

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%)		5.0 x 50%	2.50
Total for Instruction	50%	2.50 + 2.50	2.5
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	3.0 x 20%	0.6
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	30%	5.0 x 30%	1.5
5. Production			
TOTAL	100%		4.6

EQUIVALENT NUMERICAL RATING: 4.6

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.6

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

mtplncto
MA. THERESA P. LORETO
Name of Faculty

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Recommending Approval:

Abstain
College Dean

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	6	5	5	5	5.00	Btec 111, Btec 149
		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 111, Btec 149
		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	Training-Workshop on Curriculum and Instruction Review of all graduate programs
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	14	5	5	5	5.00	Btec 111, Btec 149
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	4	5	5	5	5.00	Btec 111, Btec 149 (accomplished with Jan-June 2023)
		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 4th yr. 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	6	5	5	5	5.00	Lopez, Lisondra, Dabatian, Mejia, Balaba, Vito,
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	2	5	5	5	5.00	BS Chem students: Abad, Dueñas (accomplished with Jan-June 2023)
		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	2	2	5	5	5	5.00	Btec 111, Btec 149
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	5	5	5	5.00	Btec 111, Btec 149
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	3	5	5	5	5.00	Btec 111, Btec 149
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	5	5	5.00	Btec 111, Btec 149 (accomplished with Jan-June 2023)
UMFO 3 . RESEARCH SERVICES										
	PI 2. 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	1	1	3	3	3	3.00	
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 5th Internal Quality 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 5th Internal Quality
		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								123	
	Average Rating								4.92	
	Adjectival Rating									

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Average Rating (Total Over-all rating divide by 26)		4.92
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Dr Concho should continue engaged in research and extension activities

Evaluated & Rated by:

Recommending Approval

Approved by:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

Date: 24 Jan 2024

Abstain

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/26/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Ma. Theresa P. Loreto

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Dr. Loreto to inform her students in case she has meetings and to schedule make up classes.				Dr. Loreto informs her students if she has meetings and holds make up classes.
Coaching	I commended Dr. Loreto for her outstanding TPES results and to continue teaching with passion and dedication.				Dr. Loreto teaches with passion and dedication and requires her students to achieve excellence in their academic activities.

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

Conducted by:

LOURD FRANZ M. GABUNADA
Head, Dept of 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 attend trainings/seminars in Biochemistry/Supervisory/Management Skills and conduct research projects

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: Search for trainings/seminars related to Biochemistry

Result: Attended trainings/seminars related to Biochemistry and conducted research projects
Appointed as project staff in 2 Internationalization projects and 1 Futures Thinking Project

Date: January 2024

Target Date: June 2024

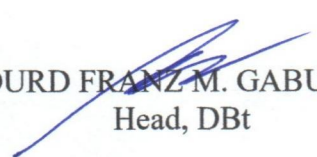
Next Step: To attend trainings/seminars related to Supervisory/Management Skills

Outcome: Attended trainings/seminars related to Supervisory/Management Skills

Final Step/Recommendation:

Continue attending trainings/seminars for academic development, supervisory/management skills for administrative development and conduct research projects for scientific development.

Prepared by:


LOURD FRANZ M. GABUNADA
Head, DBt

Conforme:


MA. THERESA P. LORETO
Name of Ratee Faculty