

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **RANDY G. OMEGA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	<u>50%</u>	$4.57 \times 0.50 = 2.28$	
Students (50%)	<u>50%</u>	$5 \times 0.50 = 2.5$	
Total for Instruction	85%	4.78	4.063
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	5%	1.67	0.0835
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	5%	4.29	0.2145
Administration	5%	5	0.25
Production			
TOTAL	100%		4.611


EQUIVALENT NUMERICAL RATING: 4.61

Add: Additional Points, if any: _____

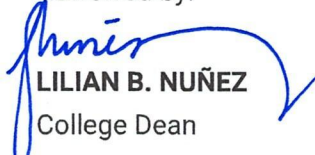
TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding

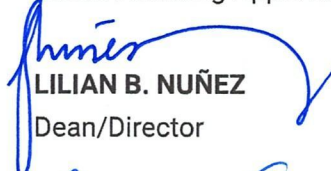
Prepared by:


RANDY G. OMEGA
Name of Faculty


Reviewed by:


LILIAN B. NUÑEZ
College Dean

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RANDY G. OMEGA, a faculty member of the DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT 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 to December, 2024.

Approved:

RANDY G. OMEGA

Instructor III

Date: Dec 24, 2024

RANDY G. OMEGA

Department Head

Date: Dec 27, 2024

LILIAN B. NUÑEZ

College Dean

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	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							
	PI 8: Number of graduate	A2. Number of student's advised	Acts as academic adviser to graduate							
		A3. Number of student's advised on								
		As GAC Chairman	Advises and corrects research outline							
		AS GAC Member	Advises and corrects research outline							
		A4. Number of student's entertained for consultation purposes	Entertains students seeking consu tation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional							
		Supplemental learning resources	Prepares Power Point presentation,							
		Assessment tools	Prepares assessment tools such as							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC	Submits the course ware duly reviewed by TRP for editing by MMDC							
		A 7 : Number of virtual classroom	Creates virtual classroom using either							
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	Handles and teaches courses assigned	10	22.2	5	5	5	5.00	

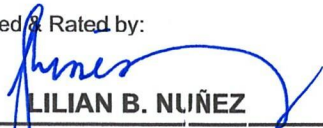
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	16	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	4	9	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	5	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	25	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		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 advisor to students	30	84	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as thesis adviser to students	6	8	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	8	5	5	5	5.00	
		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	30	114	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USDO							
		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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	6	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	30	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	25	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	6	5	5	5	5.00	
	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	1	2	5	5	5	5.00	

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms for industry practice.	2	5	5	5	5	5.00	
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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	1	0	0	0	0	0.00	
	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	1	2	5	5	5	5.00	
		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	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0	0	0	0	0.00	
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research	A 31. Percentage of research proposals	Prepares research proposals, submits							
	PI 6. Additional outputs*	A 32. No. of research-related awards								
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews the							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of							
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	2	4	5	5	5	5.00	
	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	30	236	5	5	5	5.00	No. of Trainees
	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	1	0	0	0	0	0.00	
	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	90%	100%	5	5	5	5.00	
	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		1	5	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer		1	5	5	5	5	5.00	
	Consultancy	Consultant		1	5	5	5	5	5.00	
	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	50%	50%	5	5	5	5.00	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
LMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	A 44: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and		1	1	5	5	5	5.00	
	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	A 45: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *		2	5	5	5	5	5.00	
	OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	A 46: Number of seminars/trainings/ conventions/workshops coordinated for entire university *		1	3	5	5	5	5.00	
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	A 47: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *		1	2	5	5	5	5.00	
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	A 48: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *		80%	98%	5	5	5	5.00	
	PI 6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	A 49: Number of in-house seminars/trainings/ workshops/reviews conducted *		1	3	5	5	5	5.00	
	PI 7 : Additional outputs *									
	Number of faculty/staff awards/honors received related to operations support	A 50: Number of faculty/staff awards/honors received related to operations support								
	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 51. 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*		No NC	No NC	5	5	5	5.00	
LMFO 6. General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	A 52. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		1	2	5	5	5	5.00	
	PI 2. Zero percent complaint from clients served	A 53. Zero percent complaint from clients served	Provides customer friendly frontline services to clients;	Zero % complaint	No complaint	5	5	5	5.00	
	PI 3. Number of coaching sessions among faculty & staff**	A 54. Number of coaching sessions among faculty & staff**		2	8	5	5	5	5.00	

PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	A 55. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		2	8	5	5	5	5.00	
PI 5. Number of monthly/special faculty & staff meetings conducted**	A 56. Number of monthly/special faculty & staff meetings conducted**		8	12	5	5	5	5.00	
PI 6: Additional Outputs	A 57. Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
Total Over-all Rating	173.67								Attend more advanced seminar on research and extension related topics.
Average Rating	4.57								
Adjectival Rating	Very Satisfactory								

Evaluated & Rated by:


LILIAN B. NUÑEZ

Dean, CME

Date:

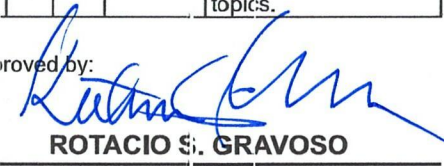
Recommending Approval


LILIAN B. NUÑEZ

Dean, College of Management and Economics

Date:

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING AND COACHING JOURNAL


✓	1 st	Q U A R T E R
✓	2 nd	
✓	3 rd	
✓	4 th	

Name of Office : Department of Tourism and Hospitality Management
 Head of Office : Randy G. Omega
 Number of Personnel : 10 Permanent Faculty

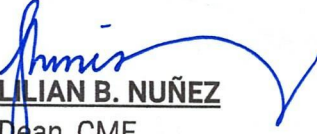
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).


Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:


RANDY G. OMEGA
 Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
 Dean, CME


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	CMPBALAGA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		MBJLCastil	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		MBEscuadra	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		MCLao	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		MJFManadong	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		RGOmega	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		HMEQuimbo	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		DDSUMABAT	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		KKOVILLARUBIA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	CMPBALAGA	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Practice Manuscripts/ Lab Exercises	ATC <i>abral</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	MBJL <i>CASTIL</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MBE <i>SCUADRA</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MCL <i>do</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MJF <i>Manadong</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	RG <i>Omega</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	HME <i>Quimbo</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	DDS <i>UABAT</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	KKO <i>VILLARUBIA</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
Spent Hours For Students Consultations	CMPB <i>ALAGA</i>	July-December 2024	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	All students that asks for consultation
	ATC <i>abral</i>	July-December 2024	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	All students that asks for consultation
	MBJL <i>CASTIL</i>	July-December 2024	1-2:30 M _{TH} 9:30-11:30 TF	1-2:30 M _{TH} 9:30-11:30 TF	1-2:30 M _{TH} 9:30-11:30 TF	1-2:30 M _{TH} 9:30-11:30 TF	1-2:30 M _{TH} 9:30-11:30 TF	1-2:30 M _{TH} 9:30-11:30 TF	All students that asks for consultation
	MBE <i>SCUADRA</i>	July-December 2024	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	All students that asks for consultation
	MCL <i>do</i>	July-December 2024	3-5 M _{TH} 4-5 TW	3-5 M _{TH} 4-5 TW	3-5 M _{TH} 4-5 TW	3-5 M _{TH} 4-5 TW	3-5 M _{TH} 4-5 TW	3-5 M _{TH} 4-5 TW	All students that asks for consultation
	MJF <i>Manadong</i>	July-December 2024	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	All students that asks for consultation
	RG <i>Omega</i>	July-December 2024	3-5 M _{TH} 8-9 TWF	3-5 M _{TH} 8-9 TWF	3-5 M _{TH} 8-9 TWF	3-5 M _{TH} 8-9 TWF	3-5 M _{TH} 8-9 TWF	3-5 M _{TH} 8-9 TWF	All students that asks for consultation
	HME <i>Quimbo</i>	July-December 2024	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	All students that asks for consultation
	DDS <i>UABAT</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation

		KKOVILLARUBIA	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		CMPBALAGA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		ATCabral	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		MBJLCastil	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		MBEscuadra	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		MCLao	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		MJFManadong	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		RGOmega	July-December 2024							
		HMEQuimbo	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		DDSumabat	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		KKOVILLARUBIA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		CMPBALAGA	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024						Final Grades	HMgt 147, HMgt 150
		MBJLCastil	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt141
		MBEscuadra	July-December 2024						Final Grades	HMgt125, THty105
		MCLao	July-December 2024						Final Grades	THty103, HMgt131
		MJFManadong	July-December 2024						Final Grades	TMgt 125, THty21

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	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCatral, MBJLCASTIL, n, MBESquadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:


RANDY G. OMEGA
Unit Head

PERFORMANCE MONITORING FORM

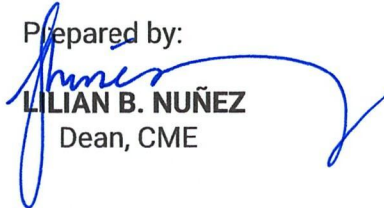
Name of Employee: **RANDY G. OMEGA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within the prescribed period, makes himself available for students' consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Very Satisfactory	Submitted grades on time, and checked manuscripts on time.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Attend more training
3	Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Head of the Department of Tourism and Hospitality Management.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Very Satisfactory	Able to multitask and maintain productivity
4	Performs other functions such as; ISO Quality Assurance Coordinator and Chairman, Hospitality and Tourism-Related Services Committee	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Attentively attended virtual meetings

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:



LILIAN B. NUÑEZ
 Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Randy G. Omega
Performance Rating : 4.61 (Outstanding) January-June 2024

Aim: To improve leadership capability as head of the Department/Dean of the College.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2024

Target Date: September 2024

First Step:

Required Mr. Omega to attend seminars on leadership and management to improve DTHM functions on instruction, research, extension and production.

Result:

Actively participated in meetings with VSU leaders and attended leadership seminars.

Date: October 2024

Target Date: December 2024

Next Step:

Apply the leadership strategy learned from the seminar _____

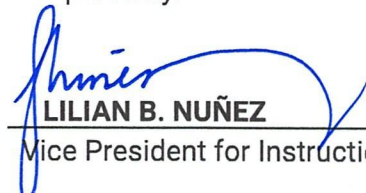
Outcome:

Was able to face the challenge brought about being a new head specially on academic matters.

Final Step/Recommendation:

Mr. Omega may seek advice from higher authorities on other essential elements needed to improve the department and for the offering of MS Program in DTHM.

Prepared by:


LILIAN B. NUÑEZ
Vice President for Instruction

Conforme:


RANDY G. OMEGA
Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS
BY DEPARTMENT**

2nd Semester AY 2023-2024

Department: Dept. of Tourism and Hospitality Management

College: College of Management and Economics

Faculty Name	Number of Classes	Numerical Rating	Percentile Rating	Descriptive Rating
Alexander L. Cabral	7	4.86	97.14%	Outstanding
Cle Marven P. Balaga	11	4.86	97.27%	Outstanding
Daniel D. Sumabat	7	3.86	77.14 %	Very Satisfactory
Hannah Mae E. Quimbo	4	4.00	80.00 %	Very Satisfactory
Jennifer C. Dumaguing	9	4.56	91.11%	Outstanding
Ma. Babette Jeds L. Castil	11	4.36	87.27%	Very Satisfactory
Magnolia C. Lao	13	3.69	73.85%	Very Satisfactory
Marjorie B. Escuadra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estember	7	4.43	88.57%	Very Satisfactory
Mauren Joy F. Manadong	5	4.00	80.00%	Very Satisfactory
Randy G. Omega	3	5.00	100.00%	Outstanding
Pauline S. Caintic	2	4.50	90.00%	Outstanding
Ma. Louella C. Tambis	4	4.75	95.00%	Outstanding
Department Mean		4.43	88.51 %	Very Satisfactory

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: 11-08-2024




Attested by:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:


RANDY G. OMEGA

Name and Signature of Department Head

Date: 12/9/24


LILIAN BANDOLA NUÑEZ

Name and Signature of College Dean

Date: 12-9-24

Distribution of copies: IEO, College, Department