


Exhibit K


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

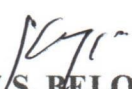
Name of Faculty Member: MANOLO B. LORETO, Jr.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	4.88	0.98
b. Students (50%)	20%	4.33	0.87
Total for Instruction	40%		1.85
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. Other Administration	60%	4.88	2.93
5. Support to Operation			
TOTAL			4.78

EQUIVALENT NUMERICAL RATING: 4.78
Add: Additional Points, if any: 0.1(Head of NSTP)
FHE & TES Focal Person 0.1
TOTAL NUMERICAL RATING: 4.98
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MANOLO B. LORETO, Jr.
Name of Faculty

Reviewed by:

BEATRIZ S. BELONIAS
Department Head

Recommending Approval:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

"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 **January to June**, 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	2	2	4	5	5	4.67	AE 156 & LAM 234 (graduate)
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	1 student's advisee	4	5	5	4.67	DLAM student
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	8 reported cases were all processed

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	5	5	5.00	104 student applications approved/endorsed
		Approve application for emergency loans within 10 minutes after received	80%	100%	5	5	5	5.00	5 SAFE Loan
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	2 activities	6 activities	5	5	5	5.00	1 OJT seminar, 1 seminar for new faculties, 1 student leaders for the region, 1 PDOS for Netherlands, 1 Bomb Threat Awareness, Serbisyo Estudyante
		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 83 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, Bomb Threat, DRRM by NGCP
	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	600	680	4	5	5	4.67	All graduates and undergraduate students seeking for positions
		Issue certificates of other natures	10	30	5	5	5	5.00	These are certificates as non-dorm occupant, non-VSU scholar, etc
		Issue excuse letter	20	35	5	5	5	5.00	Requested by students due to valid reasons


Admisnistrative Services	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	30	96	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents	40	44	4	5	5	4.67	
		Approve activity permits with inquiry of the activity	100	278	5	5	5	5.00	
		Review and Recommend special classes/exam permit	100	237	5	5	5	5.00	
		Approve student's final clearance	800	1425	5	5	5	5.00	Including graduating, transfer to, OJT, employment
		Signed other office documents (vouchers, PRs, payroll, etc)	200	1104	5	5	5	5.00	
Other Administrative functions	Serving other units	Acts as OIC in OVPI	1	2	5	5	5	5.00	
		Act as QAC Director OIC	1	4	5	5	5	5.00	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	1	4	5	5	4.67	Updated 2018 information material, flyer, tarpaulins; updated USSO fliers

Total Over-all Rating							107.33	
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Average Rating (Total Over-all rating divided by 22)	4.88
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding

Comments and recommendations for development purpose: She may seriously consider for doctorate studies


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: _____