



Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: Virgelio M. Alao


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	80%	5.00	4.0
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	10%	5.0	0.50
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: 
VIRGELIO M. ALAO
Name of Faculty


Reviewed by: 
CANDELARIO L. CALIBO
Dean, CAS

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS


Approved: 
BEATRIZ S. BELONIAS
Vice President, OVPA

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIRGELIO M. ALAO, a faculty member of the DEPARTMENT OF STATISTICS commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June 2020.


VIRGELIO M. ALAO
 Assistant Professor I
 Date:

Approved: 
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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPA 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							

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						Quality	Efficiency	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	0	2	5	5	5	5.00	
	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	Efficiency	Timeliness	Average	
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	16	18.25	5	5	5	5.00	Two (2) lecture and two laboratory sections in Stat 130n (Biostatistics)
		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) lecture sections in Stat 130n (Biostatistics)
		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	0	2	5	5	5	5.00	Training-Workshop on Course Modules Production for FLHEIs Webinar Series; VSU MOODLE Virtual Classroom Management Training

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						Quality	Efficiency	Timeliness	Average	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	Two (2) long exams per section in Stat 130n
		A14. Number of quizzes/lab exercises/assignments administered and checked	Prepares and checks quizzes/lab exercises/assignments for lec and lab	22	22	5	5	5	5.00	Eight (8)) different lab exercises/assignment s per section in Stat 130n and three (3) quizzes for each of the two (2) sections in Stat 130n
		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	6	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	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Handle thesis consultation and analysis for undergraduate/graduate 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 Partially (35%) completed	5	5	5	5.00	Prepares courseware for Stat 145 (Multivariate Analysis).
		On-line ready courseware	Prepares <u>Instructional module</u> /laboratory guide/workbook or a combination thereof	1	1 Partially (35%) completed	5	5	5	5.00	Prepares Instructional Manual for Stat 145 (Multivariate Analysis).
		Supplemental learning resources	Prepares <u>Power Point presentation</u> , video clips, movie clips, reading assignments depending on course taught	1	1 Partially (10%) completed	5	5	5	5.00	PreparesPowerPoint Presentations for Stat 145 (Multivariate Analysis).
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	Two (2) long exams and 4 quizzes and 4 exercises in Stat 145

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						Quality	Efficiency	Timeliness	Average	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	0					Stat 145 courseware
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either MOODLE or Google Classroom	0	0					None due to limited internet connection
	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	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		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	0	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 oroject within the year	0	0					
	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	0	0					
		<i>In refereed int'l journals</i>		0	0					

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						Quality	Efficiency	Timeliness	Average	
		<i>In refereed nat'l/regional journals</i>		0	0					
	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 scientific fora/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0	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	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	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	0					

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						Quality	Efficiency	Timeliness	Average	
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	0	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	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	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	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	0					
	Research Mentoring	Research Mentor		0	0					

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						Quality	Efficiency	Timeliness	Average	
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					
	Resource Persons	Resource Persons		0	0					
	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	0					
	Evaluator	Evaluator		0	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	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	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	0					
UMFO 5. SUPPORT TO OPERATIONS										
OVPAAs 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	A 44. Compliance to all requirements of the QMS 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	

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						Quality	Efficiency	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										
	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 performing 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				Please do research				0	

Evaluated & Rated by:


VIRGELIO M. ALAO

Department Head

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean, CAS

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Donna C. Cuyno
Performance Rating: Outstanding

Aim: Start MS in Statistics by September 2020.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: September 2020

First Step: Process requirements for MS in Statistics study leave at Hasselt University.

Result: Better understanding of the theory and applications of statistics

Date: _____ Target Date: End of AY 2021-2022


Next Step: Finish MS in Statistics.

Outcome: Additional competent faculty of the Department of Statistics


Final Step/Recommendation:

Let her handle major courses and conduct research and extension upon return.

Prepared by:


VIRGELIO M. ALAO
Head, DepStat

Conforme:


DONNA C. CUYNO
Name of Ratee Faculty