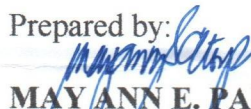# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: May Ann E. Palen

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.88x100%= 4.88	
b. Students (50%)			
Total for Instruction	85%	4.88	4.15
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. Support to Operations	10%	5.00	0.50
5. General Admin. & Support Services	5%	5.00	0.25
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MAY ANN E. PALEN
Name of Faculty

Reviewed by:

VIRGELIO M. ALAO
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, __MAY ANN E. PALEN__ , a faculty member of the __DEPARTMENT OF STATISTICS, COLLEGE OF ARTS AND SCIENCES__ commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period __JANUARY 1, 2021 to June 30, 2021__ .

Approved:

__MAY ANN E. PALEN__
Instructor III
Date:

__VIRGELIO M. ALAO__
Department Head
Date:

__MA. THERESA P. LORETO__
Dean, CAS
Date: 11/26/2021

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								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		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*	1	1	5	5	5	5.00	Entertains thesis consultation for graduate student (Ms. Berna Lou A. Regis, PhD student)
	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.*							

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	
		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 Moddle or Google Classroom							
	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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	4.75	5	5	5	5.00	Three (3) courses in the 2nd Sem. SY 2020-2021 which are Stat 134, Stat 137, and Stat 200a.
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	5	5	5	5.00	One for each subject taught: Stat 134, Stat137, and Stat 200a.
		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	0						

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	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	0	4	5	5	5	5.00	(1) Feb 17: Sexual Orientation and Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth; (2) March 15-16: Eco-Webinar on the TIEC-CHED Flexible Learning Virtual Conference; (3) March 18: Echo-Webinar on Flexible Learning; (4) March 30-31: Webinar Workshop on VSU E-Learning Environment
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	2	4	4	4	4.00	Long exams for Stat 134 and Stat 137.
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	9	2	4	4	4	4.00	Two (2) quizzess for Stat 134.
		A15 . Number of lab reports/exercises and term papers checked and graded	Checks lab exercises submitted as required	6	18	5	5	5	5.00	Eight (8) learning activities for Stat 137 and ten (10) learning activities for Stat 134.
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	7	17	5	5	5	5.00	Academic adviser to first, second, and third year BSS students

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	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	1	5	5	5	5.00	Handle thesis consultation and analysis for undergraduate students (Ms. Rose Ann Bartido).
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USSO*	1	1	5	5	5	5.00	VSU Statistical Society adviser
		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	Assisted in the conceptualization and implementation of VSU Statistical Society activities
	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	3	2	5	5	5	5.00	Prepares courseware for Stat 134, and Stat 137.

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)
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	3	2	5	5	5	5.00	Prepares instructional module for Stat 134, and Stat 137.
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	3	4	5	5	5	5.00	Prepares powerpoint presentations and video clips for Stat 134.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	22	5	5	5	5.00	Prepares 18 learning activities, 2 quizzes, and 2 long exams for Stat 134 and Stat 137.
		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	0						None since modules will be used.
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	5	5	5.00	Stat 134 and Stat 137 VSUEE Classrooms
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/ institutional accreditation and/or evaluation	2	2	5	5	5	5.00	Prepares for AACCUP Area IV and X for Level 1 Evaluation

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quality	Rating Eficiency	Rating Timeliness	Rating Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Philippine Statistics Authority (PSA) accepted 6 BSS-3 students for OJT
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
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	0						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	PI 3. Percentage of research outputs published in internationally-referred 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	0						
		In refereed int'l journals		0						
		In refereed nat'l/regional journals		0						

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 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	0						
		In int'l fora/conferences		0						
		In nat'l/regional fora/conferences		0						
	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	0						
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		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	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
UMFO 4. EXTENSION SERVICES										

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 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	0						
	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	0						
	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	0						
	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	0						
	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	0						

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	
	Research Mentoring	*Research Mentor*		0						
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		0						
	Resource Persons	*Resource Persons*		0						
	Convenor/Organizer	*Convenor/Organizer*		0						
	Consultancy	*Consultant*		0						
	Evaluator	*Evaluator*		0						
	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	0						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						

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 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	
		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										
	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	

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 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							

Comments/Suggestions for Improvement:			Total Over-all Rating						103.00	
			Average Rating						4.90	
Keep up the good work.			Adjectival Rating						O	

Evaluated & Rated by:

VIRGELIO M. ALAO
Department Head
Date:

Recommending Approval

mtploreto
MA. THERESA P. LORETO
Dean, CAS
Date: 11/26/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. May Ann E. Palen
Performance Rating: Outstanding

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: _____   Target Date: One year from date of intervention

First Step: Send her to trainings/seminars related to research and extension project
proposal preparation.

Result: Exposure and motivation to do research and be involved in extension activities.

Date: Throughout the school year   Target Date: End of AY 2021-2022

Next Step: Advise her to draft research proposal or extension project proposal.

Outcome: Research and extension project proposal_____

Final Step/Recommendation:

Instruct her to submit the research/project proposal to the OVPREI for approval and possible
funding.

Prepared by:

VIRGELIO M. ALAO
Head, DepStat

Conforme:

MAY ANN E. PALEN
Name of Ratee