SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Ms. May Ann E. Palen**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		2.50	
TOTAL for Instruction	75%	5.00	3.75
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Support to Students	20%	5.00	1.00
5. Administration	5%	5.00	0.25
TOTAL			**5.00**

EQUIVALENT NUMERICAL RATING: 5.00
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MAY ANN E. PALEN   **NORBERTO E. MILLA**
Name of Faculty   Department Head

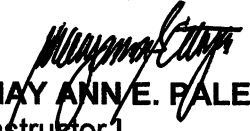Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

<div align="center">

Visayas State University
College of Arts and Sciences
DEPARTMENT OF STATISTICS
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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I, **MAY ANN E. PALEN**, of the **Department of Statistics**, **College of Arts and Sciences** committed to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2018 to December 31, 2018.**

MAY ANN E. PALEN
Instructor 1
Date: January 10, 2019

NORBERTO E. MILLA
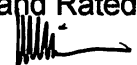Head, DepStat
Date: January 10, 2019

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2018	Quality	Eficiency	Timeliness	Average	Remarks
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: Stat 21, Stat 130, Stat 143	18	26.50	5	5	5	5.00	
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		Revised syllabi	Instruction	Prepares revised syllabi and course outline	1	3	5	5	5	5.00	Revised Stat 21, Stat 130 and Stat 143 course outlines
		New syllabi or course outline	Preparation/ Revising/ Encoding/ Printing	Prepares new syllabi and course outline	1	1	5	5	5	5.00	New Stat 134 course syllabus
		New powerpoint lecture presentation (per course)	Preparation/ Revising/ Encoding/ Printing	Prepares powerpoint lecture presentation	1	3	5	5	5	5.00	Revised Stat 21, Stat 130 and Stat 143 powerpoint presentations

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activity / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2018	Quality	Eficiency	Timeliness	Average	Remarks
		PI 3. Additional outputs									
		Number of hours checking exam papers and execises	Instruction	Checking student's output	50	**110**	5	5	5	5.00	
		Number of class rosters submitted within prescribed period	Instruction	Prepares class rosters	3	**4**	5	5	5	5.00	Submitted two (2) Stat 21, one (1) Stat 130, and one (1) Stat143 class rosters
		Number of trainings/ seminar/ workshop outside university	Instruction	Participant	1	**0**	5	5	5	5.00	
						Total points				35.00	
MFO 3	Extension Services	PI 1. Additional Outputs									
		Number of times acted as a resource person	Training/Seminar	Resource Person	1	**0**	5	5	5	5.00	
						Total points				5.00	
MFO 5	Support to Students	**PI 1**. Number of Hours of Student Advising and Consultation									
		No. of hours of special problem advising	Support to students	Mentor students/group in conducting research	16	**50**	5	5	5	5.00	Advises Ms. Mansueto in her special problem
		No. of hours of thesis and statistical consulting	Support to students	Student consultation	15	**45**	5	5	5	5.00	
		No. of hours of subject-related consulting	Support to students	Student consultation	20	**30**	5	5	5	5.00	
		PI 2. Additional Outputs									

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activity / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2018	Quality	Eficiency	Timeliness	Average	Remarks
		No. of student organizations advised	Support to student organization	Advises student organization	1	1	5	5	5	5.00	Adviser of VSU Statistical Society
						Total points				20.00	
MFO 6	General Admin. &										
	Efficient & Customer Friendly	Zero percent complaint from clients served	General services	Entertains clients	0%	0% complaint	5	5	5	5.00	
						Total points				5.00	
	Total Over-all Rating									65.00	
	Average Rating									5.00	
	Adjectival Rating										

Average Rating (Total Over-	5.00
Additional Points:	
Punctuality	
Approved Additional points	
FINAL RATING	5.00
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Keep up the good work.

Find time to do research.

Evaluated and Rated by:

NORBERTO E. MILLA, Ph.D.
Department Head, DepStat
Date: _____

Recommending Approval:

CANDELARIO L. CALIBO, Ph.D.
Dean, CAS
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. May Ann E. Palen

Performance Rating: Outstanding

Aim: Encourage her to make research proposals and extension project proposals.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: _____   Target Date: One year from date of intervention

First Step:

        Send her to trainings/seminars related to research and extension activities.

Result:
        Exposure and motivation to do research and be involved in extension activities.

Date: Throughout the school year   Target Date: End of SY 2018-2019

Next Step: Advise her to draft research proposal or extension project proposal.

Outcome: Research and extension project proposal

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

Prepared by:

NORBERTO E. MILLA
Head, DepStat

Reviewed by:

MAY ANN E. PALEN
Name of Faculty