

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **LORETO, ALAN B.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
<b>Instruction</b>			
Head/Dean			
Total for Instruction	25%	5.00 x 25%	1.25
<b>Research</b>			
Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	50%	5.00	2.50
<b>Extension</b>			
Client/Dir. for Extension (50%)		5.00 x 50% = 2.50	
Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
<b>Production</b>	3 %	5.00 x 3% = 0.15	0.15
<b>Administration</b>	2 %	4.67 x 2 % = 0.09	0.09
<b>TOTAL</b>			<b>4.99</b>

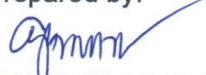
EQUIVALENT NUMERICAL RATING: **4.99**

Add: Additional Points, if any:

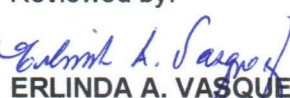
TOTAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**MARIA ELSA M. UMPAD**  
Administrative Officer II

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:


  
**OTHELLO B. CAPUNO**  
VP for Res, Ext & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALAN B. LORETO**, of the PhilRootcrops commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June, 2020.

  
**ALAN B. LORETO**  
 Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment (Jan-June 2020)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 2: Higher Education Services	<ul style="list-style-type: none"> <li>Number of courses taught handled per semester</li> <li>Thesis Adviser/Committee Member</li> </ul>	<ul style="list-style-type: none"> <li>Handled and taught courses</li> <li>Serve as thesis adviser/committee member</li> </ul>	1 1 BSGE students	2 (GENG 135n, GENG 199) 1 BSGE student	5	5	5	5	
MFO 3: Research Services	<ul style="list-style-type: none"> <li>Number of Outputs Research Proposal submitted for funding</li> <li>Amount/value of research funds/resources generated</li> <li>Number of research on-going research projects conducted</li> <li>Number of research collaborations</li> </ul>	<ul style="list-style-type: none"> <li>Make research proposals</li> <li>Research fund generation</li> <li>Research projects assigned either as project/study leader</li> <li>Research projects with collaboration outside VSU</li> </ul>	1 project 1 presentation  PhP 0.5M  2  1	1 project 1 completion presentation  Php 1M  2  1	5	5	5	5	
MFO 4: Extension Services	<ul style="list-style-type: none"> <li>Number of persons-days trained</li> <li>Number of webinars organized</li> </ul>	<ul style="list-style-type: none"> <li>Conduct of technical training</li> <li>Conducted webinars</li> </ul>	2 2	2	5	5	5	5	
MFO 5: Production Services	<ul style="list-style-type: none"> <li>Number of technologies promoted for commercialization</li> </ul>	<ul style="list-style-type: none"> <li>TBI Project Leader</li> </ul>	1	12	5	5	5	5	
MFO6: General Adm. Support Services	<ul style="list-style-type: none"> <li>Number of university-wide committee meetings/assignments accomplished</li> </ul>	<ul style="list-style-type: none"> <li>Member, VSU Land Use Committee</li> <li>Member, RCCRDC Core Staff</li> <li>Director for Innovation</li> </ul>	3	3	4	5	5	4.67	
	<ul style="list-style-type: none"> <li>Number of MOU/MOAs facilitated related to IP Tech Transfer</li> </ul>	<ul style="list-style-type: none"> <li>Drafts MOU/MOA with IP related concerns</li> </ul>	1	6					
	<ul style="list-style-type: none"> <li>Number of technologies facilitated for protection</li> </ul>	<ul style="list-style-type: none"> <li>Invention Disclosures and Patent drafted</li> </ul>	10	8					
	<ul style="list-style-type: none"> <li>100% of virtual meetings convened/presided/facilitated/ photo-documented</li> </ul>	<ul style="list-style-type: none"> <li>Convene, preside, facilitate meetings</li> </ul>	100%	52%					

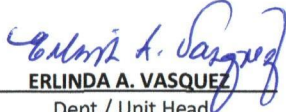
	• 100% of University-wide and PhilRootcrops committee assignments complied	• Do assigned tasks for committees	100%	80%					
Total Overall Rating									
									4.93

Average Rating (Total Over-all rating divided by 16)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

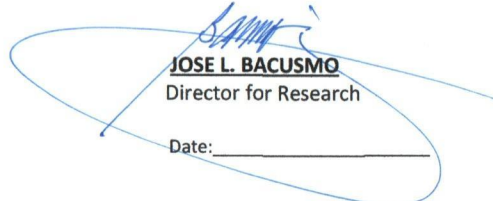
To attend training on advance leadership and management skills

Evaluated & Rated by:

  
**ERLINDA A. VASQUEZ**  
 Dept./ Unit Head

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

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP, Research & Extension

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

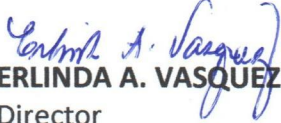
Name of Personnel: ALAN B. LORETO



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project's progress/ Center activities/university's concern	Monthly PRDC meeting Jan 13, 2020 Feb 3, 2020 May 6, 2020	Issuance of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress  Group coaching during PRDC Meetings Jan 13, 2020 Feb 3, 2020 May 6, 2020			Proposal prepared and submitted to funding agencies  New proposal for evaluation

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

Conducted by:

  
ERLINDA A. VASQUEZ  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALAN B. LORETO**Performance Rating: Outstanding

Aim: To implement on-going research projects  
To submit proposal for funding

Proposed Interventions to Improve Performance:

Date: January 1, 2020Target Date: June 30, 2020

First Step:

Implements on-going research projects  
Prepares proposals for review and funding  
Attends related trainings for capability build-up (leadership, management / administration) and other related trainings

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as professor and student adviser of Geodetic Engineering students
- Performed administrative function as head of ITSO office

Date: July 1, 2020Target Date: Dec 31, 2020

Next Step:

Continue the implementation of research projects  
Follow-up the submitted proposals  
Attends capability build-up trainings

Outcome: Research projects continuously implemented  
Research accomplishments subjected for review and monitoring by the funding agency  
Professor and adviser to Geodetic Engineering students  
Attended capability build-up trainings

Final Step/Recommendation:

- To maintain performance and or exceed the current performance; to submit proposals and continue doing four-fold functions of instruction, research, extension and production.
- To attend trainings on leadership, organizational management and effective administration.

Prepared by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

*Alan B. Loreto*  
Name of Ratee / Faculty/Staff