

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS


Name of Faculty Member: Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
(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			
5. 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: 0
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding


Prepared by:


EPIFANIA G. LORETO
Name of Faculty

Reviewed by:


ROBERTO C. GUARPE
Dean, CET

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction



VISAYAS
STATE UNIVERSITY




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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: 
ROBERTO C. GUARTE
Dean

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES										
	MFO 1. Curriculum Program Management Services										
	PI 1. Total Undergraduate FTE monitored	Instruction	Teach BSCE subjects	12.00	15.15	5	5	5	5.00		
	PI 7. Number of academe/Industry linkage established	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 of Student organizations advised/assisted	PICE- VSUSC organization	Supervising and monitoring	1	1	5	5	5	5.00		
	PI10. Number of instructional materials developed	Course syllabus, course outlines and powerpoint presentations for CEng 136	Preparation, encoding and printing	1	1	5	5	4	4.67		

	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					
UMFO 5.	SUPPORT TO OPERATIONS (STO)										
	MFO 2. Faculty Recruitment/Hiring Services										
	PI 1. Number of faculty recruited/hired aligned with ISO standards	Hiring of one (1) regular faculty	Supervising	1	1	5	5	5	5.00	Engr. Lindy Jane L. Ando	
	MFO 3. Faculty Evaluation Services										
	PI 3: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		Supervising/ Monitoring	100%	100%	5	5	5	5.00	All Faculty	
	PI 4. Number of in-house seminars/ trainings/workshops/reviews conducted/ attended	1.) QMS Risk Assessment & ISO Documentation Training 2.) Fundamentals of Forensic Engineering 3.) ISO 9001:2015 Internal Audit Training	Participant	1	3	5	5	5	5.00		
						Total points			15.00		
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services										
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Supervising/ Monitoring	Supervise and monitor one (1) department	1	1	5	5	5	5.00		
	PI 2. Number of management meetings conducted	Conducts regular monthly and special meetings with DCE faculty and staff	Supervising/ Monitoring/ Implementing	4	4	5	5	5	5.00		

	PI 7. Number of office and laboratory equipment purchased	Purchase Request	Monitoring	3	4	5	5	5	5.00	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			20.00	
Total Over-all Rating						98.33				
Average Rating						4.92				
Adjectival Rating						Outstanding				

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

Comments & Recommendations for Development Purpose:

A very diligent, 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 Management and Leadership Training


Evaluated and Rated by:


EPIFANIA G. LORETO
 Departent Head, DCE

Date: _____

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

Recommending Approval:


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

Date: _____

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. GUARTE
 Dean, COE

Conforme:


EPIFANIA G. LORETO
 Head, DCE