

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Jacqueline M. Guarte

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00x50%= 2.50	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	90%	5.00	4.00
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Support to Operations	5%	5.00	0.25
5. General Admin. & Support Services	5%	5.00	0.25
TOTAL			5.00


EQUIVALENT NUMERICAL RATING: 5.00
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by:


JACQUELINE M. GUARTE
 Name of Faculty

Reviewed by:


VIRGELIO M. ALAO
 Department Head

Recommending Approval:



MA. THERESA P. LORETO
 Dean, CAS

Approved:



BEATRIZ S. BELONIAS
 Vice President Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JACQUELINE M. GUARTE**, a faculty member of the DEPARTMENT OF STATISTICS commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2021.


JACQUELINE M. GUARTE
 Professor III
 Date:

Approved: 
VIRGELIO M. ALAO
 Department Head
 Date:


MA. THERESA P. LORETO
 Dean, CAS
 Date: 11/26/2021

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
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI 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							
		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							
	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							
	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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

		A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18/36	26.45	5	5	5	5.00	Four (4) sections (2 for BS ABE and 2 for BSGE) in ESci 117
	PI 5: Total FTE, coordinated, implemented and monitored *									(Engineering Data Analysis), 3 hrs lecture per week and one(1)section in Stat 111(DEScriptive Statistic), 2 hrs lec and 3 hrs lab per week in 1st Semester, AY 2020-2021; one (1) section in Stat 132 (Nonparametric Statistics), 2 hrs lec and 3 hrs lab and one(1) section in Stat 138 (Survey Sampling), 2hrs lec and 3 hrs lab in 2nd Semester of AY 2020-2021; one(1) section in Stat 111 and one(1) section in Stat 147 (Survey Operations), 2 hrs lec and 3 hrs lab
		A10. Number of grade sheets submitted within prEScribed period	Prepares gradesheet and submits on or before deadline	4/7	7	5	5	5	5.00	Final Grades for Four (4) sections in ESci 117 and one (1) sectionStat 111, and Mid-Term Grades for one (1) in Stat 132, and one (1) section in Stat 138.
		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	1/1	1	5	5	5	5.00	One (1) student in Stat 21, during 2nd Semester of AY 2019-2020.
		A12. Number of trainings attended related to instruction	Attend mandated trainings		1	5	5	5	5.00	Use of Plagiarism Software (<i>TURNITIN Feedback Studio</i>)

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	9/21	9	5	5	5	5.00	Four (4) for ESci 117 (4 sections), one (1) Stat 111, two (2) for Stat 132, and two
		A14 . Number of quizzes/lab exercises administered and checked	Prepares and checks quizzes/lab exercises for lec and lab	12/21	24	5	5	5	5.00	Five (5) for remaining part of 1st Semester, AY 2020-21; eight (8) for 2nd Semester of AY 2020-21; and 8 for 1st Semester of AY 2021-2022
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	-	7	5	5	5	5.00	Seven (7) Survey Plans
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	8/8	9	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							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30/50	60	5	5	5	5.00	Consultation through emails and SMS with Engineering and Statistics 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							
	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	4/4	4	5	5	5	5.00	One (1) each for Stat 132, Stat 138, Stat 111, and ESci 117

		On-line ready courseware	Prepares <u>Instructional module /laboratory guide/workbook or a combination thereof</u>	20/28	28	5	5	5	5.00	5 (ESci 117), 9 (Stat 132), 10 (Stat 138), 4 (Stat 111)
		Supplemental learning resources	Prepares <u>Power Point presentation</u> , video clips, movie clips, reading assignments depending on course taught	15/28	26	5	5	5	5.00	4 (ESci 117), 3 (Stat 111), 10 (Stat 132), 9 (Stat 138)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	30/50	87	5	5	5	5.00	LE: 4 (ESci 117), 1 (Stat 111), 2 (Stat 132), 2 (Stat 138); Quizzes: 1 (ESci 117), 1 (Stat 111), 3 (Stat 132), 3 (Stat 138); Learning Activities with Solutions: 12 (ESci 117), 6 (Stat 111), 25 (Stat 132), 27 (Stat 138);
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either MOODLE or Google Classroom	3/5	4	5	5	5	5.00	One (1) each for ESci 117 (4 sections) , Stat 111 (1 section), Stat 132 (1 section), Stat 138 (1 section)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Preparation of Terminal Report on completed study	Prepares terminal report							
		Finalization of OBE teaching guides developed	Finalizes OBE teaching guides submitted to MMDC and reviewed by Technical Evaluator							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							

		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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							
	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							
	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	Implements duly approved extension projects							

	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							
	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI 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	
	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						
Comments/Suggestions for Improvement: <i>Keep up the good work.</i>			Total Over-all Rating					85.00	
			Average Rating					5.00	
			Adjectival Rating					O	

Evaluated & Rated by:

VIRGELIO M. ALAO

Department Head

Date:

Recommending Approval

MA. THERESA P. LORETO

Dean,

Date: 11/26/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: