

Exhibit K

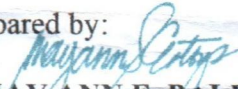
**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**


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%)		5.0x100%= 5.00	
b. Students (50%)			
Total for Instruction	85%	5.00	4.25
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%)		4.0x100%= 4.00	
Total for Extension	10%	4.0	0.40
4. Administration	5%	5.0	0.25
5. Production			
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **Outstanding**

Prepared by: 
MAY ANN E. PALEN
Name of Faculty

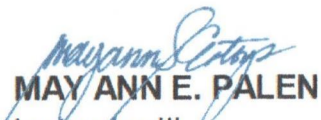
Reviewed by: 
VIRGELIO M. ALAO
Head, DepStat

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved: 
BEATRIZ S. BELONIAS
Vice President, OVPAA

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAY ANN E. PALEN, a faculty member of the DEPARTMENT OF STATISTICS, COLLEGE OF ARTS AND SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY 1, 2020 to June 31, 2020.


MAY ANN E. PALEN
 Instructor III
 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	0						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0						
		A3 . Number of students advised on thesis/special problem/dissertation		0						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						

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	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	5	5	5	5.00	Entertains thesis consultation and analysis for graduate student Ms. Froline Red
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	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 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	0						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0						

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:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPA UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	18.45	5	5	5	5.00	Two (2) courses in the 2nd Sem. SY 2019-2020: Stat 21e (with 1 lec & 1 lab), and SP 112 (with 3 sections). No subjects given for 1st Sem. Sy 2020-2021 due to maternity leave starting August 2020.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4	5	5	5	5.00	One (1) Stat 21e and three (3) SP 112. No subjects given for 1st Sem. Sy 2020-2021 due to maternity leave starting August 2020.
		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	0	1	5	5	5	5.00	Ms. Corpin of Stat130
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	1	5	5	5	5.00	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs) Webinar Series
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	One (1) long exam for Stat 21e and one (1) for SP 112. No subjects given for 1st Sem. Sy 2020-2021 due to maternity leave starting August 2020.

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						Quality	Efficiency	Timeliness	Average	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	5	5	5	5.00	Two (2) for Stat 21e and six (6) for SP 112. No subjects given for 1st Sem. Sy 2020-2021 due to maternity leave starting August 2020.
		A15 . Number of lab reports/exercises and term papers checked and graded	Checks lab exercises submitted as required	3	3	5	5	5	5.00	Three (3) laboratory exercises for Stat 21e. No subjects given for 1st Sem. Sy 2020-2021 due to maternity leave starting August 2020.
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	5	12	5	5	5	5.00	Academic adviser to first year and second year BSS students
		A17 . Number of students advised on thesis/ field practice/special problem:								
		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	0						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5.00	Handle thesis consultation and analysis for undergraduate students.
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU Statistical Society adviser
		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	Assisted in the conceptualization and implementation of VSU Statistical Society activities

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						Quality	Efficiency	Timeliness	Average	
	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	1	1	4	4	4	4.00	Prepares courseware for Stat 134 (Regression Analysis). Prepares courseware from November to December after Maternity Leave.
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Prepares instructional module for Stat 134 (Regression Analysis). Prepares instructional module from November to December after Maternity Leave.
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	Prepares powerpoint presentations and/or reading assignments for Stat 134 (Regression Analysis). Prepares powerpoint presentation/reading assignments from November to December after Maternity Leave.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	Prepares problem sets for Stat 134 (Regression Analysis). Prepares problem sets from November to December after Maternity Leave.
		A 23 : 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	1	0	4	4	4	4.00	Stat 134 courseware still in the process of completion for submission for review
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	0	1	5	5	5	5.00	Stat 134 Google Classroom
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								

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	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
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						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	PI 3. Percentage of research outputs published in internationally-referred 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						
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		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 for a/conferences	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						

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 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		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						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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						
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						
	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						

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 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						
	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						
	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						
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						
	Resource Persons	Resource Persons		0						
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		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						

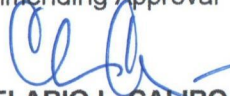
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						Quality	Efficiency	Timeliness	Average	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
UMFO 5. SUPPORT TO OPERATIONS										
OVPA 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 ISO 9001:2015*	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	
		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	

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						Quality	Efficiency	Timeliness	Average	
	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								103.00	
	Average Rating								4.90	
	Adjectival Rating								0	
Comments/Suggestions: Keep up the good work. Please do research.										

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. May Ann E. Palen

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: Send her to trainings/seminars related to research and extension project
proposal preparation.

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

Date: Throughout the school year Target Date: End of AY 2020-2021

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:


VIRGELIO M. ALAO
Head, DepStat

Conforme:


MAY ANNE E. PALEN
Name of Ratee Faculty