

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Jacqueline M.Guarte

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		2.50	
TOTAL for Instruction	50%	5.00	2.50
2. Research	20%	5.00	1.00
3. Extension	20%	5.00	1.00
4. Support to Students	5%	5.00	0.25
5 Administration	5%	5.00	0.25
TOTAL			5.00

EQUIVALENT NUMERICAL RATING: 5.00  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 5.00

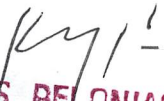
ADJECTIVAL RATING: Outstanding

Prepared by:

  
JACQUELINE M. GUARTE  
Name of Faculty

Reviewed by:

  
NORBERTO E. MILLA  
Department Head

APPROVED:  
  
BEATRIZ S. BELONIAS, PhD  
VICE PRESIDENT FOR INSTRUCTION


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## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

  
**JACQUELINE M. GUARTE**  
Professor III  
Date: January 11, 2019

**Rating Equivalents:**  
**5 - Outstanding**  
**4 - Very Satisfactory**  
**3 - Satisfactory**  
**2 - Fair**  
**1 - Poor**

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MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/Activities /Projects	Tasks Assigned	Target	Degree of Actual Accomplishment as of December 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		<b>PI 5.</b> Number of Academe/Industry Linkage established								0	
		<b>PI 2.</b> Number of hours of Student Advising and Consultation Services									
		Number of hours for student consultation	Consultation	Allots one (1) hour per week or 18 hours from August to December 2018	18	18	5	5	5	5	BSS students (related to Stat 145; related to Inc. Grade in Stat 133 and Stat 138 as of the second semester of SY 2017-2018)
		Number of hours devoted for advising student organizations								0	
		New Lecture Material	Preparation and reproduction of new handouts	Prepares and reproduces one (1) set of new lecture material for first semester's use	1	1	5	5	5	5	Updated and improved Stat 145 handouts
		<b>PI 4.</b> Additional Outputs									
		Number of grade sheets submitted on prescribed period	Grading of students	Checks course requirements and submits one (1) grade sheet for the 1st Sem.	1	1	5	5	5	5	Stat 145
		Number of thesis students assisted as statistician	Statistician to undergraduate thesis students	Approves and signs thesis manuscript as member of the Student Research Committee (Statistician)	1	1	5	5	5	5	BSE student completed program in December 2018 (assisted in the period October 2017-December 2018)
		Number of OJT manuals improved	First OJT Manual of new BSS Program	Assists in the preparation of the manual	1	1	5	5	5	5	Edited and improved the manual prepared by the faculty assigned
		Number of BSS freshmen served as speaker during their orientation program	Orientation Program for BSS Freshmen of SY 2018-2019 (first batch of new BSS program)	Informs, advises, and motivates freshman students to successfully complete the new BSS program at VSU	15	15	5	5	5	5	Spoke on the retention plan and internal policies of DepStat and related university academic policies during the Orientation Program for New BSS Students on Aug.8, 2018 at the DepStat Lecture Hall.

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MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/Activities /Projects	Tasks Assigned	Target	Degree of Actual Accomplishment as of December 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		Number of papers reviewed for publication	Associate Editor, The Philippine Statistician (TPS)- the official scientific journal of the Philippine Statistical Association, Inc.(PSAI)	Reviews one (1) paper per year	1						
		Number of CHED Technical Committee (TC) for Statistics meetings attended	Member, CHED TC for Statistics	Attends committee meetings at the rate of one (1) every quarter	2						Meetings are held to formulate policies, guidelines, and programs on statistics education in the country.
		Number of times acted as judge in a contest	VSU Inter-high school statistics quiz show	Evaluates, edits, and improves contest rules, guidelines, and quiz questions; acts as one of the judges	1	1	5	5	5	5	One of three judges of the 3rd VSU Inter-High School Statistics Quiz Show held on Oct. 27, 2018 at CCE Bldg., VSU in celebration of the National Statistics Month
							Total points			5.00	
MFO 5	Support to Operations	PI.1 Number of personnel enabled to pursue studies/training and provided other support services	Providing financial assistance to junior faculty	Extends financial assistance to faculty on study leave	1	1	5	5	5	5	Lent money to junior faculty to pay for first semester tuition fee and dormitory fee with no result yet on application for DOST scholarship
		Number of faculty members mentored on OBE syllabus preparation	Mentoring of faculty on OBE syllabus preparations as a member of CHED Technical Committee for Statistics	Extends assistance to faculty in the preparation of OBE syllabus for core courses under the new BSS program	4	4	5	5	5	5	Conducted DepStat faculty seminar on preparation of OBE syllabus for core courses in Statistics under the new BSS program
		Number of minutes of DepStat faculty meetings edited and improved	Mentoring of junior faculty on preparation of minutes of meetings	Gives assistance to junior faculty assigned as department secretary by editing and improving the prepared minutes of departmental faculty meetings	4	4	5	5	5	5	Edited and improved the minutes prepared by the department secretary

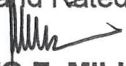


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/Activities /Projects	Tasks Assigned	Target	Detail of Actual Accomplishment as of December 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		Number of official communications of DepStat improved	Mentoring of faculty on effective written communication skills	Assists in the preparation of official communications as requested	2	2	5	5	5	5	Improved letters of recommendation for hiring first DepStat utility worker and university support to conduct of annual Statistics Quiz Show in celebration of the National Statistics Month every October
							Total points			20.00	
MFO 6	General Administration and Support Services (GASS)	PI.1. Number of Documents Approved	RERC Division Head and whenever designated as OIC of RERC	Approves and signs project documents of two(2) staff	26	30	5	5	5	5	Travel Orders, vouchers, trip reports, periodic accomplishment reports( two per month per staff), appointment papers (one per quarter per staff); documents signed as OIC
							Total points			5.00	
	Total Over-all Rating									84.33	
	Average Rating									4.67	
	Adjectival Rating										


Average Rating (Total Over-	
Additional Points:	
Punctuality	
Approved Additional points	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
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Evaluated and Rated by:

  
**NORBERTO E. MILLA, Ph.D.**  
 Department Head, DepStat  
 Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO, Ph.D.**  
 Dean, CAS  
 Date: \_\_\_\_\_

Approved:

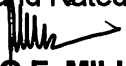
  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_





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Punctuality	
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FINAL RATING	
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Comments & Recommendations for Development Purpose:
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Evaluated and Rated by:  
  
**NORBERTO E. MILLA, Ph.D.**  
 Department Head, DepStat  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**CANDELARIO L. CALIBO, Ph.D.**  
 Dean, CAS  
 Date: \_\_\_\_\_

Approved:  
  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_