

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Norberto E. Milla**

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	70%	5.00	3.50
2. Research	5%	5.00	0.25
3. Extension	10%	5.00	0.50
4. Support to Operation	10%	5.00	0.50
5. Production	5%	5.00	0.25
TOTAL			5.00

EQUIVALENT NUMERICAL RATIN 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by:


NORBERTO E. MILLA
Name of Faculty

Reviewed by:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERTO E. MILLA 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, 2017 to December 31, 2017.


NORBERTO E. MILLA
Asst. Professor
Date: January 3, 2018


CANDELARIO L. CALIBO
Dean, CAS
Date: January 3, 2018

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF02	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches Stat 131, CS 142, STAT 21E	8	29.05	5	5	5	5.00	Vacation-Sick Leave
		PI 2. Number of instructional materials and syllabi developed and revised									
		Revised instructional materials	Preparation/ Revision/ Encoding/ Printing	Revision of PPT presentations, lecture guides, and laboratory exercises	1	3	5	5	5	5.00	STAT 131, STAT 21E, CS 142
		Revised OBE syllabi	Preparation/ Revision/ Encoding/ Printing	Revision of OBE syllabi	2	2	5	5	5	5.00	Stat 131, CS 142

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		PI 4. Additional Output									
		Number of class rosters submitted on prescribed period	Instruction	Verify, sign and submit class rosters to Registrar's Office	7	7	5	5	5	5.00	4 lecture sections and 3 lab sections
		Number of grade sheets submitted on prescribed period	Instruction	Checks course requirements and submits grade sheets	7	7	5	5	5	5.00	4 lecture sections and 3 lab sections
		Number of proposals for curricular revision	Revision of existing curriculum	Revision of the BS Statistics curriculum to be compliant with CMO No. 42 s.2017	1	1	5	5	5	5.00	The revised BS Statistics curriculum has been reviewed by the CAS Curriculum Committee ready for endorsement to the University
										30.00	
Total points											
MF0 4	Extension Services	PI 1. Number of times acted as resource person	Statistical Training	Acts as resource person	1	1	5	5	5	5.00	Training on Statistical Forecasting Using Regression Analysis with DA and PSA Personnel as participants
		PI 2. Number of times acted as judge/panelist in a research conference	Research conference	Acts as judge/panelist	1	1	5	5	5	5.00	Eastern Visayas Basic Education Research Conference

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO 5	Support to Students	PI 1 Student advising and consultation services									
		Number of Academic advisees	Academic advising	Advises BSS students on their academic load and related concerns	13	13	5	5	5	5.00	
		Number of thesis-students advised on research design and analysis	Support to students	Mentors students/group in conducting research and analyzing data using a software	15	20	5	5	5	5.00	
		PI 2 Number of hours spent for student consultation & thesis advising	Support to students								
		On thesis data analysis consultation	Consultation	Analyzes and interprets data of students' thesis	16	155	5	5	5	5.00	
		On subject-related consultation	Consultation		16	34	5	5	5	5.00	Regarding subject matter and grades

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		PI 3 Additional Outputs									
		No. of student activities facilitated	VSU StatSoc activities; National Statistics Month Celebration	Prepares programs, signs invitation letters for resource persons and solicitation of prizes	3	5	5	5	5	5.00	DepStat Annual Academic Convocation; Dice Dice Baby & Probabaloony (during the 93rd VSU Anniversary); Opening Program for 28th NSM Celebration; 2nd Inter-High School Statistical Quiz Show; Statistical Services during PASUC Culture & Arts Festival
						Total points					25.00

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishments as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO 6	Support to Operations										
	MFO 6.1- Faculty Development Services										
		PI.3 Number of faculty sent to attend trainings/ seminars/conferences/ conventions	Attendance to trainings/ seminars/ conferences/ conventions	Recommends faculty to attend trainings/ seminars/ conferences/ conventions	2	4	5	5	5	5.00	2017 MTAP-TL Annual Convention (PG Batidor); Research Conference & 2017 Convention of the Mathematical Society of the Philippines Regions 10, 12 & ARMM (VM Alao); Seminar-Workshop on Classification and
	MFO 6.2- Faculty Recruitment/Hiring										
		PI.1 Number of faculty hired	Hiring of regular faculty in statistics	Recommends hiring of regular faculty	1	1	5	5	5	5.00	1 regular faculty (PG Batidor) was hired in August 2017
	MFO6.3- Faculty Evaluation Services										
		PI.1 Percentage of faculty rated by students with at least VS rating in 50% of the subjects evaluated	All faculty in statistics will obtain at least Very Satisfactory Teaching Performance	Conducts regular monitoring and coaching of faculty	100%	100%	4	4	5	5.00	All regular faculty obtained Outstanding teaching performance rating
		PI.2 Additional Output									
		No. of administrative staff who assisted in student evaluation	Student Evaluation of Teaching Performance	Advises Ms. Villas to assist in the conduct of students evaluation of teaching performance	1	1	5	5	5	5.00	
						Total points				20.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishments as of December 2017	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO 7	General Admin. & Support Services (GASS)										
	MFO 7.1 -Administrative and Facilitative										
		PI.1 No. of department(s) supported, supervised, monitored and coordinated	Department of Statistics	Manages, supervises, monitors and coordinates all faculty and staff in the DepStat	1	1	5	5	5	5.00	
		P1.2 No. of management meetings conducted	Meetings	Conducts regular and emergency monthly meetings	4	5	5	5	5	5.00	
		PI.3 No of documents signed and approved	Administration and Instruction	Signs/approves documents	50	125	5	5	5	5.00	Grade sheets, permits for exams and make-up classes, vouchers, student and faculty clearances and other documents
		PI.4 No of requests for materials and apparatus/equipment, and office supplies prepared and submitted	Administration and Instruction	Prepares and signs requests for apparatus/equipment, and office supplies	3	6	5	5	5	5.00	Requests for all-in-one photocopier-printer, desktop PCs, ink, RISO, etc.
		PI.5 No. of academic rooms (lab and lecture) maintained	Administration and Instruction	Maintains the cleanliness of the rooms (c/o Mr. Espina)	3	3	5	5	5	5.00	EB203a, EB203b, EB204
		PI.6 Number of lab apparatus and office equipment maintained	Administration and Instruction	Monitors, repairs, and cleans desktop computers, printers, LCD projectors, and air conditioning units (c/o Ms. Villas and Mr. Espina)	30	30	5	5	5	5.00	
						Total points	30.00				

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2017	Rating			Remarks
							Quality	Efficiency	Timeliness	Average
MFO 8	General Admin. & Support Services (GASS)									
	Efficient & Constumer Friendly	Zero percent complaint from clients served	General services	Entertains clients	0%	0%	5	5	5	5.00
							Total points			5.00
	Total Over-all Rating									
	Average Rating									115.00
	Adjectival Rating									5.00
										0

Average Rating (Total Over-all rating divided by 4)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with conv. of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Received by: 
TERESITA L. QUINOLA
PRPEO
Date: _____

Calibrated by: 
REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____

Recommending Approval: 
BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Approved: 
EDGARDO E. TULIN, Ph.D.
President
Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Milla, Norberto E.
First Semester 2017 - 2018
No. of Raters: 14

Subject: 1 - CS 142 - Statistical Packages
Class Type: Lecture
8-10W

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester					3	11	5.0
2 Always prepared and organized in class				1	2	11	5.0
3 Uses appropriate and updated instructional materials					3	11	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					3	11	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					3	11	5.0
6 Makes classroom activities interesting and lively				2	7	5	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				1	5	8	5.0
8 Has mastery of the subject matter					2	12	5.0
9 Available for student consultation even outside class time				2	6	6	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	5	8	5.0
11 Gives relevant assignments, course requirements				1	5	8	5.0
12 Returns quizzes, exams, homework, assignments and exercises				2	6	6	4.0
13 Fair in giving grades				2	5	7	4.5
14 Wears clean and appropriate clothes/attire in class					2	12	5.0
15 Firm in implementing policies yet approachable and understanding				2	2	10	5.0
16 Commands respect of students					7	7	4.5
17 Exercises decency in speech and actions					3	11	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

1. Other positive points of the teacher and his/her teaching	
1 Discuss lessons clearly & with confidence	10.00%
2 Discuss lessons in a more understandable way	5.00%
3 Good in explaining the lesson	5.00%
4 No comment	80.00%
2. Suggestions for teaching improvement	
1 No comment	95.00%
2 Should return exam results	5.00%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Milla, Norberto E.

First Semester 2017 - 2018

No. of Raters: 20

Subject: 2 - Stat 21 - Elementary Statistics

Class Type: Laboratory 1-41

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	
1 Explains course objectives, requirement and grading system at the beginning of the semester				1	6	13	5.0
2 Always prepared and organized in class					5	15	5.0
3 Uses appropriate and updated instructional materials					3	17	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					7	13	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					5	15	5.0
6 Makes classroom activities interesting and lively				5	10	5	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				1	7	12	5.0
8 Has mastery of the subject matter					2	18	5.0
9 Available for student consultation even outside class time				1	9	10	4.5
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	6	13	5.0
11 Gives relevant assignments, course requirements				1	8	11	5.0
12 Returns quizzes, exams, homework, assignments and exercises			2	6	5	6	4.0
13 Fair in giving grades				2	7	10	5.0
14 Wears clean and appropriate clothes/attire in class				1	7	12	5.0
15 Firm in implementing policies yet approachable and understanding					11	9	4.0
16 Commands respect of students					10	10	4.5
17 Exercises decency in speech and actions					8	12	5.0
Median Rating		5.0					
		Outstanding					

Median Rating (nearest whole number)

Rating Description

1

Poor

2

Fair

3

Satisfactory

4

Very Satisfactory

5

Outstanding

1. Other positive points of the teacher and his/her teaching	
1 Approachable	5.00%
2 Discuss clearly the topic	15.00%
3 Discuss lessons with confidence	5.00%
4 Good teacher	10.00%
5 Mastery of subject taught	5.00%
6 No comment	60.00%
2. Suggestions for teaching improvement	
1 Make the class more lively	15.00%
2 No comment	85.00%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Milla, Norberto E. First Semester 2017 - 2018 No. of Raters: 20
Subject: 2 - Stat 21 - Elementary Statistics Class Type: Laboratory 10-11

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester					3	17	5.0
2 Always prepared and organized in class				2	1	17	5.0
3 Uses appropriate and updated instructional materials					4	16	5.0
4 Gives clear instructions/guidelines in accomplishing tasks				1	5	14	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable				1	3	16	5.0
6 Makes classroom activities interesting and lively			1	4	8	7	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				1	4	15	5.0
8 Has mastery of the subject matter				1	1	18	5.0
9 Available for student consultation even outside class time				2	5	13	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	3	16	5.0
11 Gives relevant assignments, course requirements				2	4	14	5.0
12 Returns quizzes, exams, homework, assignments and exercises				4	8	8	4.0
13 Fair in giving grades				1	6	13	5.0
14 Wears clean and appropriate clothes/attire in class					3	17	5.0
15 Firm in implementing policies yet approachable and understanding					5	15	5.0
16 Commands respect of students					3	17	5.0
17 Exercises decency in speech and actions					2	18	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

1. Other positive points of the teacher and his/her teaching	
1 Attends classes on time	7.14%
2 Mastery of subject taught	7.14%
3 No comment	78.57%
4 Understanding	7.14%
2. Suggestions for teaching improvement	
1 No comment	92.86%
2 Should inform students ahead,if there were changes on class schedule	7.14%