

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MANOLO B. LORETO, Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.585	1.834
b. Students (50%)			
Total for Instruction	40%		
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. Other Administration	60%	4.767	2.860
5. Support to Operation			
TOTAL			4.694

EQUIVALENT NUMERICAL RATING:

4.694

Add: Additional Points, if any:

0.1 (Head of NSTP)

FHE & TES Focal Person

0.1

TOTAL NUMERICAL RATING:

4.894

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

**MANOLO B. LORETO, Jr.**

Name of Faculty

Reviewed by:

**ALELI A. VILLOCINO**

Immediate Supervisor


Approved:

**ALELI A. VILLOCINO**


Vice President for Student Affairs and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MANOLO B. LORETO, Jr.**, of the Office of the Dean of Students commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2020.


MANOLO B. LORETO, Jr.
 Ratee

Approved:


ALELI A. VILLOCINO
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Advanced & Higher Education Services	Full Time Equivalent (FTE)	Handle engineering and diploma courses	1	2	5	4	4	4.33	AE 175 and AQUA 234 (Tolosa)
	Revised syllabi within the last 3 years	Revise syllabi	1	1	4	5	5	4.67	AQUA 234
	Developed learning materials	Recorded learning materials AE 175	4	4	4	5	5	4.67	
	Approved OJT Narrative Report, Portfolio, or Special Problem submitted within the prescribed period	Serve as adviser or committee member	1	3	4	5	5	4.67	Graduate students minor in LAM
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very	95% of clients rated services as very satisfactory or higher	95% rate	98% rate	4	5	5	4.67	Report from the QAC
	PI 2. Number of quality procedures reviewed/revised/updated and registered at QAC	Quality procedures revised and improved	5	5	4	5	5	4.67	New ISO formatted procedures in preparation for the first surveillance visit

	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	100% processes implemented according to QP	100% implemented according to QP	100%	5	5	5	5.00	Zero NC during internal audit
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 5 Percentage compliance of reporting requirements in accordance with FOI Manual	100% submission of required reports on time	100% report submitted on time	95%	4	5	5	4.67	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 6 Efficient & customer friendly frontline service	Zero percent complaint from clients served	0% complaint	0% complaint	5	4	5	4.67	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 7. Number of new systems/innovations/proposals introduced and implemented	Supervised implementation of new system/innovation	8 Online Counseling; 4 episodes in Serbisyo Estudyante; 5 sessions online Kumustahan(LSI, Student); 1 episode in Serbisyo Kabataan with UICC and DYDC; 1 Junior Peer Program Orientation	8 Online Counseling; 5 episodes in Serbisyo Estudyante; 10 sessions online Kumustahan (LSI, student); 1 episode in Serbisyo Kabataan with UICC and DYDC; 1 Junior Peer Program Orientation	5	5	5	5.00	
	PI. 8. Number of request for expert services in seminars/workshops	Acted as resource person in online seminar/workshop	1	2	4	5	5	4.67	1. Resilience and Well-being for Student Leaders; 2. Well-being Check-up
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									

ODS GASS 1: Administrative and Support Services	PI. 9 No. of formal/informal linkages with external agencies maintained	Facilitated formal/informal linkages with external agencies maintained	1 (DOLE, POEA, Industry, Employers)	3	5	4	4	4.33	DOLE and POEA maintained as government links; 1 private industry
	PI.10 No. of unit heads/staff meetings presided/attended	Acted as secretary during staff meeting and prepared minutes of the meeting	1 ODS Monthly meeting and committee meetings	6 ODS regular meetings conducted, 12 Committed meetings, 4 UAdCO meetings	5	5	5	5.00	
ODS GASS 2: Student Welfare Services Administrative Services	PI. 11 Number of guidance activities supervised	Supervised guidance activities	10	17	4	5	5	4.67	
	PI. 12 Percentage of student counselled/advised	Conducted online counseling	3%	3%	4	5	5	4.67	
	Number of certificates/excuse letters/good moral and other documents of the same nature, issued within 1 hour	Issue Certificate of Good Moral Character	25	58	5	5	5	5.00	
		Issue certificates of other natures	10	15	4	5	5	4.67	
	Approval of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission, within one hour as long as the documents are complete	Approve shifting of course with consultation	50	78	5	5	5	5.00	
		Approves readmission of returning students	30	62	5	4	5	4.67	
		Approve activity permits with discussion of the activity	5	2	3	5	5	4.33	Late recognition of student organizations
		Approve student's final clearance	200	255	5	5	5	5.00	

		Signed other office documents (vouchers, PRs, payroll, etc)	100	154	4	5	5	4.67	
	Submission of UniFAST required documents on time	FHE billing documents	1 document	1 document	5	5	5	5.00	
		TES enrollment of students	1 document	3 documents	5	5	5	5.00	
Total Over-all Rating								113.67	

Average Rating (Total Over-all rating divided by 24)		4.74
Additional points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose:

Evaluated and Rated By



ALELI A. VILLOCINO

Immediate Supervisor

Date: _____

Approved by:



ALELI A. VILLOCINO

Vice-President for SAS

Date: _____