

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Norberto E. Milla, Jr.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Student (50%)		2.42	
Total for Instruction	70%	4.88	3.42
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.50	
Total for Research	10%	2.50	0.25
3. Extension			
a. Client/Dir. For Extension		0.00	
b. Dept. Head/Center Director (100%)		5.00	
Total for Extension	10%	5.00	0.50
4. Support to Operations	10%	5.00	0.50
5. General Admin. & Support Services			0.00
TOTAL			4.67

EQUIVALENT NUMERICAL RATING:

4.67

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.67

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:


NORBERTO E. MILLA, JR.

Faculty


PAULO G. BATIDOR

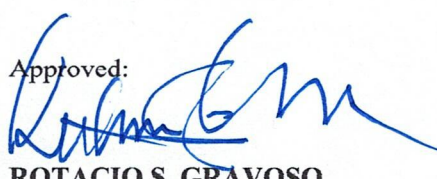
DStat, Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Approved:


ROTACIO S. GRAVOSO

Vice President of Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NORBERTO E. MILLA, JR.**, 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**.

NORBERTO E. MILLA, JR.

Associate Professor V

Date: 12/19/2024

Approved:

PAULO G. BATIDOR

Head, DStat

Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (July-Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	0	2.22	5	5	5	5.00	
	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation	Reviews and advises MS and PhD students on the appropriateness of the statistical designs of their thesis/dissertation.	1	14	5	5	5	5.00	
		AS GAC Member	Advices 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							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	14.77	5	5	5	5.00	Stat 121 (Lec): 11 students, Stat 131s (Lec) 4 students, and Stat 141n (Lec & Lab): 7 students.
	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	100%	100%	5	5	5	5.00	4/4
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	5	5	5	5.00	4/4
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
	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	4/4
	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)		100%	100%	5	5	5	5.00	4/4
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	16	5	5	5	5.00	

		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	14	5	4	5	4.67	
		A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	24	22	5	4	5	4.67	
		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							
UMFO 3 . RESEARCH SERVICES										
	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	1	1	5	5	5	5.00	
	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 scientific fora/conferences							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review							
	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
	PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies	1	2	5	5	5	5.00	
	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

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							
	<i>a. Peer reviewer of journal/book</i>								
	<i>b. Review of research and extension proposal</i>		2	5	5	5	5	5.00	
	<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		2	6	5	5	5	5.00	
	<i>d. accreditor</i>								
	<i>e. consultancy</i>								
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							
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 10: Number of extension activities 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)							
		<i>International</i>								
		<i>National</i>								
		<i>Regional/Institutional</i>								
	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	5/5
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	5	5	5	5	5	5.00	

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	4	4	5	5	5	5.00	
PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator							
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
	<i>As Adviser</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
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							
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							
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)							
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
Total Over-all Rating								4.97	

Average Rating	4.97
Additional Points:	
Approved Additional points (with copy of approval)	
NUMERICAL RATING	
ADJECTIVAL RATING	
Final Rating	4.97
Adjectival Rating	Outstanding

Comments/Suggestions for Improvement:

He demonstrates strong initiative and consistently performs all tasks with excellence.

Evaluated & Rated by:


PAULO G. BATIDOR

Head, DStat

Date: 12/19/2014


GLENN G. PAJARES

Dean, CAS

Date: 1/06/2015

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JAN 10 2015



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
STATISTICS

250958
1796
"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

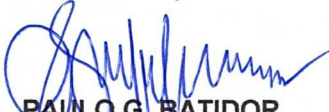
Name of Office: Department of Statistics

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

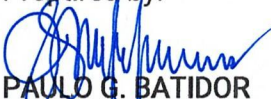
"Exhibit H"

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 for 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

PERFORMANCE MONITORING FORM

Name of Employee: Norberto E. Milla, Jr.

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 20, 2024	Very Impressive	Very Satisfactory	Submitted grades on time. Submitted Syllabus. Always available for student consultation.
2	Performs other functions such as; Curriculum Committee Chairperson, PSRTI Focal Person, and/or member of other existing committee in the department.	Very Impressive	July 2024	December 2024	December 20, 2024	Very Impressive	Very Satisfactory	Capable of multitasking effectively while sustaining productivity.
3	Attends seminar/workshops, serves training and workshops.	Very Impressive	July 2024	December 2024	December 5, 2024	Very Impressive	Very Satisfactory	Attentively attended seminars/trainings

Prepared by:



PAULO G. BATIDOR
DStat Head



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Norberto E. Milla, Jr.

Performance Rating: Outstanding

Aim: Encourage him to make extension project proposals.

Proposed Interventions to Improve Performance:

Date:

Target Date: One year from date of intervention

First Step: Make a draft of extension project proposals

Result: Have a draft of an extension proposal for submission

Date:


Target Date: End of AY 2025-2026

Next Step: Submit the final extension proposal for approval

Outcome: Extension project proposal

Final Step/Recommendation: Instruct him to submit the project proposal to the OVPREI for approval and possible funding.

Prepared by:


PAULO G. BATIDOR
Head, DStat

Conforme:


NORBERTO E. MILLA, JR.
Name of Ratee