

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(JULY -~~DECEMBER~~ 2017)**

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%	4.67	0.93
Total for Instruction	40%	4.73	1.89
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%	4.68	2.81
5. Production			
TOTAL	100%		4.70

EQUIVALENT NUMERICAL RATING : 4.70

Add: Additional Points, if any : 0.2 (NSTP Head & Focal Person, Free Tuition)

TOTAL NUMERICAL POINTS : 4.90

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 **JULY to DECEMBER, 2017**


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 courses	2	3	5	4	5	4.67	
	Number of Instructional Materials Developed/Revised and Utilized: Revised syllabi within the last 3 years Course Outline (revised)	Revised syllabi	1	1	4	4	5	4.33	
		Revised course outline	1	2	5	4	5	4.67	
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	4 student advisees	5	5	5	5.00	
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Served as Dean of Students	Only 1 complaint unresolved/unattended	4 complaint received and resolved	5	5	4	4.67	
		Served as Unit Head, Student Housing	Only 1 complaint unresolved/unattended	1 complaint received and resolved	4	5	5	4.67	
		Served as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	2 complaint received and resolved	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
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% student assistant applications approved	5	5	5	5.00	
		Approve application for SPES	80 % application evaluated	100% of application approved	5	5	5	5.00	
		Approve application for emergency loans within 10 minutes after received	80%	100%	5	4	5	4.67	
Guidance and Counseling Services	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	3 activities	3 activities	4	4	5	4.33	
		Approve students participation to seminars, conference or training per invitation of external entity	6 invitations evaluated and screen student participants	6 endorsed	4	4	5	4.33	
		Follow up students referred due to academic delinquency	80% of the referred is attended	80% followed up	4	5	5	4.67	
Administrative Services	Number of Guidance activity conducted Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Supervise guidance activity	2	2	4	4	5	4.33	
		Issue Certificate of Good Moral Character	200	558	5	5	5	5.00	
		Issue certificates of other natures Issue excuse letter	10 5	55 5	5 4	4 5	5 5	4.67 4.67	

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Average Rating:		4.76
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.76
Adjectival Rating		Outstanding

Comments & Recommendations for Development Purpose:

Received by: 
Planning Officer
Date: _____

Calibrated by: 
REMBERTO N. PATINDOL
PMT
Date: _____

Recommending Approval: 
BEATRIZ S. BELONIAS
Vice President
Date: _____

Approved by: 
EDGARDO E. TULIN
President
Date: _____

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