

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%	4.99	2.50
b. Students (50%)	50%	4.63	2.31
TOTAL for Instruction	80%	4.81	3.85
2. Research	10%	5.00	0.50
3. Extension			
4. Support to Students	10%	4.96	0.50
5. Production			
TOTAL	100%		4.85

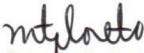
EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MA. THERESA P. LORETO**  
Name of Faculty

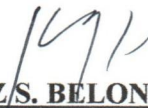
Reviewed by:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Recommending Approval:

N.A.

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

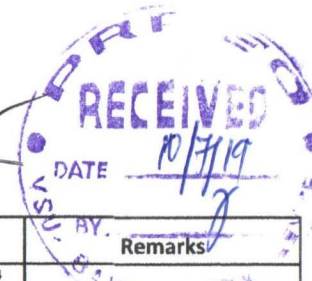
I, MA. THERESA P. LORETO, Head of the Department of Biotechnology commits the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 - June 30, 2019.

*mtloredo*  
MA. THERESA P. LORETO

Ratee

Approved: CANDELARIO L. CALIBO

Dean, CAS



MFO No.	MFO & PAPs	Success/Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1	Advanced Education Services	PI.1 Full Teaching Equivalent (FTE)	Instruction	Chem 232	0.25	0.5	5	5	5	5.00	Graduate Faculty
		Number of grad students advised	Instruction	No of grad students advised (GAC)	4	4	5	5	5	5.00	Alo, Cormanes, Cutin,
MFO:2	Higher Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction	Teaches Btec 199, Chem 199, Chem 131	5	7.8	5	5	5	5.00	Head, Dept of Biotech, Vacation-Sick leave
		PI 2. Number of instructional materials revised and utilized									
		Revised	Instruction	Revises Course Outline	1	1	5	5	5	5.00	Btec 111
		Revised		Revises Syllabus	1	1	5	5	5	5.00	Btec 111
		P I3. Application for AACUP Level 1	Instruction	Applies for AACUP level 1							
MFO 3:	Research Services	PI.1 Number of research proposals prepared & submitted for VSU and external funding agencies	Research services	Prepares and submits research proposals for VSU and other agencies	1	1	5	5	5	5.00	VSU-DA Biotech Scholarship Program
		Number of approved and funded researches conducted		Conducts approved researches	2	2	5	5	5	5.00	Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam; In vitro Toxicity Testing of Plant Extracts with Bioactivity against Diabetes mellitus
		Amount (funds) of research proposals prepared and submitted for VSU and other funding agencies		Submits research proposals for VSU funding/external funding	6M	6M	5	5	5	5.00	VSU-DA Biotech Scholarship Program

*Control # 25*



		Number of researches conducted on schedule		Conducts researches on schedule	1	2	5	5	5	5.00	Microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam; In vitro Toxicity Testing of Plant Extracts with Bioactivity against Diabetes mellitus
		PI 2. Research funds generated from VSU and other external agencies		Generates research money from VSU and external agencies	6M	6M	5	5	5	5.00	VSU-DA Biotech Scholarship Program
		PI. 3. Seminars attended		No. of seminars, trainings, workshops attended							
				National	1	1	5	5	5	5.00	En banc Evaluation of the proposed CRISPR Program
				Regional	0	3	5	5	5	5.00	Visayas Regional Scientific Meeting; Science for Change Program Caravan & Regional Academe-Industry Forum; Round Table Discussion on the DOST Monitoring & Evaluation Protocol
				Institutional	3	7	5	5	5	5.00	QMS Risk Assessment & ISO Documentation Training; University Target Setting Workshop and Review/Calibration of Office Targets; 1st General Assembly & Symposium of ICP; ISO 9001:2015 Internal Quality Audit Training; ISO 9001:2015 Roll-out orientation; Technoforum on Biofertilizers
		PI. 4. Research mentoring		No. of groups/individuals mentored to conduct research	1	1	5	5	5	5.00	CMDPoliquit
MFO 5:	Support to Students	PI. 1. Student advising and consultation services:	Support to students								
		Number of students advised (as academic adviser)									
		Number of hours spent on student consultation (as professor)		Students taking Chemistry	50	50	5	5	5	5.00	BSChem
				Students taking Biotechnology	50	50	5	5	5	5.00	BSBiotech

Control # 05

		Number of student-related activities assisted		Assists student activities	3	3	5	5	5	5.00	VBS Biotech Week Opening, VBS GMO Awareness Seminar, VBS Biotech Week Closing
		Pl. 2. Number of student researches advised:									
		Thesis Adviser		BS Biotech	4	4	5	5	5	5.00	Cando, Caseres, Mazo, Oday
				BS Chem	1	1	5	5	5	5.00	Germano
		As SRC Chairman		BS Biotech	4	5	5	5	5	5.00	Abando, Astudillo, Manapsal, Nayre, Vega
				BS Chemistry	5	5	5	5	5	5.00	Jajalla, Olasiman, Palma, Puray
		As SRC Member		BS Biotech	4	3	5	5	4	4.67	Fernandez, Magomnang, Torreon
				BS Chemistry	2	2	5	5	5	5.00	Cala, Cartagena
MFO:6	Gen Administration & Support Services (GASS)										
		Pl. 1. Number of efficient & customer-friendly services rendered	Gen Services	Entertains students, parents, co-employees, visitors with 0% complaint	zero complaint	0% complaint	5	5	5	5.00	No complaint received
		Pl.2 Number of activities planned for the Dept of Biotechnology		Plans activities for the Biotechnology department	3	3	5	5	5	5.00	Mga Haligi ng Lahi sa Agham at Teknolohiya & modernizatpion of Agriculture Forum; Lecture on Research: A career path to consider; Orientation on Fulbright Graduate Student Program
		Pl.3 Time allotted to monitor the construction of the new Biotechnology building		Checks updates of the Biotech building under construction	10%	10%	5	5	5	5.00	
		Pl. 5. Number of department meetings conducted		Schedules department meetings every month	3	3	5	5	5	5.00	
		Pl. 6. Number of university meetings attended		Attends meetings called by the OP, OVPI, OVPAF, OVPRGEA, OGS and College Dean	15	15	5	5	5	5.00	
				Total			139.67				
				Ave Rating			4.988				
				Adjectival Rating			Outstanding				

Control # 25

Average rating (Total Over-all rating divided by 28)		4.99
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		

Evaluated & Rated by:

  
**CANDELARIO L. CALBO**  
 Dean, CAS

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

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average


Recommending Approval:

N.A.

Comments & Recommendations for Development Purpose:

*Kudos for the outstanding performance! A little more effort to improve TPES.*

Approved:

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction

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

*Control #05*



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Biotechnology

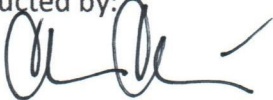
Head of Office: Ma. Theresa P. Loreto

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Require Dr. Loreto for options to handle existing courses				
	Review FDP of DBiotech for 2019-2023 considering that Faculty could not return as scheduled due to thesis delay				
Coaching	Suggested Faculty Affiliate to handle Biotech courses				

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

Conducted by:



CANDELARIO L. CALIBO  
Immediate Supervisor

Noted by:



BEATRIZ S. BELONIAS  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Theresa P. Loreto

Performance Rating: Very Satisfactory

Aim: Fast-track return of Faculty on study leave to man DBiotech Program

Proposed Interventions to Improve Performance:

Date: June 2019

Target Date: September 2019

First Step: To monitor Faculty on study leave and require them to submit Progress Reports.

Result: Faculty were able to submit Progress Reports to VSFC.

Date: October 2019

Target Date: December 2019

Next Step: To require justifications for delay to return or proceed to pursue graduate studies.

Note: Finalize decision to go on Sabbatical Leave

Outcome: Sabbatical Leave and Plan of Studies of Faculty are reflected in 2019 FDP.

Final Step/ Recommendation:

Prepared by:



**CANDELARIO L. CALIBO**

Dean, CAS

Conforme:



**MA. THERESA P. LORETO**

Ratee