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	Numerical Rating (Rating x %)	Equivalent Numerical Rating
	(1)	(2)	(3)	(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:

4.86

ADJECTIVAL 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:

VP for Academic Affairs

"Exhibit B"

Rating

REMARKS

(Indicators in

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 targets in accordance with the indicated measures for the period January - June 2023.

Approved:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

MA. THERESA P. LORETO Associate Professor IV
Date: July 25,2023

MFO Description of MFO's/PAPs Success/ Performance Tasks Assigned Target Accomplishment Accomplishment Success/ Performance Tasks Assigned Target Accomplishment Success/ Performance Tasks Assigned	1			*		1	_	_	_		(III dicators III
DVPI MFO 2. Graduate Student Management Services PI 4: Total FTE coordinated, implemented & monitored* A1. Actual Faculty's FTE Handles subjects/ courses assigned 0.3 0.3 5 5 5 5 5.00 Btec 198, Chem 232 2 2 5 5 5 5 5 5 5		Description of MFO's/PAPs		Tasks Assigned	Target	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
P14: Total FTE coordinated, implemented & monitored*	_										
implemented & monitored* A1. Actual Faculty's FTE courses assigned A5. Number of on-line ready coursewares developed and submitted for review On-line ready courseware Prepares Instructional module/ laboratory or a combination tereof prepares Power Point presentation, video clips, movie clips, reading assignments. Prepares assessment tools usuch as long exm, quizzes, problems sets, etc. A5. Number of on-line course ware duly reviewed by TRP & edited by MMDC editor A7: Number of virtual classroom created and classroom created and using either Moddle or On-line ready courseware On-line ready courseware Converts the existing instructional materials into flexible learning instructional materials into flexible learning instructional module/ laboratory or a combination tereof 2 2 2 5 5 5 5 5.00 Btec 198, Chem 232 Bitcc 198, Chem 232 Bitcc 198, Chem 232 Difference of virtual classroom using either Moddle or On-line ready courseware dourse was existed and using either Moddle or on the existing instructional materials into flexible learning and the virtual classroom using either Moddle or on the vi	OVPI		Services								
advised/ assisted * coursewares developed and submitted for review into flexible learning courseware into flexible learning into flexible learning into flexible learning into flexible learning courseware into flexible learning course combination tereof into flexible learning course combination flexible learning combination flexible learning course combination flexible learning course combination flexible learning combination flexible learning combination flexible learning combination flexible learning course combination flexible learning combinati			A1. Actual Faculty's FTE		0.3	0.3	5	5	5	5.00	
On-line ready courseware module/ laboratory or a combination tereof Supplemental learning resources move clips, reading assignments. Prepares assessment tools uch as long exm, quizzes, problems sets, etc. A6: Number of on-line course ware reviewed by TRP & edited by MMDC editor editing by MMDC editor A7: Number of virtual classroom created and using either Moddle or use combination tereof On-line ready courseware production and combination tereof Prepares Power Point presentation, video clips, movie clips, reading assignments. 6 6 5 5 5 5 5.00 Btec 198, Chem 232 Btec 198, Chem 232 Submits the course ware duly reviewed by TRP for editing by MMDC editor editing by MMDC editor and using either Moddle or using either Modd			coursewares developed and	instructional materials	2	2	5	5	5	5.00	
Supplemental learning resources presentation, video clips, movie clips, reading assignments. Assessment tools prepares assessment tools such as long exm, quizzes, problems sets, etc. A6: Number of on-line course ware ware reviewed by TRP & edited by MMDC editor editing by MMDC editor A7: Number of virtual classroom created and either Moddle or either Moddle or editor wing either Moddle or editor editor wing either Moddle or editor editor editing by MMDC editor edi			On-line ready courseware	module/ laboratory or a	2	2	5	5	5	5.00	
Assessment tools Assessment tools tools such as long exm, quizzes, problems sets, etc. 6 6 5 5 5 5 5 5 5 5				presentation, video clips, movie clips, reading	6	6	5	5	5	5.00	The state of the s
ware reviewed by TRP & duly reviewed by TRP for edited by MMDC editor A 7: Number of virtual classroom using either Moddle or UMFO 2. HIGHER EDUCATION SERVICES duly reviewed by TRP for editing by MMDC editor Creates virtual classroom using either Moddle or 2 2 5 5 5 5 5.00 Btec 198, Chem 232			Assessment tools	tools such as long exm, quizzes, problems sets,	6	6	5	5	5	5.00	
UMFO 2. HIGHER EDUCATION SERVICES using either Moddle or 2 2 5 5 5 5 5 0 232			ware reviewed by TRP &	duly reviewed by TRP for editing by MMDC editor							,
					2	2	5	5	5	5.00	The state of the s
OVPI UMFO 3. Higher Education Management Services	UMFO	2. HIGHER EDUCATION SERVICES	100								
	OVPI	UMFO 3. Higher Education Management	Services								

PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	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
	A 11. 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							
		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:	Acts as academic adviser to students	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	Advises student organizations recognized by USSO							

2 2

VSU A20 . Number of Student Assists student Biotechnological organizations in organizations assisted on 5 5 5.00 2 2 5 Society (VBS; CASstudent related activities implementing student related activities SSC Prepares and submits for PI 10: Number of instructional materials A 21: Number of on-line course ware developed and review by the Technical developed * Review Panel submitted: Prepares Instructional module/laboratory On-line ready courseware quide/workbook or a combination thereof Prepares Power Point presentation, video clips, Btec 198, Chem Supplemental learning 5 5 5 5.00 4 movie clips, reading 232 resources assignments depending on course taught Prepares assessment Btec 198, Chem tools such as long exam, 4 4 5 5 5 5.00 Assessment tools 232 quizzes, problems sets, etc. Creates virtual classroom A 24: Number of virtual using either Moddle or Btec 198, Chem classroom created and 3 3 5 5 5 5.00 232 operational Google Classroom UMFO 3. RESEARCH SERVICES Conducts and completes PI 2. Number of research outputs completed within A 28. Number of research outputs research project within the completed within the year * the year * year **UMFO 5. SUPPORT TO OPERATIONS** OVPI MFO 4. Program and Institutional Accreditation Services ISO 9001:2015 PI 8. Compliance to all requirements thru Ensures that all the QMS A 44. Compliance to all Surveillance Audit core processes of the the established/adequate implementation, requirements of theQMS core maintenance and improvement of the university are complied processes of the university zero nonzero nonwith in the performance 5 5 5 5.00 under ISO 9001:2015* QMS of the core processes of the conformity conformity of his/her functions as College/department under ISO faculty member 9001:2015*

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		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 performfing 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	æ						
	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

Purpose:

Dr. Goreto should continue crafting research paperals for finding and again in extension activities

Comments and Recommendations for Development

Evaluated & Rated by:

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

Recommend	ling A	pproval
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Approved by:

Abstain

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

ate:

PERFORMANCE MONITORING & COACHING JOURNAL

1	1st	Q U
1	2 nd	Α
	3rd	R
	4th	E R

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: $\underline{5}$

Activity	M						
Activity Monitoring	Meeting One-on-One	Group		Others (Pls. specify)	Remarks		
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				Dr. Loreto actively participates in various webinars hosted by different universities and professional organizations and together with DBt faculty conceptualized		
	research /extension proposals.				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 facu	ulty
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 Marc	<u>h 2023.</u>
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