

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Donna C. Cuyno

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:


DONNA C. CUYNO
Name of Faculty

Reviewed by:


NORBERTO E. MILLA
Department Head


Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
College of Arts and Sciences
DEPARTMENT OF STATISTICS
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DONNA C. CUYNO**, of the **Department of Statistics, College of Arts and Sciences** committed to the deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 2, 2018 to December 31, 2018.**


DONNA C. CUYNO
Instructor I
Date: January 3, 2019


NORBERTO E. MILLA
Head, DepStat
Date: January 3, 2019

<p>Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair</p>
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MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of December 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: Stat 21 (3 lec and 6 lab)	18	54.00	5	5	5	5.00	
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New Powerpoint lecture presentation (per course)	Preparation/ Revising/ Encoding/ Printing	Prepares powerpoint lecture presentation	1	1	5	5	5	5.00	Additional Slides for Stat 21
		Revised instructional materials	Preparation/ Revising/ Encoding/ Printing	Revises lecture manual/handouts	1	1	5	5	5	5.00	Revised slides for Stat 21
		PI 3. Additional outputs									
		Number of hours checking exam papers and	Instruction	Checking students' output	50	80	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of November 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		Number of List of final grades submitted	Instruction	Submit Final Grades	3	3	5	5	5	5.00	1st sem 2018-2019
		Number of seminars/trainings attended/conducted	Seminar	Participant	1	2	5	5	5	5.00	Training on Barangay Management Information System
						Total points				35.00	
MFO 5	Support to Students	PI Number of Hours of Student Advising and Consultation									
		No. of hours of subject-related consulting	Support to students	Student Consultation	20	50	5	5	5	5.00	With regards to subject matter, exams, grades
		No. of hours of statistical consulting	Statistical Services	Statistical Consulting	20	35	5	5	5	5.00	
						Total points				10.00	
MFO 6	General Admin. & Support Services (GASS)										
	Efficient & Customer Friendly	Zero percent complaint from clients served	General services	Entertains clients	0%	0%	5	5	5	5.00	Students, Parents, Faculty and Staff
						Total points				5.00	
	Total Over-all Rating									50.00	
	Average Rating									5.00	
	Adjectival Rating										

Average Rating (Total Over-	5.00
Additional Points:	
Punctuality	
Approved Additional points	
FINAL RATING	5.00

Comments & Recommendations for Development Purpose:	<p>Keep up the good work.</p> <p>Handle core courses in statistics.</p> <p>Find time to do research.</p>
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MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of November 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
ADJECTIVAL RATING											

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. Donna C. Cuyno

Performance Rating: Outstanding

Aim: Encourage her to pursue MS in Statistics by August 2020.

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:

Handle major courses in statistics to refresh her understanding of the theory and application of statistics.

Result:

Better understanding of the theory and applications of statistics

Date: Throughout the school year

Target Date: End of SY 2018-2019

Next Step: Submit application for admission to UP School of Statistics or reputable universities abroad.


Outcome: Admission to a reputable university offering MS program in Statistics or Biostatistics.

Final Step/Recommendation: Submit scholarship applications to funding institutions such as CHED and DOST.

Prepared by:


NORBERTO E. MILLA
Head, DepStat

Reviewed by:


DONNA C. CUYNO
Name of Faculty

THE UNIVERSITY OF CHICAGO

Department of Chemistry

Chicago, Illinois

Dear Sir:

I am writing to you regarding the results of the experiments conducted in your laboratory.

The data obtained from the experiments are as follows:

Yours truly,

Very respectfully,
[Signature]

Enclosed

is a copy of the report of the experiments.

I am sure that the results will be of interest to you.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

Very truly yours,
[Signature]

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

Very truly yours,

[Signature]
[Name]
[Title]

Very truly yours,
[Signature]
[Name]
[Title]