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%)		5.00 x100%= 5.00	
b. Students (50%)			
Total for Instruction	90%	5.00	4.50
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. Administration	10%	5.00	0.50
5. Production			
TOTAL			5.00

EQUIVALENT NUMERICAL RATING: 5.00
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

JACQUELINE M. GUARTE   **VIRGELIO M. ALAO**
Faculty, DepStat   Head, DepStat

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JACQUELINE M. GUARTE,** a faculty member of the <u>DEPARTMENT OF STATISTICS</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2020.

Approved:

JACQUELINE M. GUARTE
Professor III
Date:

VIRGELIO M. ALAO
Department Head
Date:

CANDELARIO L. CALIBO
Dean, CAS
Date:

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	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPAA 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							

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	
		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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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							

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	18	21.15	5	5	5	5.00	Four (4) sections (2 for BS ABE with 36 and 30 students, respectively; and 2 for BSGE, with 26 and 31 students, respectively) in Esci 117 (Engineering Data Analysis, 3 hrs lecture per week) in 1st Semester, AY 2020-2021; one(1) section in Stat 111(Descriptive Statistics, 2 hrs lecture with 3 hrs laboratory per week) with 18 students in 1st Semester, AY 2020-2021.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5						Four (4) sections in ESci 117, and 1 section in Stat 111 for Midterm Grades

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	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 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	MOODLE 101 (Online Training on MOODLE-based Course Management)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	10	5	5	5	5.00	Two(2) common virtual long exams for each of the four (4) sections in Esci 117; two (2) virtual long exams in Stat 111
		A14. Number of quizzes/lab exercises administered and checked	Prepares and checks quizzes/lab exercises for lec and lab	60	116	5	5	5	5.00	Two (2) common virtual quizzes and 23 common lesson exercises for the four(4) sections in Esci 117; 2 virtual quizzes and 14 lab exercises in Stat 111
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	8	9	5	5	5	5.00	BS Statistics students

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		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	50	7	5	5	5	5.00	Esci 117 and Stat 111 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		Distance education-ready instructional materials	Prepares distance education-ready instructional materials	2	2	5	5	5	5.00	For ESci 117 and Stat 111
		On-line ready courseware	*Prepares Instructional module /laboratory guide/workbook or a combination thereof*	16	10	5	5	5	5.00	Four(4) out of 7 targeted for ESci 117 (Modules 6-9) and 6 out of 9 targeted for Stat 111 (Modules 1-6)
		Supplemental learning resources	*Prepares Power Point presentation , video clips, movie clips, reading assignments depending on course taught*	3	12	5	5	5	5.00	Six(6) virtual meeting presentations for ESci 117 and also 6 virtual meeting presentations for Stat 111
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	14	8	5	5	5	5.00	Two (2) virtual quizzes and 2 virtual long exams in ESci 117; also the same Stat 111
		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	1						For Esci 117 (Engineering Data Analysis), to be handled in the 1st Sem., AY 2020-2021
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either MOODLE or Google Classroom	2	2	5	5	5	5.00	For Esci 117 and Stat 111

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (	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 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Finalization of OBE teaching guides developed	Finalizes OBE teaching guides submitted to MMDC and reviewed by Technical Evaluator	2						OBE Teaching Guides in Stat 132 (Nonparametric Statistics) and Stat 138 (Survey Sampling) developed during sabbatical leave (January-December 2019)
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	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. Percentage of research outputs published in internationally-refereed 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	In refereed nat'l/regional journals	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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	1						For The Philippine Statistician (TPS), the official scientific journal of the Philippine Statistical Association, Inc. (PSAI)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	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 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	Implementes 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	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 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 (extn. 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
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	100% compliant	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%	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	0%	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 performfing functions resulting to best practice							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators	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 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

Average Rating (Total Over-all rating divided by 3)		65.00	Comments & Recommendations for Development
Additional Points:			Purpose:
Approved Additional points (with copy of approval)			should engage in research & extension services
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:

VIRGELIO M. ALAO
Department Head
Date:

Recommending Approval

CANDELARIO L. CALIBO
Dean, CAS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/1/21