

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Aireen Y. Clores

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.72	4.72 X 50% =	2.36
b. Students (50%)	4.66	4.66 X 50% =	2.33
Total for Instruction	100%		4.69
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.69

EQUIVALENT NUMERICAL RATING: 4.69  
Add: Additional Points, if any: -  
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: Very Satisfactory

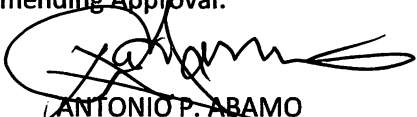
Prepared by:

  
AIREEN Y. CLORES  
Name of Faculty


Reviewed by:

  
NANCY V. DUMAGUING  
Department Head

Recommending Approval:

  
ANTONIO P. ABAMO  
Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Aireen Y. Clores of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.

Aireen Y. Clores

Ratee

Approved: NANCY V. DUMAGUING

Head of Unit

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of Course Outlines/syllabus revised</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	60	61	4	5	4	4.33	
	<b>No. of IMs revised</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	1	4	4	5	5	4.66	
	<b>No. of long/term exams conducted, checked and recorded</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	200	458	5	5	5	5.00	
	<b>No. of quizzes administered, checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	500	612	4	5	5	4.66	

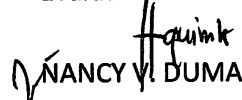


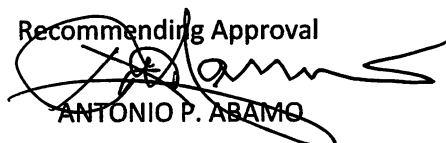
MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of student projects supervised &amp; checked</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	300	206	4	5	5	4.66	
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	200	305	4	5	5	4.66	
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	200	206	4	5	5	4.66	
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	2	3	4	5	5	4.66	

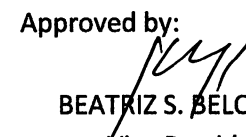
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Average Rating		4.72
Additional Points		-
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		VS

Comments & Recommendations For Development Purposes:  No involvement in research and extension Attend seminar/workshop on proposal writing
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Evaluated and Rated By:  
  
NANCY V. DUMAGUING  
Department Head  
Date: \_\_\_\_\_

Recommending Approval  
  
ANTONIO P. ABAMO  
Dean, CME  
Date: \_\_\_\_\_

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President  
Date: \_\_\_\_\_

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

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## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:** Ms.Aireen Y. Clores

**Performance Rating:**

**Aim:** To improve teaching performance

**Proposed Intervention to improve Performance:**

**Date:** January 2018

**Target:** June 2018

### First Step

- 1) To review/revise the On-the-Job Training (OJT) Manual
- 2) Sending OJT on time for deployment for 1<sup>st</sup> semester 2018
- 3) Review/revise process of OJT deployment, find linkage/partnership for possible OJT abroad
- 4) Revise/update course syllabus

### Result:

- 1) Revised OJT Manual
- 2) Achieved early deployment of OJT students prior to start of classes , 1<sup>st</sup> semester SY 2018-2019
- 3) Revised HRTM 143 (Banquet and Catering Services) syllabus

**Date:** July 2018

**Target Date:** December 2018

### Next Step:

- 1) Monitor/evaluate students on field practice
- 2) Monitor course requirements

### Outcomes :

- 1) Shortened procedures in OJT deployment
- 2) Early deployment linkage by sending communications to OJT industry partners
- 3) 100% OJT students started August 1 (of every year) for OJT

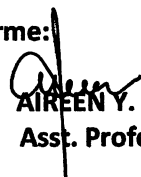
### Final Step/Recommendation:

Revisit course syllabus and industry partners for assessment.

**Prepared by:**

  
NANCY V. DUMAGUING  
Head, DCHM

**Conforme:**

  
AIREEN Y. CLORES  
Asst. Professor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Wilson, J. Charles  
Position: Senior Analyst

Area: Information Systems

Position: Information Systems Analyst

Target Area: 2018

Date: January 2018

Objectives:

- 1) To review/evaluate the On-the-job Training (OJT) Manual
- 2) Submit OJT Manual for approval for 1st semester 2018
- 3) Review/evaluate process of OJT deployment and feedback for approval for 1st semester 2018
- 4) Review/evaluate course syllabus

Results:

- 1) Revised OJT Manual
- 2) Approved and deployment of OJT manual prior to start of classes, 1st semester 2018
- 3) Revised HMTM 2018 (Revised and revised for 2018)

Target Area: 2018

Date: July 2018

Objectives:

- 1) Monitor/evaluate students on their practice
- 2) Monitor course registration

Objectives:

- 1) Revised procedures for OJT deployment
- 2) Body deployment form by sending course number to OJT industry partners
- 3) 100% OJT students started July 2018 (for every year) for OJT

Final step/recommendations:

Review course syllabus and industry partners for next semester

WILSON, J. CHARLES  
Senior Analyst

Approved:  
WILSON, J. CHARLES  
Senior Analyst

PERFORMANCE COACHING AND MONITORING & JOURNAL

STUDENTS' COMMENT(S): AIREEN Y. CLORES

First Sem SY 2018-2019	Second Sem SY 2018-2019
1. Improve teaching skill	1.
2. Make the class lively	2.
3. Be fair in giving grades	3.
4. Be consistent	4.
5. Give clear instruction	5.


Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
<b>A. Coaching</b>				
<input checked="" type="checkbox"/> a. Issuance of Memo	Memo: Reminders to submit grades on time	1	Aug. 2018	
<input type="checkbox"/> b. One-on-one/ Face-to-Face coaching				
<input type="checkbox"/> c. Group Coaching				
<input type="checkbox"/> d. Others				
<b>B. Monitoring</b>				
<input checked="" type="checkbox"/> a. Actual Class Observation	Random observation of classes	1	Sept. 2018	
<input type="checkbox"/> b. Others (specify)				

(Note: Please use extra sheet if necessary)

Conducted By:

  
NANCY V. DUMAGUING  
Immediate Supervisor

Verified By:

  
ANTONIO P. ABAMO  
Next Higher Supervisor





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND  
HOSPITALITY MANAGEMENT**  
College of Management and Economics,  
Visayas State University  
Visca, Baybay City, Leyte PHILIPPINES  
Email: dchm@vsu.edu.ph  
Website: www.vsu.edu.ph

.Exhibit I

**PERFORMANCE MONITORING FORM**  
July – December 2018

**Name of Employee: Aileen Y. Clores\*\*\***


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	Teach undergraduate courses	Hrtm 200.5 HRTM 143 HRTM 200.2 Hrtm 136 ABMg 11	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	
2	Serve as OJT coordinator	Placement of 25 OJTs	Aug. 1, 2018	Nov. 21, 2018	Nov. 21, 2018	I	VS	
3	Provide advise to CME-SSC	Supervised one (1) CME-SSC committee	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	
4	Chair/ Member, Dept. Committee	1/3 Chair/ Member Dept Com.	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	
5	Serve as DPC	Member,DPC	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	

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

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

\*\*\* On teacher's leave status (Dec. 15-31, 2018)

Prepared by:

  
**NANCY V. DUMAGUING**  
Head, DCHM

**VSU's Vision:** A globally competitive university for science, technology, and environmental conservation.

**VSU's Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

