# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:     Chelyn G. Estillore

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1.  Instruction | | | |
|   i.  Head/Dean (50%) | 65% | 2.17 | 1.41 |
|   j.  Students (50%) | | 2.0 | 1.3 |
|   Total for Instruction | | | |
| 2.  Research | | | |
|   i.  Client/Dir. for Research  (50%) | 10% | 3 | 0.30 |
|   j.  Dept.  Head/Center  Director (50%) | | | |
|   Total for Research | | | |
| 3.  Extension | 10% | 3 | 0.30 |
|   i.  Client/Dir. for Extension (50%) | | | |
|   j.  Dept  Head/Center  Director (50%) | | | |
|   Total for Extension | | | |
| 4.  Support to Operation | 10% | 5 | 0.50 |
| 5.  General Administration | 5% | 5 | 0.25 |
| **TOTAL** | **100%** | | 4.06 |

EQUIVALENT NUMERICAL RATING:        4.06
Add:  Additional Points, if any:        0.0
TOTAL NUMERICAL RATING:        4.06

ADJECTIVAL RATING:                    **Very Satisfactory**

Prepared by:                        Reviewed by:

**CHELYN G. ESTILLORE**                **VENICE B. IBAÑEZ**
Name of Faculty                    Department Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**
Vice President

# VISAYAS STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

**"Exhibit B"**

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHELYN G. ESTILLORE, 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 accomplishments in accordance with the indicated measures for the period January - June 2021.

Approved:

**CHELYN G. ESTILLORE**
Instructor I
Date:

**VENICE B. IBAÑEZ**
Department Head
Date:

**MOISES NEIL V. SERIÑO**
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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 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 manuscript | | | | | | | | |
| | | *AS GAC Member* | Advises and corrects research outline and thesis/SP/dissertation manuscript | | | | | | | | |
| | | **A4** . *Number of students entertained for consultation purposes* | *Entertains students seeking consultation with faculty* | | | | | | | | |
| **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* | | | | | | | | |
| | | *On-line ready courseware* | *Prepares Instructional module/laboratory guide/workbook or a combination thereof* | | | | | | | | |
| | | *Supplemental learning resources* | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | | | | | | | | |
| | | *Assessment tools* | *Prepares assessment tools such as long exam, quizzes, problems sets, etc.* | | | | | | | | |
| | | *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* | | | | | | | | |
| | | *A 7 : Number of virtual classroom created and operational* | *Creates virtual classroom using either Moddle or Google Classroom* | | | | | | | | |

| | PI 10 . Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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* | 45.8 | 21.75 | 5 | 4 | 4 | 4.34 | |
| | | A10 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 11 | 7 | 4 | 4 | 3 | 3.67 | 2nd semester grades not included yet |
| | | 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 | 10 | 42 | 5 | 5 | 5 | 5.00 | |
| | | A12 . Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2 | 5 | 3 | 5 | 4.34 | |
| | | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 11 | 8 | 5 | 4 | 4 | 4.34 | Modular Quiz (2nd sem not yet included) |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 19 | 38 | 5 | 4 | 3 | 4.00 | |
| | | A15 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 6 | 1 | 4 | 3 | 3 | 3.33 | only one lab subject handled on the 1st semester and team taught ; 2nd semester not yet included |
| | PI 8: Number of students advised: * | A16. Number of students advised: | *Acts as academic adviser to students* | 14 | 150 | 5 | 5 | 5 | 5.00 | including BSHM 3 students |

| PI | Activity | Description | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | **A17**. Number of students advised on thesis/ field practice/special problem: | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | | | | | | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 7 | 19 | 5 | 5 | 5 | 5.00 | |
| | | **A18**. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 48 | 50 | 5 | 4 | 4 | 4.33 | |
| **PI 9:** Number of student organizations advised/ assisted * | **A19**. Number of Student organizations advised | Advises student organizations recognized by USOO | 1 | 1 | 5 | 5 | 4 | 4.67 | |
| | **A20**. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| **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 | 3 | 2 | 4 | 3 | 3 | 3.34 | 2 LGs, 1 Lab manuals |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 5 | 4 | 4 | 3 | 3.67 | 1 set per learning guide |

| PI | Activity | Task | | | | | | Average | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 6 | 4 | 4 | 4 | 4.00 | 1 set for each courseware |
| | | **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 | 1 | | 3 | 3 | 3 | 3.00 | only at dept level |
| | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 5 | 4 | 5 | 4 | 4 | 4.34 | |
| **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 | 4 | 4.67 | COPC BSHM |
| | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 5 | 2 | 4 | 4 | 4 | 4.00 | limited due to remote internship set-up |
| | **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 | Activity | Task | | | | | | Average | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **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 | 1 | | 3 | 3 | 3 | 3.00 | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | 1 | | 3 | 3 | 3 | 3.00 | |
| | | 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 scienfic for a/conferences | 1 | | 3 | 3 | 3 | 3.00 | |
| | | In int'l fora/conferences | | | | | | | | |
| | | In nat'l/regional fora/conferences | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 1 | | 3 | 3 | 3 | 3.00 | |
| | 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 | Implementes 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 | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | *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 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 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-conformity | | 5 | 5 | 5 | 5.00 | |
| | 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 | | 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 | | 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 performfing 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 | | | | | | | |

| | | | Comments & Recommendations for Development Purpose: |
|---|---|---|---|
| Average Rating | | | |
| Additional Points | | | |
| Approve Additional Points (with copy of approval) | | | Attend more advanced seminar on research related topics. |
| Final Rating | | | |
| Adjective Rating | | | |

Evaluated & Rated by:

**VENICE B. IBAÑEZ**
Department Head
Date:

Recommending Approval

**MOISES NEIL V. SERIÑO**
Dean, CME
Date:

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 10/14/21

Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee:  Chelyn G. Estillore

| 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 | HMgt 142 HMgt 138 HRTM 143 | March 12, 2021 | July 16, 2021 | July 30, 2021 | VI | VS | |
| 2 | Provide advise for OJT on their industry practice report | Act as adviser for 8 students Act as SRC for 13 students | March 12, 2021 | June 7, 2021 | August 3, 2021 | VI | VS | |
| 3 | Serve as member of department-based committees | Program Chair for Tourism Management Extension committee, Curriculum committee | January 2021 | December 31, 2021 | December 31, 2021 | VI | VS | |

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

Prepared by:

**VENICE B. IBAÑEZ**
Unit Head

# PERFORMANCE MONITORING & COACHING JOURNAL

Name: Estillore, Chelyn

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

Name of Office: _____ DTAM _____

Head of Office: _____ VB IBAÑEZ _____

Number of Personnel: _____ 17 _____

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---|---|---|---|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | Jan. 25, 2021  July 9, 2021 | Monthly meetings  - 1/22/2021  - 2/23/2021  - 3/22/2021  - 4/29/2021  - 5/27/2021  - 6/22/2021 | | | |
| Coaching | | | | | |

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

Conducted by:

___VENUE B. IBAÑEZ___
Immediate Supervisor

Noted by:

MOSES NEIL V. SUPIÑO
Next Higher Supervisor

Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

**Name of Employee**:     CHELYN G. ESTILLORE
**Performance Rating**:    January-June 2021

**Aim**: To develop skills related to research (Hospitality Mgt section)

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

Date: January 2021    Target Date:   June 2021

To attend webinars/seminars related to research

**Result**:
Increased knowledge on research

**Date**: May 2021      **Target Date**: June 2021

**Next Step**:
Apply the learnings and insights learned in serving as Student Research Committee member for students with undergraduate thesis.

**Outcome**:
Confident in providing suggestions for the improvement of the undergraduate thesis of students.

**Final Step/Recommendation**:

To attend more advanced seminar on research related topics.

Prepared by:

**VENICE B. IBAÑEZ**
Unit Head

Conforme:

**CHELYN G. ESTILLORE**
Name of Ratee Faculty

cc:  ODA-HRD