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	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating
	(2)		(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	<u>-</u>	-	-
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:

AIREE OF CLORES

Name of Faculty

Reviewed by:

MANCY V. DUMAGUING

Department Head

Recommending Approval:

Dean

Approved:

BEATIRZ S. BELONIAS

Vice President for Instruction

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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 V CLORES

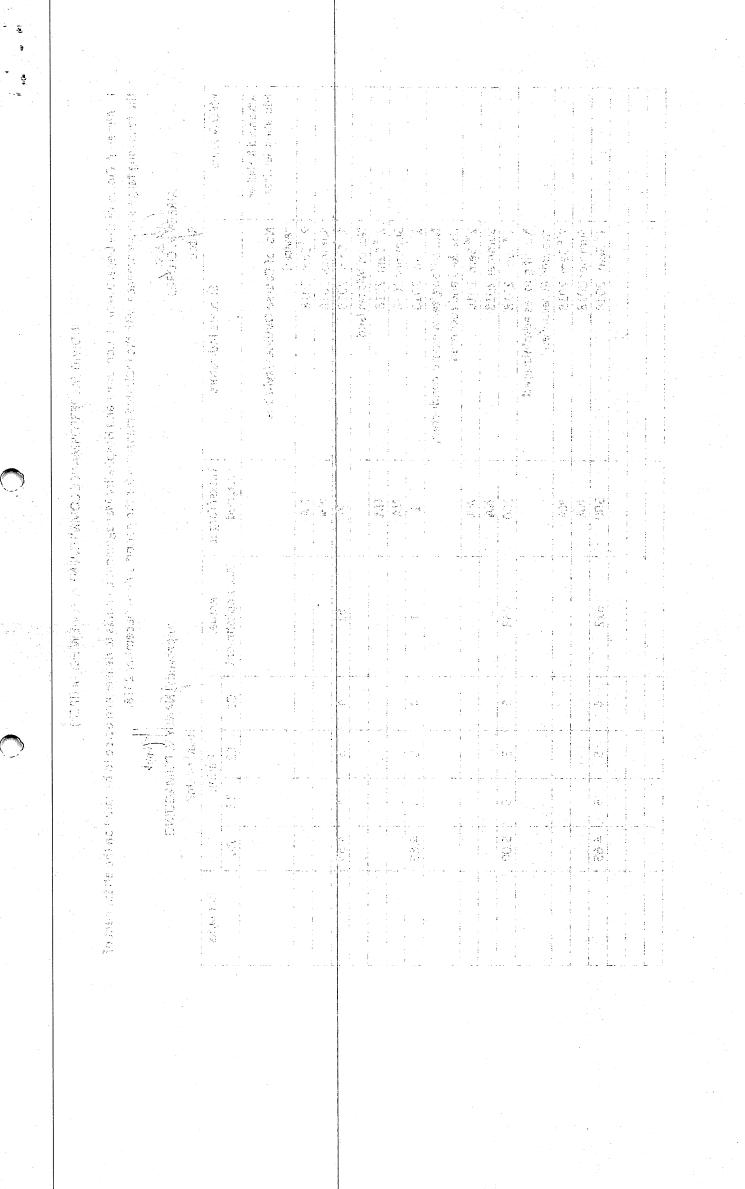
Approved: NA

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Ratee

Head of Unit

Ratee			' Head of Unit					
MFO & PAPS	Success Indicators	Tasks/Target	Actual	Rating				Remarks
		Assigned	Accomplishment	Q1	E2	Т3	A4	
Advanced & Higher								
Education Services	No. of Course Outlines/syllabus revised							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	60	61	4	5	4	4.33	
	No. of IMs revised							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	1	4	4	5	5	4.66	
	No. of long/term exams conducted,]			
	checked and recorded							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	200	458	5	5	5	5.00	
	No. of quizzes administered,							
	checked & recorded							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	500	612	4	5	5	4.66	
	-							



Success Indicators	Tasks/Target		Remarks				
	Assigned	Accomplishment	Q1	E2	T3	A4	
No. of student projects supervised & checked							
2 nd Sem 2018	NA						
Summer 2018	NA						
1 st Sem 2018	300	206	4	5	5	4.66	
No. of laboratory activities checked					ł		
& recorded							
2 nd Sem 2018	NA						
Summer 2018	NA						
1 st Sem 2018	200	305	4	5	5	4.66	
No. of students grades computed							
2 nd Sem 2018	NA						
Summer 2018	NA						
1 st Sem 2018	200	206	4	5	5	4.66	
No. of course grade submitted							
2 nd Sem 2018	NA		·				
Summer 2018	NA						
1 st Sem 2018	2	3	4	5	5	4.66	
						-	
	checked 2 nd Sem 2018 Summer 2018 1 st Sem 2018 No. of laboratory activities checked & recorded 2 nd Sem 2018 Summer 2018 1 st Sem 2018 No. of students grades computed 2 nd Sem 2018 Summer 2018 Summer 2018 No. of course grade submitted 2 nd Sem 2018 No. of course grade submitted 2 nd Sem 2018 Summer 2018	No. of student projects supervised & checked 2 nd Sem 2018 Summer 2018 1 st Sem 2018 No. of laboratory activities checked & recorded 2 nd Sem 2018 NA Summer 2018 NA 1 st Sem 2018 NA 1 st Sem 2018 No. of students grades computed 2 nd Sem 2018 No. of students grades computed 2 nd Sem 2018 NA Summer 2018 NA 1 st Sem 2018 NA Summer 2018 NA 1 st Sem 2018 NA Summer 2018 NA 1 st Sem 2018 NA NA 1 st Sem 2018 NA NA NA NA NA NA NA NA NA N	No. of student projects supervised & checked NA 2nd Sem 2018 NA Summer 2018 NA 1st Sem 2018 300 206 No. of laboratory activities checked & recorded NA 2nd Sem 2018 NA Summer 2018 NA 1st Sem 2018 200 No. of students grades computed NA 2nd Sem 2018 NA Summer 2018 NA 1st Sem 2018 NA 1st Sem 2018 NA No. of course grade submitted 200 2nd Sem 2018 NA Summer 2018 NA Summer 2018 NA	No. of student projects supervised & checked 2nd Sem 2018 NA 2nd Sem 2018 NA 300 206 4 Summer 2018 300 206 4 No. of laboratory activities checked & recorded 8 recorded 8 recorded 8 recorded 8 recorded 8 recorded 9 recorded	No. of student projects supervised & checked 2 nd Sem 2018 NA Summer 2018 NA 1 st Sem 2018 300 206 4 5 No. of laboratory activities checked & recorded 2 nd Sem 2018 NA 1 st Sem 2018 NA	No. of student projects supervised & checked NA 2nd Sem 2018 NA Summer 2018 NA 1st Sem 2018 300 206 4 5 5 No. of laboratory activities checked & recorded NA 8 1	No. of student projects supervised & checked NA Checked 2nd Sem 2018 NA Checked Summer 2018 NA Checked 1st Sem 2018 300 206 4 5 5 4.66 No. of laboratory activities checked Checked

MFO & PAPS	Success Indicators	Tasks/Target	Actual		Rating		Remarks	
		Assigned	Accomplishment	Q1	E2	T3	A4	
Advanced & Higher Education Services								
	Student Advising							
	No. of hrs. spent on student advising	5 hrs/wk	10 hrs/wk	5	5	5	5.00	
	No. of hrs. spent on academic advising during enrolment	5 hrs/wk	10 hrs/wk	5	5	5	5.00	
	No. of organization advised	1	1	4	5	5	4.66	
	No. of student-related activities assisted	1	1	4	5	5	4.66	
University Committee Membership	Food Preparation	-	-					
	Snacks Preparation and service	-	-					
							-	
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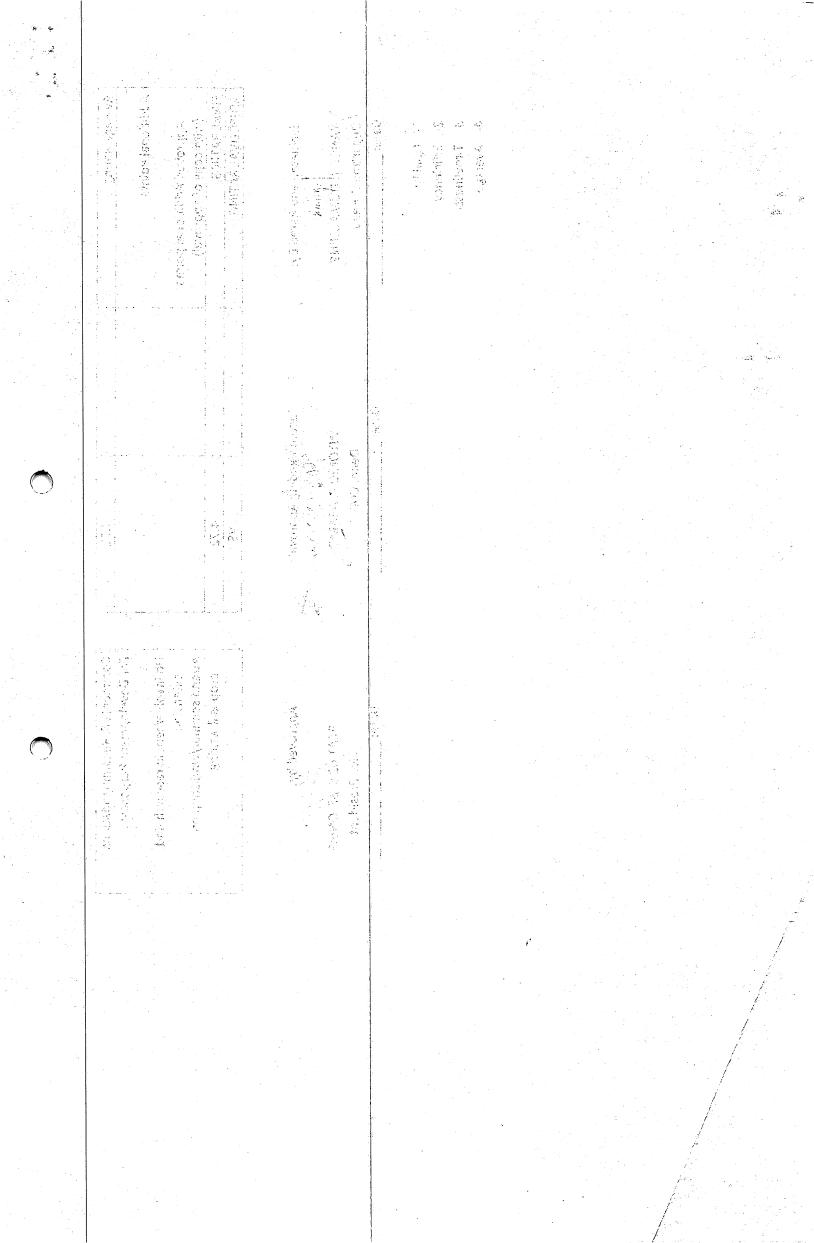
Average Rating	4.72
Additional Points	-
Approved Additional points (with copy of approval)	į.
FINAL RATING	4.72
ADJECTIVAL RATING	VS

Comments & Recommendations
For Development Purposes:

No involvement in research and extension
Attend seminar/workshop on proposal writing

Evaluated and Rated By:	Recommending Approval	Approved by:
#quink	Mann S	July'
() MANCY YE DUMAGUING	ANTÓNIO P. ABAMO	BEATRIZ S. BELONIAS
Department Head	Dean, CME	Vice President
Date:	Date:	Date:

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



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 1st 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 , 1st semester SY 2018-
- 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:

Conforme:

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- 1) To review/Levisorthe On the low Training (CD) Manual
- 2) Sunding Office simpler deployment for 1st semister 2018
- 3. Peylow mytse process of Och deployment, that takes of partnership for pasebles OFF discout
 - 4) Kevisa/undare course cyllabali

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- 2) Admires de authorité de ployment de COT suidents print no était of classics : 1st amnésion 57.7018-2018
 - 3) Revised HigTW 143 (Banquet and Laradop Sot ides) syllabus

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- 1) Substaned procedures in OT deployment
- 2) Farly deployment figure by sanding communications to GIT increts partners.
 - 3) 100 Kill succeeded at acted August 1 (of every year) 15 f Off

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Revisit course syliabus and industry partners for assissance and

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Appendix G

PERFORMANCE COACHING AND MONITORING & JOURNAL

STUDENTS' COMMENT(S): AIREEN V. CLORES

	Strategies	Brief Description of	Frequency	Date(s)	Outcome(s)
-	5. Give clear instruction		5.		
١	4. Be consistent		4.		
I	3. Be fair in giving grades	3	3.		
	2. Make the class lively		2.		
	1. Improve teaching skill		1.		
	First Sem SY 2018-2019		Second Sen	n SY 2018-201	9
	STODENIS COMME	II(S). AIREEN I. CLO			

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

(Note: Please use extra sheet if necessary)

Conducted By:

NANCY V. DUMAGUING Immediate Supervisor

Verified By:

Next Higher Supervisor

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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: Aireen 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		VS	
2	Serve as OJT coordinator	Placement of 25 OJTs	Aug. 1, 2018	Nov. 21, 2018	Nov. 21, 2018	J	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	1	VS	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

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.

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

