SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Sweet Charish G. Godinez

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%)		2.00	
Total for Instruction	70%	4.47	3.13
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension		0.00	
b. Dept. Head/Center Director (100%)		4.96	
Total for Extension	10%	4.96	0.50
4. Suppor to Operations	10%	4.96	0.50
5. General Admin. & Support Services	10%	4.93	0.49
TOTAL			**4.61**

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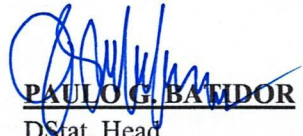TOTAL NUMERICAL RATING: **4.61**

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

SWEET CHARISH G. GODINEZ   **PAULO G. BATUDOR**
Faculty   DStat, Head

Reccomending Approval:

GLENN G. PAJARES
Dean, CAS

Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

#248524

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SWEET CHARISH G. GODINEZ**, a faculty member of the **DEPARTMENT OF STATISTICS** commit to the deliver and agree to be rated on the following accomplismuents in accordance with the indicated measures for the period **January - December 2024**.

SWEET CHARISH G. GODINEZ
Instructor I
Date: 12/19/ 2024

Approved:

PAULO G. BATIDOR
Head, DStat
Date: 12/17/ 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - 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							
	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						/		
		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	Activity	Task								Remarks
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	36	40.85	5	5	5	5.00		Teaches Stat 104, Stat 21, and Esci 117 duirng 2nd Sem 2023-2024. Teaches Stat 103, Stat 143, and Stat 113 duirng 1st Sem 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								
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%	100%	4	5	5	4.67		Five approved syllabi: Stat 21, Stat 104, Stat 103, Stat 113, and Stat 143
PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with 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 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	4	4.67		4 gradesheets for second semester AY 2023-2024, and 5 gradesheets for first semester 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)		50%	100%	5	5	5	5.00		All courses for 2nd semester AY 2023-2024 and for 1st semester AY 2024-2025 in the TPES are atleast VS

PI	Activity	Function	Target	Accomplishment	Q	E	T	Average	Remarks
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	1	5	5	5	5	5.00	1 student from the Stat 105 and 1 student from Stat 104 classes as of 2nd semester AY 2023-2024. Additonal 3 students from Esci 117 and Stat 105 as of 1st semester AY 2024-2025
PI 19: Additional Outputs	**A 10.** *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	20	31	5	5	5	5.00	A total of 31 LEs for 2nd sem AY 2023-2024 and 1st sem AY 2024-2025.
	A 11. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	16	37	5	5	5	5.00	A total of 37 LEs for 2nd sem AY 2023-2024 and 1st sem AY 2024-2025.
	A 12. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	20	46	5	5	5	5.00	A total of 46 laboratory exercises for 2nd sem AY 2023-2024 and 1st sem AY 2024-2025.
	A 13. *Number of Student organizations advised*	Advises student organizations recognized by DSO	1	1	5	5	5	5.00	VSU Statistical Society
	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							
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	Activity	Role/Output								
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								
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								
PI 9: Number of patents applications	**A 23** Number of patents applications	Applies for patents								
PI 10: Number of patents approved	**A 24.** Number of patents approved	Follow ups patent applications								
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								
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								
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								
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									
PI 15: Additional outputs*										
	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)									

	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								
	A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of								

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								
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	0	100%	5	5	4.5	4.83	
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	1	5	5	5	5.00	
	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)		0	2	5	5	5	5.00	Panelist during the IHK fourth year students outline presentation during AY 2023-2024. Resource speaker/Lecturer to the assistant reseachers and students of the DPM

		d. accreditor								
		e. consultancy		0	1	5	5	5	5.00	Project Consultant
	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)							
		International		1	2	5	5	5	5.00	International Training Program Workshop 3 (face to face) and The 104th IPB Talks on Complexity & Sustainability Sciences (virtual)

					Q	E	T	Ave	Remarks
		National		0	1	5	5	5	5.00	Applied Statistical Forecasting
		Regional/Institutional		0	3	5	5	5	5.00	Research Writeshop, Workshop on Program Accreditation, and Training Workshop on Writing Innovative Research Proposals

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	All second year and first year advisees were validated.
PI 10. Number of students advised during the registration period	**A 52.** Number of students advised during the registration period	Acts as academic adviser	3	11	5	5	5	5.00	A total of 11 academic advisees both from 1st and 2nd year students regarding the shifting and transferee matters.

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	0	14	5	5	4	4.67	Esci 117, Stat 104, and Stat 21 course syllabi and TOS (midterm & final term) for 1st sem AY 2023-2024. Stat 103, Stat 143, and Stat 113 for 2nd sem AY 2024-2025.
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							

PI	Activity	Role							Remarks
PI 15: Number of student interns deployed and monitored	**A 56.** Number of student interns deployed and monitored	Acts as student internship program coordinator	0	7	5	5	5	5.00	All seven third year BSS students during summer AY 2023-2024.
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	4	5	5	5	5.00	A total of 4 SP advisees advised and corrected.
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	1 BSS 4 student last AY 2023-2024.
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	2 BSS 4 student during 2nd sem AY 2023-2024 and additional 1 during 2nd sem 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	1	16	5	5	5	5.00	Handle thesis consultation and analysis for undergraduate and

PI	A	Description							Remarks
PI 21: Additional outputs	**A 62.** Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	14	5	5	5	5.00	Thesis Consulation: 3 BSCE, 1 BSF, 2 BSBiotech, 2 VetMed, 2 BSChem undergrad students, 1 IHK and 3 Ansci graduates students
	A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
	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*	5	10	5	5	4	4.67	completed 3 for second semester AY 2023-2024 and 7 for first semester AY 2024-2025
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	81	5	5	5	5.00	A total of 42 assessment tools during 2nd sem AY 2023-2024 and 39 assessment tools during 1st sem AY 2024-2025.
	A 64. Number of virtual classroom created/operational		0	6	5	5	5	5.00	A total of 2 virtual classroom during 2nd sem AY 2023-2024 and 4 during 1st sem AY 2024-2025.

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

PI	A	Description							Remarks
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							

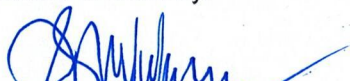| PI	Activity	Task							Remarks
PI 4: Number of routinary documents acted	**A 68.** Number of routinary documents acted	Signs documents	1	13	5	5	5	5.00	Documents filed by the VSU Statistical Society Officer as Adviser, Research Project Monthly Accomplishment Report, and BSS OJT documents for OVPSAS and Department of Statistics Office
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	0%	100%	5	5	4	4.67	
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%	0%	5	5	5	5.00	Receives no complaint
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	0%	100%	5	5	5	5.00	Research Project Monthly Accomplishment Report as Project Consultant

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)	10	15	5	5	5	5.00	
	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								168.17	

Average Rating	4.95
Additional Points:	
Approved Additional points (with copy of approval)	
NUMBERICAL RATING	
ADJECTIVAL RATING	
Final Rating	4.95
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

Recommending Approval:

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

Approved by:

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

VISAYAS STATE UNIVERSITY

DEPARTMENT OF STATISTICS

PERFORMANCE MONITORING & COACHING JOURNAL

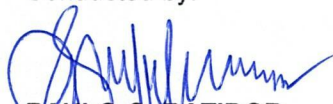|		Q
	1st	**QUARTER**
	2nd	
X	3rd	
X	4th	

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
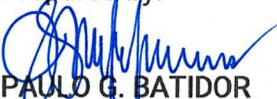Head, DStat

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: **Sweet Charish G. Godinez**

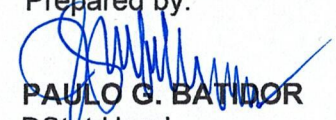| Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, 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	Impressive	Very Satisfactory	Submitted TOS and Syllabus. Address the concerns of advisees during enrollment process.
2	Performs functions such as chairperson of REI and Linkages committee, members of Dept. Personnel Committee, Curriculum and Instruction Committee, Instructional Materials Review Committee, OJT Coordinator, and etc.	Very Impressive	July 2024	December 2024	During Midyear (OJT)	Very Impressive	Very Satisfactory	Capable of handling multiple tasks
3	Attends seminar/workshops, serves training and workshops.	Very Impressive	July 2024	December 2024	September 23-24, 2024	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. Sweet Charish G. Godinez
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: Finalize the research proposal.

Result: Submission of research proposal for approval.

Date: Target Date: End of AY 2024-2025

Next Step: Present the research proposal to the TWG.

Outcome: Work on the proposal based on the comments and suggestions of TWG.

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

Prepared by:

PAULO G. BATIDOR
Head, DStat

Conforme:

SWEET CHARISH G. GODINEZ
Name of Ratee