

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Epifania G. Loreto


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.97	4.22
2. Research			
3. Extension			
4. Administration	15%	5.00	0.75
5. Production			
TOTAL			4.97

EQUIVALENT NUMERICAL RATING: 4.97  
Add: Additional Points, if any: 0  
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:

  
EPIFANIA G. LORETO  
Name of Faculty

  
EPIFANIA G. LORETO  
Department Head

Recommending Approval

  
ROBERTO C. GUARTE  
Dean, CoE

Approved by:


  
BEATRIZ S. BELONIAS  
VP for Instruction

Figure 1. Cytotoxicity of microcapsules to fibroblasts.

10-10-68  
 10-10-68  
 10-10-68


10. *Adaptation* – the ability of an organism to change its phenotype in response to changes in the environment.



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, EPIFANIA G. LORETO, a faculty member and department head of the DEPARTMENT OF CIVIL ENGINEERING 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.

  
**EPIFANIA G. LORETO**  
Ratee

  
**ROBERTO C. GUARTE**  
Dean

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 1.	Curriculum Program Management Services								
PI 1.	Total Undergraduate FTE monitored	Teach BSCE subjects	15	21	5	5	5	5.00	Vacation/Sick Leave
PI 7.	Number of academe/Industry linkage established	Coordinates the academe/industry linkage	20	29	5	5	5	5.00	
PI 8.	Number of students advised	Advising and monitoring	100	118	5	5	5	5.00	
PI 9.	Number of Student organizations Advised/Assisted	Advising and monitoring	0	1	5	5	5	5.00	PICE-VSU SC
PI10.	Number of instructional materials developed	Preparation, encoding and printing	1	1	5	5	4	4.67	CEng 143
MFO 2.	Student Management Services								
PI 3:	Number of graduates gainfully employed in jobs related to their undergraduate programs	Monitoring	5	8	5	5	5	5.00	

[illegible]

DATE	DESCRIPTION	AMOUNT	CHECK NO.	BANK	REMARKS
10/1/19	10/1/19	10/1/19	10/1/19	10/1/19	10/1/19
10/2/19	10/2/19	10/2/19	10/2/19	10/2/19	10/2/19
10/3/19	10/3/19	10/3/19	10/3/19	10/3/19	10/3/19
10/4/19	10/4/19	10/4/19	10/4/19	10/4/19	10/4/19
10/5/19	10/5/19	10/5/19	10/5/19	10/5/19	10/5/19
10/6/19	10/6/19	10/6/19	10/6/19	10/6/19	10/6/19
10/7/19	10/7/19	10/7/19	10/7/19	10/7/19	10/7/19
10/8/19	10/8/19	10/8/19	10/8/19	10/8/19	10/8/19
10/9/19	10/9/19	10/9/19	10/9/19	10/9/19	10/9/19
10/10/19	10/10/19	10/10/19	10/10/19	10/10/19	10/10/19
10/11/19	10/11/19	10/11/19	10/11/19	10/11/19	10/11/19
10/12/19	10/12/19	10/12/19	10/12/19	10/12/19	10/12/19
10/13/19	10/13/19	10/13/19	10/13/19	10/13/19	10/13/19
10/14/19	10/14/19	10/14/19	10/14/19	10/14/19	10/14/19
10/15/19	10/15/19	10/15/19	10/15/19	10/15/19	10/15/19
10/16/19	10/16/19	10/16/19	10/16/19	10/16/19	10/16/19
10/17/19	10/17/19	10/17/19	10/17/19	10/17/19	10/17/19
10/18/19	10/18/19	10/18/19	10/18/19	10/18/19	10/18/19
10/19/19	10/19/19	10/19/19	10/19/19	10/19/19	10/19/19
10/20/19	10/20/19	10/20/19	10/20/19	10/20/19	10/20/19
10/21/19	10/21/19	10/21/19	10/21/19	10/21/19	10/21/19
10/22/19	10/22/19	10/22/19	10/22/19	10/22/19	10/22/19
10/23/19	10/23/19	10/23/19	10/23/19	10/23/19	10/23/19
10/24/19	10/24/19	10/24/19	10/24/19	10/24/19	10/24/19
10/25/19	10/25/19	10/25/19	10/25/19	10/25/19	10/25/19
10/26/19	10/26/19	10/26/19	10/26/19	10/26/19	10/26/19
10/27/19	10/27/19	10/27/19	10/27/19	10/27/19	10/27/19
10/28/19	10/28/19	10/28/19	10/28/19	10/28/19	10/28/19
10/29/19	10/29/19	10/29/19	10/29/19	10/29/19	10/29/19
10/30/19	10/30/19	10/30/19	10/30/19	10/30/19	10/30/19
10/31/19	10/31/19	10/31/19	10/31/19	10/31/19	10/31/19

PI 4.	Number of extension projects conducted and/or completed on schedule								
PI 8.	Amount of extension money generated from institutional funding (Thousand PHP)								
				Total points					
UMFO 5.	SUPPORT TO OPERATIONS (STO)								
MFO 2.	Faculty Recruitment/Hiring Services								
PI 1.	Number of faculty recruited/hired aligned with ISO standards								
MFO 3.	Faculty Evaluation Services								
PI 3.	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Supervising/ Monitoring	80%	100.00%	5	5	5	5.00	
PI 4.	Number of in-house seminars/ trainings/workshops/reviews conducted/ attended		0	3	5	5	5	5.00	1. PRIME-HRM Orientation 2.Seminar-Workshop on "Competency Based HR System and Implementation of Competency based Recruitment, Selection and Placement and Learning & Development" 3. Awareness Training - OTP Setting Workshop
				Total points			10.00		
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI 1.	Number of colleges, departments & support units supervised, monitored & coordinated	Supervise and monitor one (1) department	1	1	5	5	5	5.00	
PI 2.	Number of management meetings conducted	Supervising/ Monitoring/ Implementing	4	7	5	5	5	5.00	3 - Special Meetings and 4 - Departmental Meetings

PI 7.	Number of office and laboratory equipment purchased	Monitoring	2	5	5	5	5	5.00	2 - Fire extinguisher; 1- Digital Direct Shear Apparatus; 1 - Triaxial Machine; 1 - Mop Bucket w/ Squeezer
PI 9.	Additional Outputs								
	Number of hours devoted in the preparation of documents needed for RQAT	Overall coordinator	0	78	5	5	5	5.00	
	Number of hours devoted in the preparation for AACUP accreditation	Overall coordinator	0	171	5	5	5	5.00	
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	All faculty and staff	100%	100%	5	5	5	5.00	
PI 2.	Additional Outputs/Best Practices								
					Total points			30.00	
Total Over-all Rating					94.33				
Average Rating					4.96				
Adjectival Rating					Outstanding				

Project Name		Location		Area		Population		Elevation		Notes	
Project 1		Location 1		Area 1		Population 1		Elevation 1		Notes 1	
Project 2		Location 2		Area 2		Population 2		Elevation 2		Notes 2	
Project 3		Location 3		Area 3		Population 3		Elevation 3		Notes 3	
Project 4		Location 4		Area 4		Population 4		Elevation 4		Notes 4	
Project 5		Location 5		Area 5		Population 5		Elevation 5		Notes 5	
Project 6		Location 6		Area 6		Population 6		Elevation 6		Notes 6	
Project 7		Location 7		Area 7		Population 7		Elevation 7		Notes 7	
Project 8		Location 8		Area 8		Population 8		Elevation 8		Notes 8	
Project 9		Location 9		Area 9		Population 9		Elevation 9		Notes 9	
Project 10		Location 10		Area 10		Population 10		Elevation 10		Notes 10	
Project 11		Location 11		Area 11		Population 11		Elevation 11		Notes 11	
Project 12		Location 12		Area 12		Population 12		Elevation 12		Notes 12	
Project 13		Location 13		Area 13		Population 13		Elevation 13		Notes 13	
Project 14		Location 14		Area 14		Population 14		Elevation 14		Notes 14	
Project 15		Location 15		Area 15		Population 15		Elevation 15		Notes 15	
Project 16		Location 16		Area 16		Population 16		Elevation 16		Notes 16	
Project 17		Location 17		Area 17		Population 17		Elevation 17		Notes 17	
Project 18		Location 18		Area 18		Population 18		Elevation 18		Notes 18	
Project 19		Location 19		Area 19		Population 19		Elevation 19		Notes 19	
Project 20		Location 20		Area 20		Population 20		Elevation 20		Notes 20	
Project 21		Location 21		Area 21		Population 21		Elevation 21		Notes 21	
Project 22		Location 22		Area 22		Population 22		Elevation 22		Notes 22	
Project 23		Location 23		Area 23		Population 23		Elevation 23		Notes 23	
Project 24		Location 24		Area 24		Population 24		Elevation 24		Notes 24	
Project 25		Location 25		Area 25		Population 25		Elevation 25		Notes 25	
Project 26		Location 26		Area 26		Population 26		Elevation 26		Notes 26	
Project 27		Location 27		Area 27		Population 27		Elevation 27		Notes 27	
Project 28		Location 28		Area 28		Population 28		Elevation 28		Notes 28	
Project 29		Location 29		Area 29		Population 29		Elevation 29		Notes 29	
Project 30		Location 30		Area 30		Population 30		Elevation 30		Notes 30	
Project 31		Location 31		Area 31		Population 31		Elevation 31		Notes 31	
Project 32		Location 32		Area 32		Population 32		Elevation 32		Notes 32	
Project 33		Location 33		Area 33		Population 33		Elevation 33		Notes 33	
Project 34		Location 34		Area 34		Population 34		Elevation 34		Notes 34	
Project 35		Location 35		Area 35		Population 35		Elevation 35		Notes 35	
Project 36		Location 36		Area 36		Population 36		Elevation 36		Notes 36	
Project 37		Location 37		Area 37		Population 37		Elevation 37		Notes 37	
Project 38		Location 38		Area 38		Population 38		Elevation 38		Notes 38	
Project 39		Location 39		Area 39		Population 39		Elevation 39		Notes 39	
Project 40		Location 40		Area 40		Population 40		Elevation 40		Notes 40	
Project 41		Location 41		Area 41		Population 41		Elevation 41		Notes 41	
Project 42		Location 42		Area 42		Population 42		Elevation 42		Notes 42	
Project 43		Location 43		Area 43		Population 43		Elevation 43		Notes 43	
Project 44		Location 44		Area 44		Population 44		Elevation 44		Notes 44	
Project 45		Location 45		Area 45		Population 45		Elevation 45		Notes 45	
Project 46		Location 46		Area 46		Population 46		Elevation 46		Notes 46	
Project 47		Location 47		Area 47		Population 47		Elevation 47		Notes 47	
Project 48		Location 48		Area 48		Population 48		Elevation 48		Notes 48	
Project 49		Location 49		Area 49		Population 49		Elevation 49		Notes 49	
Project 50		Location 50		Area 50		Population 50		Elevation 50		Notes 50	
Project 51		Location 51		Area 51		Population 51		Elevation 51		Notes 51	
Project 52		Location 52		Area 52		Population 52		Elevation 52		Notes 52	
Project 53		Location 53		Area 53		Population 53		Elevation 53		Notes 53	
Project 54		Location 54		Area 54		Population 54		Elevation 54		Notes 54	
Project 55		Location 55		Area 55		Population 55		Elevation 55		Notes 55	
Project 56		Location 56		Area 56		Population 56		Elevation 56		Notes 56	
Project 57		Location 57		Area 57		Population 57		Elevation 57		Notes 57	
Project 58		Location 58		Area 58		Population 58		Elevation 58		Notes 58	
Project 59		Location 59		Area 59		Population 59		Elevation 59		Notes 59	
Project 60		Location 60		Area 60		Population 60		Elevation 60		Notes 60	
Project 61		Location 61		Area 61		Population 61		Elevation 61		Notes 61	
Project 62		Location 62		Area 62		Population 62		Elevation 62		Notes 62	
Project 63		Location 63		Area 63		Population 63		Elevation 63		Notes 63	
Project 64		Location 64		Area 64		Population 64		Elevation 64		Notes 64	
Project 65		Location 65		Area 65		Population 65		Elevation 65		Notes 65	
Project 66		Location 66		Area 66		Population 66		Elevation 66		Notes 66	
Project 67		Location 67		Area 67		Population 67		Elevation 67		Notes 67	
Project 68		Location 68		Area 68		Population 68		Elevation 68		Notes 68	
Project 69		Location 69		Area 69		Population 69		Elevation 69		Notes 69	
Project 70		Location 70		Area 70		Population 70		Elevation 70		Notes 70	
Project 71		Location 71		Area 71		Population 71		Elevation 71		Notes 71	
Project 72		Location 72		Area 72		Population 72		Elevation 72		Notes 72	



Average Rating (Total Over-all rating divided by 4)		4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
---

Evaluated and Rated by:

  
**EPIFANIA G. LORETO**  
 Department Head, DCE

Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. GUARTE, Ph.D.**  
 Dean, College of Engineering

Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 VP for Instruction

Date: \_\_\_\_\_

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

1. The first part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

2. The second part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

3. The third part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

4. The fourth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

5. The fifth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

6. The sixth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

7. The seventh part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

8. The eighth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

9. The ninth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.

10. The tenth part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a copy of the original, and is signed by George Washington.



Visayas State University  
**College of Engineering**  
 Visca, Baybay City, 6521-A, Leyte, Philippines

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Engr. Epifania G. Loreto**  
 Performance Rating: **4.58 (O)**

**Aim:** Enhance the managerial knowledge and skills of **Assoc. Prof. Engr. Epifania G. Loreto** in the implementation and monitoring of the different OBE-based policies, guidelines, and forms for Continues Quality Improvement of the BS in Civil Engineering Program

**Proposed Interventions to Improve Performance:**

Orientation, familiarization, and implementation of existing and new nationally and internationally-based policies, standards, and guidelines (PSG), including appropriate forms and templates, for continuous quality improvement of the BS in Civil Engineering Program

**Date:** July 2018

**Target Date:** December 2018

**First Step**

- Reorientation of the OBE and Washington Accord PSG, forms, and templates for the BS in Civil Engineering Program (BSCE)

**Results:**

- Mastery of existing and new OBE and Washington Accord PSG, forms, and templates for CQI of BSCE

**Next Step:**

- Started the implementation of the required basic monitoring activities and data gathering for CQI

**Outcomes:**

- Strict implementation of the formulation and production of OBE Syllabus prior to teaching a BSCE Course
- Implemented the OBE-based Course Assessment, Evaluation, and CQI in the department
- Conducted class observations
- Conducted the Exit Survey for Graduating Students

**Final Steps/Recommendations:**

- Gathered and analyzed data for continuous quality improvement of degree program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the for the efficient implementation of the degree program
- Attend relevant trainings and seminar

Prepared by:

  
**ROBERTO C. GUARTE**  
 Dean, COE

Conforme:

  
**EPIFANIA G. LORETO**  
 Head, DCE

1. The first step is to identify the problem.
 2. The second step is to analyze the problem.
 3. The third step is to develop a solution.
 4. The fourth step is to implement the solution.
 5. The fifth step is to evaluate the solution.

100-443886-100

~~CONFIDENTIAL~~