

**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%	4.67	0.934
b. Students (50%)	20%	3.0	0.60
Total for Instruction	40%		
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%	4.61	2.77
5. Support to Operation			
TOTAL			<b>4.304</b>

EQUIVALENT NUMERICAL RATING: **4.304**

Add: Additional Points, if any:

FHE &amp; TES Focal Person

0.3

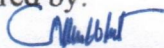
TOTAL NUMERICAL RATING:

**4.604**

ADJECTIVAL RATING:

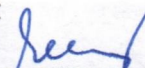
**OUTSTANDING**

Prepared by:

**MANOLO B. LORETO, Jr.**

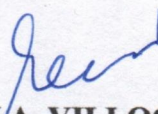
Name of Faculty

Reviewed by:

**ALELI A. VILLOCINO**

Immediate Supervisor

Approved:


**ALELI A. VILLOCINO**

Vice President for Student Affairs and Services

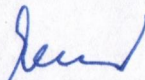


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MANOLO B. LORETO, Jr., of the Office of the Dean of Students commits to deliver and agree to be rated on the attainment of the follow targets in accordance with the indicated measures for the period January to June, 2022

  
**MANOLO B. LORETO, Jr.**  
 Ratee

Approved:

  
**ALELI A. VILLOCINO**  
 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 or graduate courses	1	2	5	4	4	4.33	
	Revised syllabi within the last 3 years	Revise syllabi	1	1	4	5	5	4.67	
	Developed learning materials	Recorded learning materials ABEn 184	1						
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1	4	5	5	5	5.00	1 Undergrad and 3 graduate students
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95% rate	100%	5	5	5	5.00	
	PI 2. Number of quality procedures reviewed/revised/updated and registered at QAC	Quality procedures revised and improved	5	22	5	5	5	5.00	



	<b>PI. 3.</b> Percentage implementation of processes in accordance with existing approved quality procedures	100% processes implemented according to QP	100% implemented according to QP	100%	5	5	5	5.00	
<b>OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									
<b>ODS STO. 2: FOI aligned frontline services</b>	<b>PI. 5</b> Percentage compliance of reporting requirements in accordance with FOI Manual	100% submission of required reports on time	100% report submitted on time	90%	3	4	4	3.67	
<b>OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									
<b>ODS STO 3: ARTA aligned frontline services</b>	<b>PI. 6</b> Efficient & customer friendly frontline service	Zero percent complaint from clients served	0% complaint	1 complaint but attended to immediately	3	5	4	4.00	
<b>OVPSAS STO4: INNOVATIONS &amp; BEST PRACTICES</b>									
<b>ODS STO 4: Innovations &amp; new Best Practices Development Services</b>	<b>PI. 7.</b> Number of new systems/innovations/proposals introduced and implemented	Supervised implementation of new system/innovation	4 systems/innovations introduced and supervised						
	<b>PI. 8.</b> Number of request for expert services in seminars/workshops served/provided	Acted as resource person in online seminar/workshop	1						
<b>UMFO6: General Administrative and Support Services (GASS)</b>									
<b>OVPSAS GASS 1: Administrative and Support Services Management</b>									
<b>ODS GASS 1: Administrative and Support Services</b>	<b>PI. 9</b> No. of formal/informal linkages with external agencies maintained	Facilitated formal/informal linkages with external agencies maintained	2 formal/informal agreements	1 MOA (between VSU and DAR for scholarship	4	5	5	4.67	



	PI.10 No. of unit heads/staff meetings presided/attended	Acted as presiding officer during staff meeting and represtative in other meetings	1 ODS Monthly meeting and committee meetings	8 meetings conducted	4	5	4	4.33	
	PI.11 % of dorms/cottages repaired	Minor repairs and 1 major repair	25%	50% minor repair	4	4	4	4.00	
ODS GASS 2: Student Welfare Services	PI. 12 Number of guidance activities supervised	Supervised guidance activities	18	10	4	5	5	4.67	
Administrative Services	Number of certificates/excuse letters/good moral and other documents of the same	Issue Certificate of Good Moral Character	500	418	3	5	5	4.33	
		Issue certificates of other natures	10	25	5	5	5	5.00	
	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	50	201	5	5	5	5.00	
		Approves readmission of returning students	50	147	5	5	4	4.67	
		Approve activity permits with discussion of the activity	5	29	5	5	5	5.00	
		Approve student's final clearance	800	334	3	5	5	4.33	
		Signed other office documents (vouchers, PRs, payroll, etc)	100	327	5	5	5	5.00	
	Submission of UniFAST required documents on time	FHE billing documents	1 document	3	5	5	5	5.00	Validation, Billings
		TES Certification	1 document	1	3	5	5	4.33	
Total Over-all Rating								97.00	

Average Rating (Total Over-all rating divided by 24)		4.62
Additional points:		
Approved Additional Points (with copy of		
FINAL RATING		4.62
ADJECTIVAL RATING		OUTSTANDING

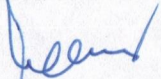
Comments & Recommendations

for Development Purpose:

*may consider mentoring young faculty/staff at SAS offices/units.*



Evaluated and Rated By

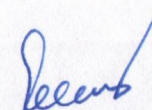


ALELI A. VILLOCINO

Immediate Supervisor

Date: AUG 05 2022

Approved by:



ALELI A. VILLOCINO

Vice-President for SAS

Date: AUG 05 2022