SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Jacqueline M. Guarte

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x100%= 5.00	
b. Students (50%)			
Total for Instruction	90%	5.00	4.50
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client (50%)			
b. Dept Head/Center Director (50%)		5.0x100%= 5.00	
Total for Extension	10%	5.0	0.50
4. Administration			
5. Production			
TOTAL			5.00

EQUIVALENT NUMERICAL RATING: 5.00
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

JACQUELINE M. GUARTE   **VIRGELIO M. ALAO**
Name of Faculty   Head, DepStat

                          Recommending Approval:

                                          CANDELARIO L. CALIBO
                                          Dean, CAS

                          Approved:

                                          BEATRIZ S. BELONIAS
                                          Vice President, OVPAA

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JACQUELINE M. GUARTE,** a faculty member of the DEPARTMENT OF STATISTICS commit 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.

Approved:

JACQUELINE M. GUARTE
Professor III
Date:

VIRGELIO M. ALAO
Department Head
Date:

CANDELARIO L. CALIBO
Dean, CAS
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 *. Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*							
	PI 9: Number of instructional materials developed *	**A5** *. Number of on-line ready coursewares developed and submitted for review*	*Converts the existing instructional materials into flexible learning systems*							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*							
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*							
		Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	*Submits the course ware duly reviewed by TRP for editing by MMDC editor*							
		A 7 : Number of virtual classroom created and operational	*Creates virtual classroom using either MOODLE or Google Classroom*							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	14	5	5	5	5.00	Two (2) sections (for BS Envi. Science and Irregular) in Stat 21 (Elementary Statistics, 2 hrs lecture with 3 hrs laboratory per week) with 27 and 29 students, respectively in 2nd Semester, AY 2019-2020.
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Two (2) sections in Stat 21 (Elementary Statistics)
		A 11 . 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	5	5	5	5.00	Four (4) different long exams per section in Stat 21 reduced to 2 per section due to pandemic
		A14. Number of quizzes/lab exercises administered and checked	Prepares and checks quizzes/lab exercises for lec and lab	12	12	5	5	5	5.00	Fourteen(14) different lab exercises per section in Stat 21 reduced to 6 per section due to pandemic
		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:	*Acts as academic adviser to students*	5	5	5	5	5	5.00	BS Statistics students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	50	35	5	5	5	5.00	Stat 21 students
	PI 9: Number of student organizations advised/ assisted *	**A19**. *Number of Student organizations advised*	Advises student organizations recognized by USOO							
		A20. *Number of Student organizations assisted on student related activities*	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assists VSU Statistical Society on its weekly cleaning of DepStat rooms and other spaces
	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							
		Distance education-ready instructional materials	Prepares distance education-ready instructional materials	1	1	5	5	5	5.00	For Esci 117(Engineering Data Analysis) to be handled in the 1st Sem., AY 2020-2021
		On-line ready courseware	*Prepares Instructional module /laboratory guide/workbook or a combination thereof*	6	5	5	5	5	5.00	For Esci 117 (reduced to12 modules for the whole semester)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		Supplemental learning resources	*Prepares Power Point presentation , video clips, movie clips, reading assignments depending on course taught*	6	3	5	5	5	5.00	Considering first 6 modules in ESci 117
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	21	15	5	5	5	5.00	Considering first 6 modules in ESci 117
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	0	-	-	-	-	Not reviewed yet; Scheduled on Sept. 30- Oct. 5, 2020
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either MOODLE or Google Classroom	1	1	5	5	5	5.00	For Esci 117
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		Finalization of OBE teaching guides developed	Finalizes OBE teaching guides submitted to MMDC and reviewed by Technical Evaluator	2	0.00	-	-	-	-	OBE Teaching Guides in Stat 132 (Nonparametric Statistics) and Stat 138 (Survey Sampling) developed during sabbatical leave (January-December 2019). Prioritized Student Learning Guides (2) for 1s sem., AY 2020-2021
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals		1 out of 1	1	5	5	5	5.00	Published in January-June 2020 issue of ATR
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	*In refereed nat'l/regional journals*	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	0	-	-	-	-	For The Philippine Statistician (TPS), the official scientific journal of the Philippine Statislical Association, Inc. (PSAI). Target for ine year, did not receive any yet.
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	PI 2. Number of trainees weighted by the length of training	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	Consultancy	*Consultant*								
	Evaluator	*Evaluator*								
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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 theQMS 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	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (P...)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		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		100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
	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 performfing functions resulting to best practice							
		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				Comments/Suggestions:				80.00	
	Average Rating				Keep up the good work				5.00	
	Adjectival Rating								O	

Evaluated & Rated by:

VIRGELIO M. ALAO
Department Head

Recommending Approval

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs