

**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%	4.90	0.98
b. Students (50%)	20%	3.4	0.68
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%	4.57	2.80
5. Support to Operation			
TOTAL			<b>4.46</b>


EQUIVALENT NUMERICAL RATING: **4.46**

Add: Additional Points, if any:


FHE &amp; TES Focal Person 0.2

TOTAL NUMERICAL RATING: **4.66**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 following targets in accordance with the indicated measures for the period July to December 2021.

  
**MANOLO B. LORETO, JR.**  
 Ratee

Approved by

  
**ALELI A. VILLOCINO**  
 Head of the Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
<b>Advanced &amp; Higher Education Services</b>	Full Time Equivalent (FTE)	Handle engineering and diploma courses	1	1	4	4	5	4.33	ABEn 165
	Number of Instructional Material revised	Revise syllabi a. ABE b. NSTP	1 1	1 2	5	5	5	5.0	ROTC and CWTS
	Revised learning materials	a. ABE b. CWTS	1 4	1 7	5	5	5	5	
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	2 student advisee	3	5	5	5	5	GAC for 3 graduate students
<b>Efficient and Customer-</b>		Serve as Dean of Students	0%	0%	5	5	5	5	

4.90

<b>friendly frontline service</b>	Zero percent complaint from client served	Serve as Unit Head, Student Discipline	0%	0%	5	5	5	5	
		Serve as Director of NSTP	0%	0%	5	5	5	5	
<b>Student Development and Welfare Services</b>	Percentage of poor/disadvantaged students served by support services for non-academic needs	Approve application for Student Assistantship within 10 minutes	80% approved applications	90%	4	5	5	4.67	
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	2 activities	5	5	5	5	5	Jobs Fair, Serbisyo Estudyante, 2 seminars for JDBGF, 1 seminar for 1 student leaders
		Approve student's participation to seminars, conference or training per invitation of external entity	2 invitations evaluated and screen student participants	3	4	5	5	4.67	



<b>Guidance and Counseling Services</b>	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the refereed students are attended	80%	3	5	5	4.33	
	Number of Guidance activity conducted	Supervise guidance activity	1 activity	2	5	5	5	5	
<b>Administrative Services</b>	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	100	440	5	5	5	5	
		Issue certificates of other natures	10	25	5	5	5	5	
		Issue excuse letter	0						
	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	32	4	5	5	4.67	
		Approve student's organization resolutions with evaluation of documents							
		Approve activity permits with inquiry of the activity	5	4	3	5	5	5	

		Review and Recommend special classes/exam permit							
		Approve student's final clearance	800	547	2	5	5	4	Low turn out from departments
		Signed other office documents (vouchers, PRs, payroll, etc)	200	225	4	5	5	4.67	
<b>Continual Quality Improvement</b>	Review and Endorse USSO/ODS Procedures and Guidelines for QAC registration	Transmit reviewed USSO/ODS procedures and guidelines	2	21	5	5	5	5	
	Number of online learning videos produced and uploaded in USSO/ODS webpage	Upload learning videos or materials at the USSO/ODS webpage	2	1	2	4	4	3.33	
	Number of manuals reviewed and approved by the BOR	Review and endorse USSO manual to the BOR							
<b>Information Campaign</b>	Number of flyers produced	Production of ODS flyers	5	3	2	4	5	3.66	

<b>Total Over-all Rating</b>								98.33	
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64.0/14  
4.57

		Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 21)	<b>4.68</b>	<ul style="list-style-type: none"> <li>Has initiated the revision of PMs, GLs and forms for Student welfare &amp; services &amp; other operations/services.</li> <li>May consider mentoring a team to manage the UniFAST operation.</li> </ul>
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval) Focal Person, TES & FHE	<b>0.2</b>	
FINAL RATING	<b>4.82</b>	
ADJECTIVAL RATING		
ADJECTIVAL RATING	<b>OUTSTANDING</b>	

Evaluated and Rated by:

  
**ALELI A. VILLOCINO**  
 VP for Student Affairs

Approved by:

  
**ALELI A. VILLOCINO**  
 VP for Student Affairs