

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Assoc. Prof. Epifania G. Loreto

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.41	
b. Students (50%)		2.17	
TOTAL for Instruction	80%	4.57	3.66
2. Research	10%	5.00	0.50
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	10%	4.86	0.49
5. Production	0%	0.00	0.00
TOTAL			4.64

*Dept. Head and Assoc. Prof. V - January 1, 2023 - June 30, 2023


EQUIVALENT NUMERICAL RATING: 4.64

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: Outstanding


Prepared by:


EPIFANIA G. LORETO
Head, DCE

Reviewed by:


JANNET C. BENCURE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY


**DEPARTMENT OF CIVIL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1020
Email: civilengineering@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EPIFANIA G. LORETO, Head of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for **January 1, 2023 - June 30, 2023**.


EPIFANIA G. LORETO
Associate Professor V
Date: 20 July 2023

Approved:


JANNET C. BENCURE
Dean, CET
Date: 21 July 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPA MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							

	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	17.7	5	5	5	5	As of 2nd semester AY 2022-2023

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	2	5	5	4	4.67	
		A11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5	College-wide training on OBE Syllabus preparation
		A13 . Number of long examinations/modular examinations/practical examinations administered and checked	Administers and checks long examination for subjects taught	6	4	4	5	5	4.67	As of 2nd semester AY 2022-2023
		A14 . Number of quizzes administered and checked	Administers and checks quizzes for lec and lab	20	7	4	5	4	4.33	As of 2nd semester AY 2022-2023
		A15 . Number of problem sets, lab reports, term papers checked and graded	Checks problem sets submitted as required	20	10	5	5	4	4.67	As of 2nd semester AY 2022-2023
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>		4	5	5	5	5	
		A17 . Number of students advised on thesis/ field practice/special problem:			20					

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	300	250	5	4	5	4.67	conducted consultation for BSCE students
	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	4	5	4.67	
	PI 10: Number of instructional materials developed *	A 21 : Number of instructional materials 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							

		<i>Flexible Instructional Materials</i>	<i>Prepares flexible instructional material</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	8	5	5	5	5	As of 2nd semester AY 2022-2023
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	40	22	5	4	5	4.67	As of 2nd semester AY 2022-2023
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								

		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		1	5	5	5	5	prepared documents for COPC application
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						none within the period
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		100%	5	5	5	5	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPA 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	zero non-conformity	zero non-conformity	5	5	5	5	
		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	1						
		On program accreditations		100% compliant		5	5	5	5	
		On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)										
	PI 1. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 2: Additional Outputs									
		Submission of PPMP for the following year within the deadline as prescribed by BAC		2	1	4	5	5	4.67	
		Number of coaching sessions among faculty and staff		2	1	4	5	5	4.67	
		Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure department targets		2	1	4	5	5	4.67	
		Number of regular meetings conducted/attended		10	7	5	5	5	5	
	Number of Performance Indicators Filled-up					22				
	Total Over-all Rating					106.33				
	Average Rating					4.83				
	Adjectival Rating					O				

Average Rating (Total Over-all rating divided by 4)		4.83
Additional Points:		
Approved Additional points (with copy of		
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING

Comments and Recommendations for Development Purposes:

She leads the department very well, and serves as mentor to the young faculty members -

Evaluated & Rated by:


JANNET C. BENCURE

Dean, CET

Date: 21 July 2023

Recommending Approval:


JANNET C. BENCURE

Dean, CET

Date: 21 July 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 29 July 2023

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan-Feb	Mar-Apr	May-Jun	
MFO 2. Higher Education Services							
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Engr. Epifania G. Loreto	April 2023		100%		17 out of 32 takers passed the board exam with a total passing rate of 53.13%
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Engr. Beatriz Nicolle A. Opus	January - June 2023	20%	40%	56%	Out of 54 graduates, 11 graduates were not tracked
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	Engr. Marcelo T. Abrera Jr Engr. Gladys G. Doydora Ar. Raffy Andrew G. Loreto Engr. Beatriz Nicolle A. Oppus Engr. Andy Phil D. Cortes Engr. Allan A. Gulles	January - June 2023	20%	40%	60%	Students were always reminded by the instructors to submit requirements
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept is in compliance to CMO	Engr. Epifania G. Loreto	January-June 2023	50%	50%	80%	The BSCE Program were evaluated by the CHED RO8 on June 9-10, 2023.
PI 5: Total FTE, coordinated, implemented and	Teaches professional courses/subjects and basic	All DCE Faculty	February-June 2023	40%	75%	100%	The topics stated in the course syllabi for the professional and basic

monitored *	engineering subjects						courses were discussed fully
PI 8: Number of students advised	Assist Students through advising and consultation	All DCE Faculty	January-June 2023	40%	80%	100%	The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	Engr. Beatriz Nicolle A. Oppus Engr. John Allan A. Gulles Engr. Andy Phil D. Cortes	January-June 2023			100%	The faculty assisted the organization in their activities such as PICE-VSUCC in organizing Regional Junior Civil Engineer's Convergence
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	February 2023	100%			OBE Syllabi for new curriculum were submitted and approved by the College Dean.
MFO 5. Support to Operations							
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*	Prepares documents needed for ISO certification	All faculty and staff	January-June 2023	100%	100%	100%	Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)							

PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January-June 2023	100%	100%	100%	
PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January-June 2023	100%	100%	100%	
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January-June 2023	100%	100%	100%	
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meeting with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January-June 2023	100%	100%	100%	Monthly regular meetings were conducted

Prepared by:


EPIFANIA G. LORETO
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: Department of Civil Engineering

Head of Office: Assoc. Prof. Epifania G. Loreto

Number of Personnel: 11 Faculty members and 2 Supporting Staff

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
I. Monitoring					
Monitoring for the Submission of OBE Syllabus for 2 nd Semester AY 2022-2023			DCE Memo No. 03, s. 2023 RE: Submission of OBE Syllabus for 2 nd Sem. AY 2022-2023	DCE Notice of Regular Monthly Meeting on January 25, 2023	The faculty members were able to submit the OBE Syllabus before the start of class for 2 nd Sem. AY 2022-2023
Monitoring for the Submission of TOS for the 1 st Sem AY 2022-2023 final exam and 2 nd Sem AY 2022-2023			DCE Memo No. 02, s. 2023 RE: Submission of TOS with Exam	DCE Notice of Regular Monthly Meeting on April 12, 2023; and on June 21, 2023	The faculty were able to submit TOS before the conduct of the midterm and final exam for AY 2022-2023
Monitoring for the Submission of Midterm and Final Grade sheet for the 1 st Semester AY 2022-2023			DCE Memo No. 01, s. 2023 RE: Submission of Midterm Grades		The faculty were able to submit the midterm and final grade sheet on time
Monitoring for the preparation of COPC Application for BSCE Program			CET Memo No. 22, s. 2023 RE: Attendance to the Opening Parade for CET Month 2023 Celebration	DCE Notice of Regular Monthly Meeting on January 25, 2023 and March 1, 2023	The BSCE Program was evaluated by the CHED RO8 on June 9-10, 2023

Monitoring for the attendance of department activities				DCE Notice of Monthly Regular Meeting on March 22, 2023	The faculty and staff were able to attend and participate in the activities conducted by the department, college and university
Monitoring for the submission of 2023 OPCR/IPCR Targets and Accomplishments			CET Memo No. 32, s. 2023 RE: Deadline of Submission of OPCR/IPCR Accomplishments for January-June 2023		The faculty were able to submit OPCR and IPCR 2023 Accomplishments January-June 2023
II. Coaching					
Faculty Discussion and Coaching on the proper preparation of the OBTL syllabus, TOS, and other instructional materials			CET Memo No. 12, s. 2023 RE: Attendance to the Training-Workshop on OBE Continuous Quality Improvement (CQI) on 15-16 March 2023		Discussion and coaching were delivered to all faculty under the College of Engineering and Technology

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


EPIFANIA G. LORETO
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Epifania G. Loreto**
Performance Rating: **4.55**

Aim:

1. Assoc. Prof. Loreto as an effective and efficient implementor of the new OBEdized four-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:

Note:

Assoc. Prof. Loreto will be developed into an effective implementor of the new OBEdized four-year BSCE Program. She leads the Department of Civil Engineering.

Date: January 2023

Target Date: June 2023

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.
- Orientation on the implementation of Outcomes-Based Education for BSCE curriculum

Second Step

- Send to trainings/workshops/seminars related to building leadership and management skills.

Results:

- Mastery on the provisions of CMO 92, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- Mastery on the preparation of Table of Specifications
- Mastery on implementing the Outcome-based Education

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


EPIFANIA G. LORETO
Head, DCE