SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: __Donna C. Cuyno__

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.35	
b. Student (50%)		2.11	
Total for Instruction	70%	4.46	3.12
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)			
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension		0.00	
b. Dept. Head/Center Director (100%)			
Total for Extension			0.00
4. Suppor to Operations	20%	4.95	0.99
5. General Admin. & Support Services	10%	5.00	0.50
TOTAL			4.61

EQUIVALENT NUMERICAL RATING: 4.61
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.61**

ECTIVAL RATING: Outstanding

Prepared by:

DONNA C. CUYNO
Faculty

Reviewed by:

PAULO G. BATIDOR
DStat, Head

Reccomending Approval:

GLENN G. PAJARES
Dean, CAS

Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DONNA C. CUYNO**, a faculty member of the **DEPARTMENT OF STATISTICS** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period **July-December 2024**.

DONNA C. CUYNO
Instructor I
Date: 12/19/2024

Approved:

PAULO G. BATIDOR
Head, DSTAT
Date: 12/19/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10. Additional outputs:	**A3**. Number of students advised on thesis/special problem/dissertation								
		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							

		Number of instructional materials developed								

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 3. Higher Education Management Services

PI 6: Number of programs accredited	**A 1**. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		1	1/1	5	5	5	5.00	Extended preparation for AACCUP Level II Accreditation in July 2024 (Support to Students)
PI 10: Total FTE, coordinated, implemented and monitored *	**A 2**. Actual Faculty's FTE	Handles and teaches courses assigned		36	34.2	5	4	4	4.33	1st semester AY 2024-2025 subjects, namely: Stat 130, Stat 147, Stat 133, Stat 113
PI 11: Number of new revised curricular proposals submitted	**A 3**. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals								
PI 13: Percentage of courses offered with approved course syllabi	**A 4**. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi		85%	100%	5	4	4	4.33	All subjects taught during 1st semester AY 2024-2025 have approved syllabi
PI 14: Percentage of courses offered with IMs	**A 5**. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs		50%	25%	5	4	4	4.33	1 out of 4 subjects taught during 1st semester AY 2024-2025 have approved IMs
PI 15: Number of Instructional Materials approved	**A 6**. Number of Instructional Materials approved	Prepares and submits IMs for review and approval								

PI	Indicator	Description	Target	Accomplishment	Q	E	T	Average	Remarks
PI 16: Percentage of courses offered with final grades submitted within the allowable period	**A 7**. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	All grades submitted on time for 1st sem AY 2024-2025
PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	**A 8**. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		95%	100%	5	5	5	5.00	Latest TPES results: 3 courses taught during 2nd semester AY 2023-2024
PI 19: Additional Outputs	**A 10**. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	15/24	5	5	4	4.67	15 long exams checked for 4 subjects taught during 1st semester AY 2024-2025
	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	35	6/35	5	5	4	4.67	6 quizzes conducted for 3 out of 4 subjects taught during 1st semester AY 2024-2025
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	24	13/24	5	5	4	4.67	13 lab exercises checked for 1st semester AY 2024-2025
	A 13. Number of Student organizations advised	Advises student organizations recognized by DSO							
	A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU-Statistical Society adviser

UMFO 3 . RESEARCH SERVICES

	PI	Activity	Description							
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A 15.** 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							
	PI 2: Number of research outputs completed within the year *	**A 16.** Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	**A 17.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
		a. *International*								
		b. *National*								
		c. *Regional or Institutional Conferences*								
	PI 7: Amount of research money obtained from external sources	**A 21.** Amount of research money obtained from external sources	Requests for research money from external sources							
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 (MOUs/MOAs)	**A 32.** 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 33.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3: Number of extension programs and projects	**A 34.** Number of extension programs and projects								

	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	**A 35.** Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses							
	PI 5: *Number of technical/expert services rendered*	**A 36.** *Number of technical/expert services rendered as/in:*	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book								
		b. Review of research and extension proposal								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)								
		d. accreditor								
		e. consultancy								
	PI 6: Number of extension proposals submitted	**A 37.** Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	PI 7: Number of extension proposals approved	**A 38.** Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	PI 8: Number of extension proposals implemented	**A 39.** Number of extension proposals implemented	Implements duly approved extension projects							
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	**A 40.** Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		a. International								
		b. National								

		c. *Regional or Institutional Conferences*								
	PI 10: Number of extension actvities conducted	**A 41.** Number of extension activities conducted	Conducts extension program activities							

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

	PI 7: Number of trainings, seminars, and conferences attended	**A 50.** Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	1/1	5	5	5	5.00	Attended Training Workshop on Writing Innovative Research Proposals on September 23-24, 2024 at the RDE Hall, Visayas State University, Baybay City, Leyte.
		International								
		National		1						
		Regional/Institutional								

OVPI MFO 3. Registration Services

	PI 9: Percentage of students enrolled and validated within the registration period	**A 51.** Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	5	5	5	5.00	1 out of 1 academic advisee for 1st semester AY 2024-2025
	PI 10. Number of students advised during the registration period	**A 52.** Number of students advised during the registration period	Acts as academic adviser	1	100%	5	5	5	5.00	1 out of 1 academic advisee for 1st semester AY 2024-2025

OVPI MFO 4. Curricular Program Management Services

	PI 12: Number of IMs reviewed by the DIMRC	**A 53.** Number of IMs reviewed by the DIMRC	Submits IMs for review							

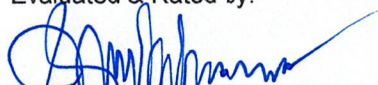|									
	PI 13: Number of course syllabi and TOS reviewed and approved	**A 54**. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	24	7/24	5	5	4	4.67	7 TOS for 4 courses taught during 1st semester AY 2024-2025
	PI 16: Number of student thesis advised:	**A 57**. 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	2	2	5	5	5	5.00	2 SP advisees for 1st semester AY 2024-2025
	PI 18: Number of students from other schools having summer program supervised	**A 59.** Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	**A 60.** Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities							
	PI 20: Number of students from other academic departments conducting research activities served	**A 61.** Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities							
	PI 21: Additional outputs	**A 62.** Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	14	5	5	5	5.00	For 1st semester AY 2024-2025

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

PI 1: Number of departments/institutes/offices supervised	**A 65.** Number of departments/institutes/offices supervised	Acts as head of office									
PI 2: Number of management meetings conducted	**A 66.** Number of management meetings conducted	Presides departmental meetings									
PI 3: Number of committee meetings conducted	**A 67.** Number of committee meetings conducted	Acts as committee chairman									
PI 4: Number of routinary documents acted	**A 68.** Number of routinary documents acted	Signs documents									
PI 5: Number of requests acted	**A 69.** Number of requests acted	Approves requests									
PI 6: Number of memoranda prepared	**A 70.** Number of memoranda prepared	Issues memoranda									
PI 7: Percentage of IFWs submitted to OVPAA before deadline	**A 71.** Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline									
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	**A 72.** Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes									
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	**A 73.** Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00			Submits DTR on time
PI 10: Percentage of complaints, if any, addressed on time	**A 74.** Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)									
PI 11: Percentage of action plans implemented and monitored as scheduled	**A 75.** Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled									

PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report								
PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation								
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)									
PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)									
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	4/12	5	5	5	5.00	4 departmental meetings attended from July to December 2024
	A 81. 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								
Total Over-all Rating								86.67	

Average Rating (Total Over-all rating	4.81
Additional Points:	
Approved Additional points (with copy of approval)	
NUMBERICAL RATING	
ADJECTIVAL RATING	
Final Rating	4.81
Adjectival Rating	Outstanding

Comments/Suggestions for Improvement:

Start working with research extension initiatives related to your specialization.

Evaluated & Rated by:
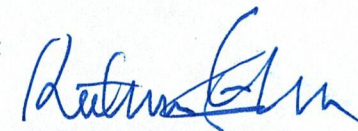
PAULO G. BATIDOR
Head, DStat
Date: 12/19/2024

GLENN G. PAJARES
Dean, CAS
Date: 1/04/2025

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: JAN 1 6 2025

VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
STATISTICS

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	QUARTER
	2nd	
X	3rd	
X	4th	

Name of Office: Department of Statistics

Office: College of Arts and Sciences

Number of Personnel: 11

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Monthly meeting (Regular)		Remind the faculty members during monthly meetings on the submission of OBE syllabi, TOS, final grades, and other documents		Notice of Meetings, minutes of meetings	Faculty members have submitted the documents.
Office Attendance				Logbook, DTR's	DStat Faculty and Staff
Coaching					

Conducted by:

PAULO G. BATIDOR
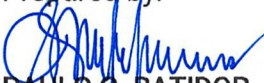Head, DStat

Noted by:

GLENN G. PAJARES
Dean, CAS

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jul-Aug	Sep-Oct	Nov-Dec	
MFO1. Advanced Education Services							
PI 10. Additional Outputs	Number of students advised on thesis/special problem/dissertation	Norberto E. Milla, Jr. Edilberto L. Gonzaga, Jr.	July-December 2024	10%	100%	100%	
MFO 2. Higher Education Services							
PI 10. Number of FTE coordinated and implemented	Teaches service and major courses in statistics	Paulo G. Batidor Edilberto L. Gonzaga, Jr. May Ann E. Palen Norberto E. Milla, Jr. Donna C. Cuyno Sweet Charish G. Godinez	July-December 2024	50%	75%	100%	The topics stated in the course syllabi for the service and major courses in statistics were mostly discussed completely
MFO 3. Research Services							
PI 2: Number of research outputs completed within the year *	Conducts and completes research project within the year	Norberto E. Milla, Jr. Paulo G. Batidor	July-December 2024	40%	60%	100%	

MFO 4. Extension Services

PI 5. Number of technical/expert services	Provides the technical and expert services requested by beneficiaries	Paulo G. Batidor Norberto E. Milla, Jr. Edilberto L. Gonzaga, Jr Sweet Charish G. Godinez	July-December 2024	40%	60%	100%	Served as resource persons to trainings/seminars and served as data analyst tor researchers.

MFO 5. Support to Operations

PI 6.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	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	Paulo G. Batidor Edilberto L. Gonzaga, Jr. May Ann E. Palen Norberto E. Milla, Jr. Donna C. Cuyno Sweet Charish G. Godinez	July-December 2024	100%	100%	100%	
PI 19. Number of student thesis advised	Number of students advised on thesis/field practice/special problem	Paulo G. Batidor Edilberto L. Gonzaga, Jr. May Ann E. Palen Norberto E. Milla, Jr. Donna C. Cuyno Sweet Charish G. Godinez	July-December 2024	40%	60%	100%	The faculty provides interventions for the improvement of the students' performance

MFO 6. General Administration and Support Services (GASS)

PI 7. Zero percent complaint from client served	Monitors complaints	May Ann E. Palen	July-December 2024	100%	100%	100%	

Prepared by:

PAULO G. BATIDOR
DStat Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>Donna C. Cuyno</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within the prescribed period, and makes herself available for student consultations during consultation hours.	Very Impressive	July 2024	December 2024	December 25, 2024	Impressive	Very Satisfactory	Submitted grades on time. Submitted Syllabus. Entertains advisees' concerns during enrollment process.
2	Performs other functions such as; DStat Secretary, Alumni Communicator and/or member of committees in the department.	Very Impressive	July 2024	December 2024	December 20, 2024	Impressive	Very Satisfactory	Capable of multitasking
3	Attends seminar/workshops, serves training and workshops.	Very Impressive	July 2024	December 2024	September 23-24, 2024	Very Impressive	Very Satisfactory	Encouraged to attend more trainings

Prepared by:

PAULO G. BATIDOR
DStat Head

Exhibit L

VISAYAS
STATE UNIVERSITY

DEPARTMENT OF STATISTICS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Donna C. Cuyno
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: Make a draft of research proposal

Result: Have a draft of a research proposal for submission

Date: Target Date: End of AY 2024-2025

Next Step: Submit the final research proposal for approval

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:

PAULO G. BATIDOR
Head, DStat

Conforme:

DONNA C. CUYNO
Name of Ratee