

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%)		4.94x50%= 2.50	
b. Students (50%)		5.00x50%=2.50	
Total for Instruction	60%	4.97	2.98
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	20%	5.00	1.00
5. General Admin. & Support Services	20%	5.00	1.00
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: 4.98
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

Prepared by: MAY ANN E. PALEN
 Name of Faculty

Reviewed by: MAY ANN E. PALEN
 OIC 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 accomplishments in accordance with the indicated measures for the period JULY 1, 2021 to DECEMBER 31, 2021.

MAY ANN E. PALEN
MAY ANN E. PALEN
Instructor III
Date:

Approved:
MA. THERESA P. LORETO
MA. THERESA P. LORETO
Dean, CAS
Date: *Jan. 13, 2022*

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: *on 1/13/22*

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	1						
	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 Moddle 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	<i>Handles and teaches courses assigned</i>	18	4.80	5	5	5	5.00	Four (4) courses in the 1st Semester 2021-2022 which are Stat 141, Stat 145, Stat 190, and Stat 200a.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	-	-	-	-	-	One for each subject taught: Stat 141, Stat145, Stat 190, and Stat 200b. Not yet submitted since the semester has not yet ended.
		A11. 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							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	2	4	4	4	4.00	One (1) long exam for Stat 141 and one (1) for Stat 145
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	9	5	5	5	5	5.00	Three (3) quizzes for Stat 141 and two (2) for Stat 145.
		A15. Number of lab reports/exercises and term papers checked and graded	Checks lab exercises submitted as required	6	5	5	5	5	5.00	Three (3) exercises for Stat 141 and two (2) for Stat 145.

	PI 8: Number of students advised: *	A16. Number of students advised: <i>Acts as academic adviser to students</i>	7	23	5	5	5	5.00	Academic adviser to first, second, and third year BSS students	
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	SRC Chairman to Ms. Bulado, Ms. Laxamana, and Ms. Valenzona
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	SRC Member to Mr. Calvo, Ms. Malayan, and Ms. Nuñez
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	4	5	5	5	5.00	Handle thesis and special problem consultation and analysis for undergraduate students (Ms. Rose Ann Bartido, Mr. Mihkail Cornel, Ms. Molley Nuñez, and Ms. Alona Malayan).
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	0	-	-	-	-	Not anymore the VSU-SS adviser in the 1st Sen 2021-2022
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assisted in the conceptualization and implementation of VSU Statistical Society 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	3	2	5	5	5	5.00	Prepares courseware for Stat 141, and Stat 145.
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	2	5	5	5	5.00	Prepares instructional materials for Stat 141, and Stat 145.

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	5	5.00	Prepares study guides and handouts for Stat 141 and Stat 145.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	5	5	5	5.00	Prepares 3 quizzes, 3 exercises for Stat 141, and 2 quizzes, 2 exercises for Stat 145
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	5	5	5.00	Stat 141 and Stat 145 VSUEE Classrooms
	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	2	1	5	5	5	5.00	Prepares documents for ISO 3rd Internal Quality Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Philippine Statistics Authority (PSA) accepted 6 BSS-3 students for OJT
		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 project within the year							
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							
	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							
		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	Implements 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							
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							
<i>Research Mentoring</i>	<i>Research Mentor</i>								
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
<i>Resource Persons</i>	<i>Resource Persons</i>								

	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							

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 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	two (2) non-conformity	4	4	4	4.00	NC1 - Re: IPCR Submission; NC2 - Re: Submission of Course Syllabus, Learning Materials, and TOS
		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										
	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							
		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								93.00	

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
NUMERICAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Comments/Suggestions for Improvement:
Should pursue graduate studies (PhD)

Evaluated & Rated by:

mtplncto
MA. THERESA P. LORETO
 Dean, CAS
 Date: *Jan. 13, 2022*

Recommending Approval

mtplncto
MA. THERESA P. LORETO
 Dean, CAS
 Date: *Jan. 13, 2022*

Approved by:

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BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *01/26/22*