SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Donna C. Cuyno

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87	
b. Students (50%)			
Total for Instruction	90%	4.87	4.383
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			4.883

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

DONNA C. CUYNO   **PAULO G. BATIDOR**
Name of Faculty   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, DONNA C. CUYNO, a faculty member of the <u>DEPARTMENT OF STATISTICS, COLLEGE OF ARTS AND SCIENCES,</u> commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period <u>February to June 2023</u>.

Approved:

DONNA C. CUYNO
Instructor I
Date: July 24, 2023

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	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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								
		A3. Number of students advised on thesis/special problem/dissertation								
		A4. Number of students entertained for consultation purposes								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware								
		Supplemental learning resources	Prepares Power Point presentation, reading assignments, etc. depending on course taught							
		Assessment tools	Prepares assessment tools such as long exams, quizzes, exercises, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational								
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's F	Handles and teaches courses assigned	36	11.70	5	5	5	5.00	18 FTE for second semester AY 2022-2023, and 18 FTE for first semester AY 2023-2024

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7						4 gradesheets for second semester AY 2022-2023, and 3 gradesheets for first semester AY 2023-2024
		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						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	1 training ITP Workshop I in May 2023
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	11	5	5	4	4.67	12 LEs for second semester AY 2022-2023, and 12 LEs for first semester AY 2023-2024
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	4	4.67	10 quizzes for second semester AY 2022-2023, and 10 quizzes for first semester AY 2023-2024
		A15. Number of lab reports/exercises and term papers checked and graded	Checks lab exercises submitted as required	24	14	5	5	4	4.67	12 lab exercises for second semester AY 2022-2023, and 12 lab exercises for first semester AY 2023-2024
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	0						
		A17. Number of students advised on thesis/ field practice/special problem:	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0						

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quality	Rating Eficiency	Rating Timeliness	Rating Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0						
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USSO	0						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	PI 10: Number of instructional materials developed *	A 21 : Number of online courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0						
		Online ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	0						
		Supplemental learning	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	6	4	5	5	5	5.00	3 for second semester AY 2022-2023, and 3 for first semester AY 2023-2024
		Assessment tools	Prepares assessment tools such as long exams, quizzes, problems sets, etc.	24	16	5	5	4	4.67	12 for second semester AY 2022-2023, and 12 for first semester AY 2023-2024

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	Eficiency	Timeliness	Average	
		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	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. 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	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						

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	Eficiency	Timeliness	Average	
	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 scienfic for a/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 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 Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		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						
	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						

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	Eficiency	Timeliness	Average	
	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						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & 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	Eficiency	Timeliness	Average	
		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 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 theQMS 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								
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	

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	Eficiency	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 performfing 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									48.67	

Average Rating (Total Over-all rating divided by 4)		4.87
Additional Points:		
Approved Additional points (with copy of approval)		
NUMBERICAL RATING		
ADJECTIVAL RATING		
	Final Rating	4.87
	Adjectival Rating	Oustanding

Comments/Suggestions for Improvement:

Start working with research and extension initiatives with topics related to your specializations

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Donna C. Cuyno
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
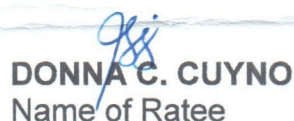
Outcome: Research and extension project proposal

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, DStat

Conforme:

DONNA C. CUYNO
Name of Ratee