

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MA. THERESA P. LORETO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.95	2.48
b. Students (50%)	50%	4.00	2.00
Total for Instruction	60%	4.48	2.69
2. Research	-		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.00	1.00
3. Extension	-		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.00	1.00
5. Production	-		
TOTAL			4.69

EQUIVALENT NUMERICAL RATING: 4.69


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.69ADJECTIVAL RATING: Outstanding

Prepared by:


MA. THERESA P. LORETO
Name of Faculty

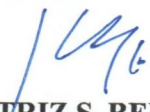
Reviewed by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:

Abstain
College Dean

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Theresa P. Loreto, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2022.

Approved:

mtplreto
MA. THERESA P. LORETO
 Associate Professor IV
 Date: *July 12, 2022*

Kyza
KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: *July 20, 2022*

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										
OVPI 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 Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	3	3	5	5	5	5.00	Caindoy, Mañara, Milleza
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	3	5	5	5	5.00	Caindoy, Mañara, Milleza

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	3.00	6.00	5	5	5	5.00	Chem 138, Btec 198
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Chem 138, Btec 198
		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/seminars attended related to instruction	Attend mandated trainings/seminars	2	4	5	5	5	5.00	Trends and Directions in Accreditation in Pre-and-Post Covid Stretch; Emerging Trends in Physics and Its Applications; Heart for the Filipino: Pananaliksik Pangkalusugan para sa Pilipino; Waste Management and Circular Economy
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	11	5	5	5	5.00	Chem 138, Btec 198
		A14. Number of quizzes administered and checked	Prepares and checks quizzes	8	8	5	5	5	5.00	Chem 138, Btec 198
		A15. Number of term papers checked and graded	Checks term papers submitted as required	10	15	5	5	5	5.00	Chem 138, Btec 198
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	38	23	5	5	4	4.67	BSBiotech Students

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	4	4.67	Magparok, Sarmiento, Baula
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	35	5	5	5	5.00	BSBiotech 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	5	5	5.00	VSU Biotechnological Society
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	Chem 138, Btec 198
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Chem 138, Btec 198
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	Chem 138, Btec 198
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	Chem 138, Btec 198

		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 updated and operational	Creates virtual classroom using either Moddle	2	2	5	5	5	5.00	Chem 138, Btec 198
	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	1	5	5	5	5.00	ISO 9001:2015 Second Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Philippine Genome Center Visayas, Iloilo
		Scholarship program for students	Scholarship program coordinated for students of BS Biotechnology & BSA major in Plant Breeding and Genetics	1	1	5	5	5	5.00	DA-Biotech Scholarship Program
		A 26. 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 2. Number of research projects conducted within the year *	A 28. Number of research projects conducted within the year *	Conducts research project within the year	2	3	5	5	5	5.00	1. Nanomaterial-encapsulated Microbial Inoculant as Tuber Sett Coating to Enhance Growth, Yield and Micronutrient Uptake of Purple Yam 2. Biological Activity and Chemistry of Essential Oils for Agriculture, Pharmaceuticals and Industry 3. Estimating Net Carbon Emissions from Household Practices and Consumption
	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		1	5	5	5	5.00	Production of cellulase enzyme by immobilized cells of <i>Candida tropicalis</i> isolated from grasshopper <i>Zonocerus variegatus</i> in saw dust and rice husk medium
UMFO 5. SUPPORT TO OPERATIONS										
OVPI 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	5.00	ISO 9001:2015 Second Surveillance Audit

		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	1	5	5	4	4.67	ISO 9001:2015 Second Surveillance Audit
		On program accreditations		100% compliant	100% compliant	5	5	4	4.67	ISO 9001:2015 Second Surveillance Audit
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. 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	5.00	No complaint received
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice		2	5	5	5	5.00	Provides monthly prepaid load cards to CAS department heads; Provides fuel allowance for team building activities of CAS depts. (DIABS)
		A 48. Number of organized activities (university-wide, within the college/dept)	Organized activities (university-wide/ within college/ department)		2	5	5	5	5.00	Fulbright Scholarship Orientation (May 5, 2022); CAS Month 2022 (February 2022)
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
	Total Over-all Rating					138.68				
	Average Rating					4.95				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divide by 27)		4.95
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Dr. Londo is recommended to continue to engage in strengthening linkages and collaborations of the department.

Evaluated & Rated by:

Recommending Approval:

Approved by:

Kyza
KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: *July 20, 2020*

N/A

Beatriz
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *7/25/2020*

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Employee: Ma. Theresa P. Loreto


Name of Office: Department of Biotechnology

Number of Personnel: 5


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Dr. Loreto to constantly monitor the academic performance and welfare of her academic advisees and students.				Dr. Loreto constantly communicates with her students regarding course requirements. Dr. Loreto also keeps in check the academic track of her academic advisees and facilitates them during enrolment.
Coaching	I encouraged Dr. Loreto to attend more webinars/conferences and trainings related to Biochemistry and Molecular Biology.				Dr. Loreto actively participates in various webinars hosted by different universities and professional organizations such as PSBMB.

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

Conducted by:


KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology

Noted by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. THERESA P. LORETO

Performance Rating: Outstanding

Aim: To engage in more research activities

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step: Dr. Loreto crafted research project proposals

Result: Start conducting research projects


Date: July 2022 Target Date: December 2022

Next Step: Continue conducting research projects

Outcome: Complete the research projects within the time duration

Final Step/Recommendation: Publish a paper from the research projects

Prepared by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty