SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: May Ann E. Palen

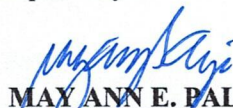| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Student (50%)		2.30	
Total for Instruction	80%	4.80	3.84
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)			
Total for Research		0.00	
3. Extension			
a. Client/Dir. For Extension		0.00	
b. Dept. Head/Center Director (100%)			
Total for Extension			
4. Suppor to Operations	20%	5.00	1.00
5. General Admin. & Support Services		0.00	
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.84**

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:
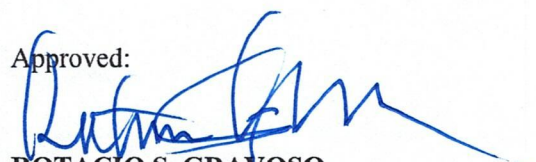
MAY ANN E. PALEN   **PAULO G. BATIDOR**
Faculty   DStat, Head

Reccomending Approval:

GLENN G. PAJARES
Dean, OAS

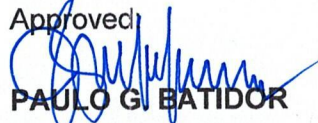Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

MAY ANN E. PALEN
Assistant Professor III
Date: Dec. 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	0						
	PI 10. Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation		0						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0						
		Number of instructional materials developed		0						

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	0						
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	6	13.20	5	5	5	5.00	Three (3) courses (Stat 105f, Stat 137, and Stat 145) in the 1st Sem. SY 2024-2025.
	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	0						
	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	0%						
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	0%						
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	0						
	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	50%	100%	5	5	5	5.00	Three (3) courses (Stat 105f, Stat 137, and Stat 145) in the 1st Sem. SY 2024-2025.

PI	Activity	Description			Q	E	T	Ave	Remarks
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)		50%	100%	5	5	5	5.00	
PI 19: Additional Outputs	**A 9**. *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						
PI 19: Additional Outputs	**A 10**. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Two (2) long exams for Stat 105f, 2 for Stat 137, and 2 for Stat 145.
	A 11. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	2	4	5	5	5	5.00	Two (2) quizzes for Stat 105f, 1 for Stat 137, and 1 for Stat 145.
	A 12. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	2	8	5	5	5	5.00	Three (3) exercises for Stat 105f, 3 for Stat 137, and 2 for Stat 145.
	A 13. *Number of Student organizations advised*	Advises student organizations recognized by DSO	0						
	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
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	0						
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	0						

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	0								
	a. *International*		0								
	b. *National*		0								
	c. *Regional or Institutional Conferences*		0								
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	0								
PI 8: Amount of research money obtained from internal sources	**A 22.** Amount of research money obtained from internal sources	Requests for research money from internal sources	0								
PI 9: Number of patents applications	**A 23** Number of patents applications	Applies for patents	0								
PI 10: Number of patents approved	**A 24.** Number of patents approved	Follow ups patent applications	0								
PI 11: Number of creative works published	**A 25.** Number of creative works published	Writes publishable materials out of research outputs and submits for publication	0								
PI 12: Number of research articles derived from approved research in the university submitted	**A 26.** Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication	0								
PI 13: Number of research articles derived from approved research in the university published	**A 27.** Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication	0								
PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	**A 28.** Number of Scopus, WoS, and ACI publications and other reputable journals		0%								

PI 15: Additional outputs*	**A 29**. No. of research-related awards (research conducted by faculty or student w/ faculty)		0							
	A 30. 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	0							
	A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of	0							

UMFO 4. EXTENSION SERVICES

PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs,	**A 32**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and maintains this	0							
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	0							
PI 3: Number of extension programs and projects	**A 34.** Number of extension programs and projects		0							
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	0							
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	0							
	a. Peer reviewer of journal/book		0							
	b. Review of research and extension proposal		0							

				0						
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		0						
		d. accreditor		0						
		e. consultancy		0						
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	0						
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	0						
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	0						
	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	0						
		a. International		0						
		b. National		0						
		c. Regional or Institutional Conferences		0						
	PI 10: Number of extension actvities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	0						
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)	0						

		International			1						International Training Program Workshop 3 during the 1st half of the year
		National			0						
		Regional/Institutional			0	1	5	5	5	5.00	Seminar-Workshop on Computational Methods for Missingness and for Generating Synthetic Data
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			50%	100%	5	5	5	5.00	Validated (2) first year, (2) third year, and (6) fourth year BSS students
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	10	5	5	5	5.00	Academic adviser to (2) first, (2) third, and (6) fourth year BSS students
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			0						
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			0						
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:										
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript		2						SP adviser to Ms. Sarvida and Mr. Son.
		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	4						SRC Member to Danna Mariel D. Antivo, Leonessa T. Adobas, Reo Fritz A.
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	0							
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	0							
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	0							
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	5	5	5	5	5.00	Handles research consultation for undergraduate students, and consultation of students on Stat 137 capstone project.	
	A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware	0							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	0							
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	0							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0							

		A 64. Number of virtual classroom created/operational		0								

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	0								
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	0								
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	0								
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	0								
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	0								
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	0								
	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	0								
	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	0%								
	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	0%								
	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)	0%								
	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	0%								

PI 12: Percentage of monthly accomplishment report submitted	**A 76.** Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	0%							
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	0							
PI 14: Percentage budget utilization (GAA)	**A 78.** Percentage budget utilization (GAA)		0%							
PI 15: Percentage budget utilization (STF)	**A 79.** Percentage budget utilization (STF)		0%							
PI 17: Additional Outputs	**A 80.** Number of meetings attended	Attends meetings (departmental/institutional)	0							
	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	0							
Total Over-all Rating										55.00

Average Rating	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
NUMBERICAL RATING	
ADJECTIVAL RATING	
Final Rating	5.00
Adjectival Rating	Outstanding

Comments/Suggestions for Improvement:

She must prioritize pursuing PhD to further elevate the faculty profile and expertise of the Department of Statistics.

Evaluated & Rated by:

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

GLENN G PAJARES
Dean, CAS
Date: 1/06/2025

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: JAN 10 2025

DEPARTMENT OF STATISTICS

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#258958

1796

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

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
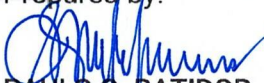
VISAYAS STATE UNIVERSITY

DEPARTMENT OF STATISTICS

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: **May Ann E. Palen**

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. Address the concerns of advisees during enrollment process.
2	Performs other functions such as member of existing committees in the department.	Very Impressive	July 2024	December 2024	December 20, 2024	Very Impressive	Very Satisfactory	Can multitask well while staying productive
3	Attends seminar/workshops, serves training and workshops.	Very Impressive	July 2024	December 2024	October 28-29, 2024	Very Impressive	Very Satisfactory	Encouraged to attend more workshops in the future.

Prepared by:

PAULO G. BATIDOR
DStat Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: Start with her PhD

Proposed Interventions to Improve Performance:

Date: Target Date: 2nd Sem 2024 – 2025

First Step: Have her apply for a PhD in Statistics degree in a prestigious university as well as for a graduate scholarship

Result: Admission to PhD in Statistics program at MSU-IIT and approved scholarship with DOST-ASTHRDP

Date: Target Date: 2nd Sem 2024 – 2025

Next Step: Comply with her study leave requirements

Outcome:

Final Step/Recommendation: Enrollment to PhD in Statistics at MSU-IIT

Prepared by:

PAULO G. BATIDOR
Head, DStat

Conforme:

MAY ANN E. PALEN
Name of Ratee