

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 (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.37	
b. Students (50%)		2.00	
TOTAL for Instruction	75%	4.37	3.28
3. Research	5%	0.00	0.00
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	10%	5.00	0.50
TOTAL			4.28

EQUIVALENT NUMERICAL RATING: 4.28
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.28

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:

E.G. Loreto
EPIFANIA G. LORETO
 Name of Faculty

E.G. Loreto
EPIFANIA G. LORETO
 Department Head

Recommending Approval:

[Signature]
ROBERTO C. GUARTE
 Dean, CET

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 VP for Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Epifania G. Loreto, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2021

E. G. Loreto
Epifania G. Loreto
 Assoc. Prof. V
 Date: July 21, 2020

Approved:

Roberto C. Guarte
Roberto C. Guarte
 College Dean
 Date: 7/22/2021

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAM UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	8	11.05	5	4	5	4.67	As of 2nd Sem, AY: 2020-2021
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	5	4	5	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	10	17	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	12	5	5	5	5.00	
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	
	PI 10 : Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	4	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	4	4.67	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	4	4.67	
	PI 11 . Additional outputs	A 25 . Number of Additional outputs								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	4	4	4.33	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPA4 MFO 4. Program and Institutional Accreditation Services									
	PI 8 . Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44 . Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	80%	non-conformity complied	5	5	5	5.00	

		A 45. Compliance to all requirements of the program and institutional accreditations.	Prepares required documents and complies all requirements as prescribed in the accreditation tools						
		On program accreditations		1	1	5	5	5	5.00
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	Zero % complaint	5	5	5	5.00
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1	5	5	5	5.00
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00
Number of Performance Indicators Filled-up						19			
Total Over-all Rating						91.333			
Average Rating						4.807			
Adjectival Rating						Outstanding			

Average Rating (Total Over-all rating divided by 5)	4.807
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.807
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 She is performing excellently in her academic and administrative functions. Her upcoming sabbatical leave is good for her

Evaluated & Rated by:

ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 7/26/2021

Recommending Approval

ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 7/26/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/26/2021



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology

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Email Address: roberto.guarte@vsu.edu.ph
Website: www.vsu.edu.ph

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 2021

Target Date: June 2021

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 2021

Target Date: December 2021

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, CET

Conforme:


EPIFANIA G. LORETO
Head, DCE