

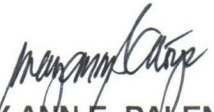
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


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:

MAY ANN E. PALEN
Name of Faculty

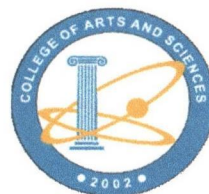
Reviewed by:

NORBERTO E. MILLA
Department Head

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF STATISTICS
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAY ANN E. PALEN**, of the **Department of Statistics, College of Arts and Sciences** committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2019 to December 31, 2019**.


MAY ANN E. PALEN

Instructor III

Date: _____


NORBERTO E. MILLA

Department Head

Date: _____

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2019	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE implemented	Teaching	Teaches statistics courses mainly under the BS Statistics program	18	39.55	5	5	5	5.00	Two (2) courses in the 1st sem. SY 2019-2020: Stat 21 (with 1 lec & 2 lab), and ESci 117 (with 6 sections).
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2019	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		<i>Revised syllabi and/or course</i>	Revision and reproduction of	Revises one (1) syllabi and/or course outlines	1	2	5	5	5	5.00	New ESci 117 and Stat 21 for BSES
		<i>New lecture materials</i>	<i>Preparation and reproduction of new lecture materials</i>	Prepares and reproduces one (1) set of lecture materials for first semester's use	1	2	5	5	5	5.00	Revised Stat 21 lecture materials, made new instructional materials for Esci 117
		PI 3. Additional outputs									
		<i>Number of class rosters submitted within prescribed period</i>	Instruction	Check attendance of students, prepare and submit two (2) class rosters	2	9	5	5	5	5.00	Six (6) ESci 117 and three (3) Stat 21 (1 lec and 2 lab)
		<i>Number of hours checking exam papers and exercises</i>	Instruction	Allot two (2) hours per week or 32 hrs from Aug. 2019 to Dec. 2019 to check students' outputs	32	173	5	5	5	5.00	One hundred and ninety-two (192) students for ESci 117, and forty-three (43) students for Stat 21
		<i>Number of grade</i>	Instruction	Check course	2	7	5	5	5	5.00	Six (6) ESci 117
		<i>Number of trainings/ seminar/ workshop</i>	Training/Seminar	Participates in one (1) of the	1	2	5	5	5	5.00	1st Eastern Visayas Data
						Total points				35.00	
MFO 3	Extension Services	PI 1. Additional Outputs									
		<i>Number of times acted as a resource person/ emcee/</i>	Training/Seminar	Acts as resource person/ emcee/ speaker/ organizer to one (1) of the trainings/	1	1	5	5	5	5.00	4th VSU Inter-High School Statistics Quiz
						Total points				5.00	
MFO 5	Support to Students	PI 1. Number of Hours of Student Advising and Consultation									
		<i>No. of hours for subject-related</i>	Consultation	Allots one (1) hour per week or 18 hrs from August	18	24	5	5	5	5.00	One hundred and ninety-two (192)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2019	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		No. of hours for thesis and statistical consultation	Statistical services	Allots one (1) hour per month or 5 hrs from Aug 2019 to Dec 2019 for statistical consultation	5	50	5	5	5	5.00	Handled thesis consultation and analysis for undergraduate and graduate students
		PI 2. Additional Outputs									
		No. of hours for	Support to student	Allots one(1) hour per	5	6	5	5	5	5.00	VSU Statistical
						Total points				15.00	
MFO 6	General Admin. &										
	Efficient & Customer	Zero percent complaint	General services	Entertains clients	0%	0% complaint	5	5	5	5.00	
						Total points				5.00	
	Total Over-all									60.00	
	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:	1. Keep up the good work 2. Do research. 3. Apply for PhD
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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: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. May Ann E. Palen

Performance Rating: Outstanding

Aim: Pursue PhD in Statistics in August 2021 and encourage her to make research 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 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 SY 2019-2020

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

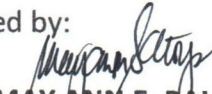
Outcome: Research and extension project proposal

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