


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%)		4.93x50%=2.465	
b. Students (50%)		4.00x50%=2.00	
Total for Instruction	50%	4.465	2.2325
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	25%	5.00	1.25
5. General Admin. & Support Services	25%	5.00	1.25
TOTAL			4.7325

EQUIVALENT NUMERICAL RATING: 4.73
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

MAY ANN E. PALEN
Name of Faculty

Reviewed by:

PAULO G. BATIDOR
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, 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, 2023 to JUNE 30, 2023.


MAY ANN E. PALEN
 Assistant Profesor II
 Date: July 24, 2023

Approved: 
PAULO G. BATIDOR
 Department Head
 Date: July 24, 2023


MA. THERESA P. LORETO
 Dean, CAS
 Date: July 24, 2023

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										
OVPI 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						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0						

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						Quality	Efficiency	Timeliness	Average	
	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	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 Moodle or Google Classroom	0						
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6	26.60	5	5	5	5.00	Three (3) courses in the 2nd Sem. SY 2022-2023: Stat 130n, Stat 134, and Stat 199

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						Quality	Efficiency	Timeliness	Average	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	1	5	5	5	5.00	Stat 199 gradesheet already submitted. Stat 130n and Stat 134s gradesheets are still being prepared for submission.
		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	4	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	7	5	5	4	4.67	2nd Sem. SY 2022-2023: Stat 130n - 3 Long Exams, Stat 134 - 2 Long Exams, and Stat 199 - 2 Oral Exams
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	3	5	5	4	4.67	2nd Sem. SY 2022-2023: Stat 130n - 2 Quizzes, and Stat 134 - 1 Quiz
		A15. Number of lab reports/exercises and term papers checked and graded	Checks lab exercises submitted as required	1	7	5	5	4	4.67	2nd Sem. SY 2022-2023: Stat 130n - 3 Exercises, and Stat 134 - 4 Exercises
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	8	22	5	5	5	5.00	Academic adviser to first, second, third, and fourth 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	2	3	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

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	
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assists in the conceptualization and implementation of VSU Statistical Society activities
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	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						
		<u>A 23</u> : 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						
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	0						
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
		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	1	0	-	-	-	-	OJT Coordinator position is given to Ms. Donna C. Cuyno. The accomplishment to this should be included in her IPCR Accomplishment.

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						Quality	Efficiency	Timeliness	Average	
		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						
		In refereed int'l journals		0						
		In refereed nat'l/regional journals		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 fora/conferences	0						
		In int'l fora/conferences		0						
		In nat'l/regional fora/conferences		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage 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						

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	
		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										
	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						
	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	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						

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	
	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						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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										
	OVPI MFO 4. Program and Institutional Accreditation									
	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	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	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								

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						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	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	0						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0						
Total Over-all Rating									69.01	

Average Rating (Total Over-all rating)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		4.93
ADJECTIVAL RATING		Outstanding
	Final Rating	
	Adjectival Rating	

Comments/Suggestions for Improvement:
Take care of your health so that you can continue your excellent performance. Be more prepared for your PhD soon.

Evaluated & Rated by:


PAULO G. BATIDOR

Department Head

Date: July 24, 2023

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: July 24, 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 25, 2023

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: Make a draft of research proposal

Result: Have a draft of a research proposal for submission

Date: Target Date: End of AY 2023-2024

Next Step: Submit the final research proposal for approval

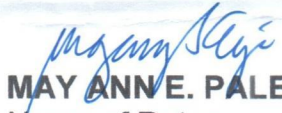
Outcome: Research and extension project proposal

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

Prepared by:


PAULO G. BATIDOR
Head, DepStat

Conforme:


MAY ANNE. PALEN
Name of Ratee