Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member:　　　　MARJORIE B. ESCUADRA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50% ~~75%~~	5x0.75=~~3.75~~ 2.5	
Students (50%)	50% ~~20%~~	4.25x0.20=~~0.85~~ 2.13	4.63
Total for Instruction	100% ~~95%~~		
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	~~2.50%~~		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50%		
Administration			
Production			
TOTAL	100%		4.63

EQUIVALENT NUMERICAL RATING:　　　　4.63

Add: Additional Points, if any:　　　　_____

TOTAL NUMERICAL RATING:　　　　4.63

ADJECTIVAL RATING:　　　　Outstanding

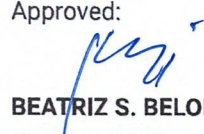Prepared by:

MARJORIE B. ESCUADRA
Name of Faculty

Reviewed by:

RANDY G. OMEGA
Department Head

Recommending Approval:

MOISES NEIL V.SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARJORIE B. ESCUADRA., a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</u> commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period August - December 31, 2023.

Approved:

MARJORIE B. ESCUADRA
Instructor I
Date: 1/4/24

RANDY G. OMEGA
Department Head
Date: 1/9/24

MOISES NEIL V. SERIÑO
College Dean
Date: 1/10/24

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	Eficiency	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 students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
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 (ask yassi)	Handles and teaches courses assigned	20	48.55	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5.00	HMgt 135-1 Thty 105-2 HMgt 135-2

		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	2	2	5	5	5	5.00	
		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	10	5	5	5	5.00	HMgt 135-2 Thty 105-2 HMgt 125-2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	25	5	5	5	5.00	HMgt 135-10 Thty 105-5 HMgt 125-5 HMgt 141-5
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	11	5	5	5	5.00	HMgt 135 lab report-6, Term paper - 1 Thty 105-1 HMgt 125-1 HMgt 141-1
PI 8: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students							
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as an adviser for internship report							
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		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	16	20	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	HoMADE Student Org (BSHM)
		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	HoMADE Student Org (BSHM)
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	1	5	5	5	5.00	(BSHM) Preliminary Survey Visit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms							
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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							

		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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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								
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews							
		A 34. Number of UMs submitted to	Prepares and submits application							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and	**A 36.** Number of active partnerships with LGUs, industries, NGOs, NGAs,	Identifies and links with probable partners for extension activities and							
	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							
	PI 3. Number of extension programs organized and supported consistent with	**A 38.** Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the	**A 39.** Percentage of beneficiaries who	Provides quality and relevant							
	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								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals	**A 41.** Percent of extension proposals	Prepares extension project proposals,							
	PI 11. Additional outputs *	**A 42.** No. of extension-related awards								
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	**A 44.** Compliance to all requirements of theQMS 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-confo rmity	zero non-conformity					
		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 (GASS)										

			Zero % complaint	Zero % complaint	5	5	5	5.00	
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	Initiates/introduces improvements in performfing functions resulting to best practice							
		Supervices and coordinates activities of room	50	59	5	5	5	5.00	Hostel - 26 rooms Apartelle - 33
		Supervises and coordinates activities of housekeeping attendants and public area cleaners	9	10	5	5	5	5.00	Hostel - 5 RA's Apartelle - 5 RA's
		Assists in managing and directing the day-to-day operations of all housekeeping and laundry functions	10	12	5	5	5	5.00	Cleaning rooms: 10 laundry functions: 2
		Coordinates with the houskeeping desk control clerk and front desk to ensure proper cleaning and maintenance of guestrooms.	5	6	5	5	5	5.00	Hotel: 3 Apartelle: 3
Total Over-all Rating									
Average Rating								80.00	Attendance to publication
Adjectival Rating								5.00	writing trainings.
								Outstanding	

Evaluated & Rated by:

RANDY G. OMEGA
Department Head
Date: 1/9/24

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 2/1/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/4/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: MARJORIE B. ESCUADRA

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 prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	August 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	August 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Encouraged to attend more trainings
3	Attends meetings and makes letters.	Very Impressive	August 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; VSU Accommodation Manager	Very Impressive	August 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Able to multitask to maintain productivity

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

RANDY G. OMEGA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : Marjorie B. Escuadra

Performance Rating   : **4.6(Outstanding) July-December 2023**

Aim: To improve leadership capability of faculty member

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

Date: July 2023   Target Date: September 2023

First Step:

Appointed Ms. Escuadra to be the BS in Hospitality Management Program Head

Result:

Actively led the BSHM Program

Date: October 2023   Target Date: December 2023

Next Step:

Apply the learnings and insights as BSHM Program Head to assist faculty and students.

Outcome:

Ms. Escuadra is confident in providing solutions to problems or issues in the program.
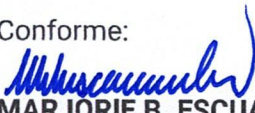
Final Step/Recommendation:

To attend a more advanced seminar on Managerial Effectiveness and Efficiency.

Prepared by:

RANDY G. OMEGA
Unit Head

Conforme:

MARJORIE B. ESCUADRA
Ratee