals of								
		Forensic Engineering								
		3.) ISO 9001:2015								
		Internal Audit Training					<u> </u>		45.00	
						Total	points	<u> </u>	15.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT	SERVICES								
	MFO 1. Administrative and Facilitative Ser	rvices								
	PI 1: Number of colleges, departments &	Supervising/	Supervise and monitor one (1)	1	1	5	5	5	5.00	
	support units supervised, monitored &	Monitoring	department							
	coordinated									
	PI 2. Number of management meetings	Conducts regular	Supervising/ Monitoring/	4	4	5	5	5	5.00	
	conducted	monthly and special	Implementing							
		meetings with DCE								
		faculty and staff								

PI 7. Number of office and laboratory equipment purchased	Purchase Request	Monitoring	3	4	5	5	5		1.) 6 pcs. Power Supply 2.) 4 sets Keyboard & Mouse 3.) Copy Printer Pad & Belt 4.) Office Supplies
PI 9. Additional Outputs									
MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service		Supervising/ Monitoring	100%	100%	5	5	5	5.00	All faculty and staff
PI 2. Additional Outputs/Best Practices									
								0.00	
									,
					Total	points	3	20.00	
Total Over-all Rating						98.33			
Average Rating							4.92		
Adjectival Rating						Outs	tandi	ng	

Average Rating (Total Over-all rating divided		4.92
by 4)		
Additional Points:		
	0.2	
Punctuality Approved Additional points (with copy of	0.1	
approval)		4.92
FINAL RATING		4.92
ADJECTIVAL RATING		

Recommending Approval:

Date:\_

ROBERTO C. GUARTE, Ph.D. Dean, College of Engineering

Evaluated	and	Rated	by:
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EPIFANIA G. LORETO
Departent Head, DCE

Date:	

- 1 Quality
- 2 Efficiency
- 3 Timeliness
- 4 Average

A very deligent, hardworking and very efficient department head and very effective and productive faculty member.  I am highly recommending her to be sent to a high level	Commonto 9 Deservato I II
A very deligent, hardworking, and very efficient department head and very effective and productive faculty member.  I am highly recommending her	Commendations for Development Purpose
and very efficient department head and very effective and productive faculty member.  I am highly recommending her	a dipose.
and very efficient department head and very effective and productive faculty member.  I am highly recommending her	A hern delivent, wardworking
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Approved:

BEATRIZ'S. BELONIAS, Ph.D. VP for Instruction

Date: \_\_\_\_\_



# Visayas State University College of Engineering

Visca, Baybay City, 6521-A, Leyte, Philippines

#### **EMPLOYEE DEVELOPMENT PLAN**

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

Performance Rating:

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 2019

Target Date: June 2019

### 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 2019

Target Date: December 2019

#### 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:

ROBERTO C. GUART

Conforme:

EPIFANIA G. LORETO Head, DCE