

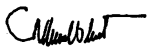
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(July - December 2018)


Name of Faculty Member: **MANOLO B. LORETO, Jr.**


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3) (2X3)
1. Instruction			
a. Head/Dean (50%)	20%	4.86	0.97
b. Students (50%)	20%	5.00	1.00
Total for Instruction	40%	4.93	1.97
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. Administration	60%	4.86	2.92
5. Production			
TOTAL	100%		4.89

EQUIVALENT NUMERICAL RATING : 4.89
Add: Additional Points, if any : 0.1 (NSTP Head)
TOTAL NUMERICAL POINTS : 4.99

ADJECTIVAL RATING : OUTSTANDING

Prepared by:

MANOLO B. LORETO, Jr.
Name of Faculty

Reviewed by:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANOLO B. LORETO, JR.**, of the **University Student Services Office** 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, 2018**


MANOLO B. LORETO, JR.
 Ratee


BEATRIZ S. BELONIAS
 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 and diploma courses	2	2	5	4	4	4.33	AE 175 & CEng 141
	Number of Instructional Materials Developed/Revised and Utilized: Revised syllabi within the last 3 years Course Outline (revised)								
		Revise syllabi	1	1	4	5	5	4.67	AE 156
		Revise course outline	1	1	5	5	5	5.00	CEng 141
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1 student advisee	5 student advisees	5	5	5	5.00	
Efficient and Customer-friendly frontline service	Zero percent complaint from client served	Serve as Dean of Students	Only 1 complaint unresolved/unattended	Zero complaint unresolved/unattended	5	5	5	5.00	No direct complaint letter was received in this office except a general comments

		Serve as Unit Head, Student Discipline	Only 1 reported case unattended/unresolved	Zero reported case unresolved/unattended	5	5	4	4.67	3 cases forwarded from the Security Office and it was acted immediately
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 with consultation	100 % of the application were approved on time	5	5	5	5.00	
		Approve application for SPES	80 % application evaluated with consultation	100 % of the applications were approved	5	5	5	5.00	
		Approve application for emergency loans within 10 minutes after received	80%	100% were approved	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	3 activities	3 major activities supervised or coordinated	4	5	5	4.67	General Orientation Program for New Students, Organization Summit, TIME Congress
		Approve students participation to seminars, conference or training per invitation of external entity	6 invitations evaluated and screen student participants	12 invitations were processed and screened for students participation	5	5	4	4.67	


Guidance and Counseling Services	Percentage of students counseled/followed up	Follow up students referred due to academic delinquency	80% of the refereed is attended	100% of the refereed students were attended and followed up	5	4	5	4.67	
	Number of Guidance activity conducted	Supervise guidance activity	2 activities	4 activities	5	5	5	5.00	General Orientation, Organization Summit, Oath Taking Ceremony for Organization and Dorm Advisers,
Admisnistrative Services	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	200	253	5	5	5	5.00	
		Issue certificates of other natures	10	33	5	5	5	5.00	
		Issue excuse letter	20	15	3	5	5	4.33	
	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	20	44	5	5	5	5.00	
		Approve student's organization resolutions with evaluation of documents	25	59	5	5	5	5.00	
		Approve activity permits with discussion of the activity	100	120	5	5	5	5.00	
		Review and Recommend special classes/exam permit	30	55	5	5	5	5.00	

		Approve student's final clearance	100	67	3	5	5	4.33	
		Signed other office documents (vouchers, PRs, payroll, etc)	200	423	5	5	5	5.00	These includes documents from OVPI
	Other Administrative functions								
		Act as OVPI-OIC	1	2	5	5	5	5.00	
		Act as QAC Director OIC	1	1	5	5	5	5.00	
Information Campaign	Number of secondary schools oriented on VSU's curricular programs	Update information campaign materials	1	2	4	5	5	4.67	Only 1 flyer
		TES-ESGP-PA Focal Person	1 document	3 documents	5	5	5	5.00	
		TES2 Focal Person	1 document	2 documents	5	5	5	5.00	
		FHE Focal Person	1 billing document	1 billing document	5	5	5	5.00	
Total Over-all Rating								136.00	


Average Rating:		4.86
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.86
Adjectival Rating		OUTSTANDING

Comments & Recommendations for Development Purpose:


Evaluated and Rated By


BEATRIZ S. BELONIAS
Unit Head
Date: _____

Recomending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____