

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%)		5.0 x 50%	2.50
b. Students (50%)		4.67 x 50%	2.33
Total for Instruction	80%	4.83 x 80%	3.86
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	20%	5.0	1.0
5. Production			
TOTAL	100 %		4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


MA. THERESA P. LORETO

Name of Faculty


LOURD FRANZ M. GABUNADA

Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO

Dean, CAS

Approved:


BEATRIZ S. BELONIAS

VP for Academic Affairs

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	3	3	5	5	5	5.00	Btec 198, Chem 232
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	Btec 198, Chem 232
		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 attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	5	5	5	5.00	Btec 198, Chem 232
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	12	5	5	5	5.00	Btec 198, Chem 232
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	20	20	5	5	5	5.00	BS Biotech Students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Andres, Quinto
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Bandalan, Mosquito, Vesera
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	5	5	5	5.00	BS Biotech Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	2	5	5	5	5.00	VSU Biotechnological Society (VBS; CAS-SSC
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	5	5.00	Btec 198, Chem 232
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	5	5.00	Btec 198, Chem 232
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5.00	Btec 198, Chem 232
UMFO 3 . RESEARCH SERVICES										
	PI2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
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 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							
		On program accreditations		100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 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 Compliant 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	1	1	5	5	5	5.00	
		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								115.0	
	Average Rating								4.79	
	Adjectival Rating									

Average Rating (Total Over-all rating divide by 26)	4.79
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	Outstanding


Comments and Recommendations for Development Purpose:

Dr. Loreto should continue crafting research proposals for funding and engage in extension activities

Evaluated & Rated by:

Recommending Approval

Approved by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology
Date: July 25, 2023

Abstain


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada


Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Dr. Loreto to continue constantly monitoring 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 webinars/conferences and trainings related to Biochemistry and Molecular Biology and to collaborate with other faculty and craft research /extension proposals.				Dr. Loreto actively participates in various webinars hosted by different universities and professional organizations and together with DBt faculty conceptualized research/extension activities for the department.

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

Conducted by:

Noted by:


LOURD FRANZ M. GABUNADA
Head, Department of Biotechnology


BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. THERESA P. LORETO

Performance Rating: Outstanding

Aim: To continuously improve the performance of the faculty

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: March 2023

First Step:

Write a paper for possible publication.

Result:

Paper has been written.

Date: February 2023

Target Date: December 2023

Next Step:

Submit paper to a reputable journal.

Outcome: Paper has been accepted for publication in March 2023.


Final Step/Recommendation:

Continue writing and submitting paper for publication.

Prepared by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty