

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%	4.583	0.917
b. Students (50%)	20%	4.67	0.934
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%	4.740	2.844
5. Support to Operation			
TOTAL			4.695


EQUIVALENT NUMERICAL RATING: **4.695**

Add: Additional Points, if any:

FHE & TES Focal Person 0.2

TOTAL NUMERICAL RATING: **4.895**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 January to June 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 ¹	E ²	T ³	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering and diploma courses	1	2	5	5	4	4.67	LAMP 234, ABEn 184
	Number of Instructional Material revised	Revise syllabi	1	1	4	5	5	4.67	ABEn 184
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	3	5	4	4	4.33	3 graduate students with minor in LAMP
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Serve as Dean of Students	0%	0%	5	5	5	5.00	
		Serve as Unit Head, Student Discipline	0%	0%	5	5	5	5.00	

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%	5	5	5	5.00	
	Number of students' seminars, forums, trainings, jobs fairs/job seeking, conference conducted/coordinated	Supervise the preparation and implementation of students' seminar	2 activities	2 activities	4	4	4	4.00	
		Approve students participation to seminars, conference or training per invitation of external entity	2 invitations evaluated and screen student participants	4 webinars	5	5	4	4.76	
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	90%	4	5	5	4.67	
	Number of Guidance activity conducted	Supervise guidance activity	1 activity	2	5	4	4	4.33	
Admisnistrative Services	Number of certificates/excuse letters/good moral and other documents of	Issue Certificate of Good Moral Character	800	180	2	5	5	4.00	Few students filed for CGMC

	the same nature, issued within 1 hour	Issue certificates of other natures	10	35	5	5	5	5.00	
		Issue excuse letter		1	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	30	100	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents							No face to face
		Approve activity permits with inquiry of the activity	5	26	5	5	5	5.00	No face to face
		Review and Recommend special classes/exam permit							
		Approve student's final clearance	800	411	2	5	5	4.00	Fewer graduating students
		Signed other office documents (vouchers, PRs, payroll, etc)	200	287	5	5	5	5.00	

Continual Quality Improvement	Review and Endorse USSO/ODS Procedures and Guidelines for QAC registration	Transmit reviewed USSO/ODS procedures and guidelines	2	12	5	5	5	5.00	
	Number of online learning videos produced and uploaded in USSO/ODS webpage	Upload learning videos or materials at the USSO/ODS webpage	2						
	Number of manuals reviewed and approved by the BOR	Review and endorse USSO manual to the BOR	1						
Information Campaign	Number of flyers produced	Production of ODS flyers	5	1	2	5	5	4.00	UniFAST

Total Over-all Rating							87.76
			Comments & Recommendations for Development Purpose:				
Average Rating (Total Over-all rating divided by 19)		4.62	<i>The head sets a good example for co-workers / colleagues in following department & university policy.</i> <i>Provides meaningful information to working committees that helps in the implementation of programs / activities.</i>				
Additional Points:							
Punctuality							
Approved Additional Points (with copy of approval) Head, NSTP Office		0.2					
FINAL RATING		4.82					
ADJECTIVAL RATING							
FINAL RATING							
ADJECTIVAL RATING		OUTSTANDING					

Evaluated and rated by:


ALELI A. VILLOCINO
VP for Student Affairs

Approved by:


ALELI A. VILLOCINO
VP for Student Affairs

Note: Entries in blue color is postponed to July-December accomplishments