

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Aileen 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%)	4.66	4.66 X 50% =	2.33
b. Students (50%)	4.00	4.00 X 50% =	2.00
Total for Instruction	100%		4.33
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.33

EQUIVALENT NUMERICAL RATING: 4.33  
Add: Additional Points, if any: -  
TOTAL NUMERICAL RATING: 4.33

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 January to June 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	2	2	5	5	4	4.66	
	Summer 2018	1	1	4	5	4	4.33	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of IMs revised</b>							
	2 <sup>nd</sup> Sem 2018	2	2	5	5	4	4.66	
	Summer 2018	1	1	4	5	4	4.33	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of long/term exams conducted, checked and recorded</b>							
	2 <sup>nd</sup> Sem 2018	400	600	5	5	5	5.00	
	Summer 2018	200	580	5	5	5	5.00	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of quizzes administered, checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	800	1,450	5	5	5	5.00	
	Summer 2018	65	130	5	5	5	5.00	
	1 <sup>st</sup> Sem 2018	NA						





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	400	635	4	5	5	4.66	
	Summer 2018	65	78	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	500	950	4	5	5	4.66	
	Summer 2018	50	65	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2018	400	530	4	5	4	4.33	
	Summer 2018	50	130	5	5	4	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2018	3	5	4	5	4	4.33	
	Summer 2018	1	2	5	5	4	4.66	
	1 <sup>st</sup> Sem 2018	NA						

Item	Quantity	Unit	Value	Remarks
1. 2500 5010	100	kg	100	
2. 2500 5010	100	kg	100	
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98. 2500 5010	100	kg	100	
99. 2500 5010	100	kg	100	
100. 2500 5010	100	kg	100	

[illegible]

DATE	DESCRIPTION	AMOUNT	DEBIT	CREDIT	BALANCE
1950-01-01	Balance				100.00
1950-01-15	Payment	25.00			75.00
1950-02-01	Interest		5.00		70.00
1950-02-15	Payment	15.00			55.00
1950-03-01	Interest		3.00		52.00
1950-03-15	Payment	10.00			42.00
1950-04-01	Interest		2.00		40.00
1950-04-15	Payment	8.00			32.00
1950-05-01	Interest		1.00		31.00
1950-05-15	Payment	5.00			26.00
1950-06-01	Interest		1.00		25.00
1950-06-15	Payment	3.00			22.00
1950-07-01	Interest		1.00		21.00
1950-07-15	Payment	2.00			19.00
1950-08-01	Interest		1.00		18.00
1950-08-15	Payment	1.00			17.00
1950-09-01	Interest		1.00		16.00
1950-09-15	Payment	1.00			15.00
1950-10-01	Interest		1.00		14.00
1950-10-15	Payment	1.00			13.00
1950-11-01	Interest		1.00		12.00
1950-11-15	Payment	1.00			11.00
1950-12-01	Interest		1.00		10.00
1950-12-15	Payment	1.00			9.00
1951-01-01	Interest		1.00		8.00
1951-01-15	Payment	1.00			7.00
1951-02-01	Interest		1.00		6.00
1951-02-15	Payment	1.00			5.00
1951-03-01	Interest		1.00		4.00
1951-03-15	Payment	1.00			3.00
1951-04-01	Interest		1.00		2.00
1951-04-15	Payment	1.00			1.00
1951-05-01	Interest		1.00		0.00




Average Rating		4.66
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.66
ADJECTIVAL RATING		Very Satisfactory

#### Comments & Recommendations

##### For Development Purposes:

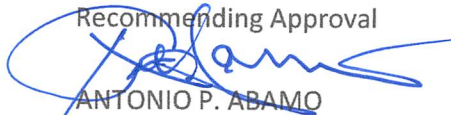
Some students are unsatisfied  
with teaching performance.  
Improve teaching methods with  
emphasis on OBE strategies

Evaluated and Rated By:

  
NANCY W. DUMAGUING  
Department Head


Date: 4/16/2018

Recommending Approval

  
ANTONIO P. ABAMO  
Dean, CME

Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President

Date: \_\_\_\_\_

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

PERFORMANCE COACHING AND MONITORING & JOURNAL

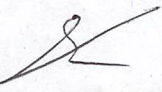
STUDENTS' COMMENT(S): AIREEN Y. CLORES

First Sem SY 2017-2018	Second Sem SY 2017-2018
1. Should dismiss the class on time	1. Don't give too many requirements
2.	2.
3.	3.
4.	4.
5.	5.

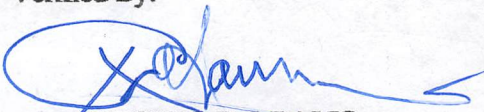
Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
<input type="checkbox"/> m. Issuance of Memo				
<input checked="" type="checkbox"/> n. One-on-one/ Face-to-Face coaching	Provided feedbacks of resto operation Discussed strategy to improve service			Minimal guest complaints
<input type="checkbox"/> o. Group Coaching				
<input type="checkbox"/> p. Others				
B. Monitoring				
<input type="checkbox"/> g. Actual Class Observation				
<input checked="" type="checkbox"/> h. Others (specify)	Observe actual weekly operation of DCHM resto as lab for HRTM 143 Banquet and Catering class			

(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**  
January – June 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 134 HRTM 143 HRTM 200.2	January 10, 2018	May 17-18, 2018	May 14-15, 2018	I	VS	
2	Serve as OJT coordinator	Placement of 90 OJTs	January 10, 2018	June 3, 2018	Last month of placement	I	VS	
3	Provide advise to CME-SSC	Supervised one (1) CME-SSC committee	January 10, 2018	June 9, 2018	June 8, 2018	I	VS	
4	Chair Dept. Curriculum Committee	2 curriculum proposal approved	January 2018	May 25, 2018	June 2018	I	VS	
5	Serve as DPC	Recommended faculty for PT instructor (2)	January 2, 2018	June 9, 2018	June 8, 2018	I	VS	

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

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

Prepared by:

  
**NANCY V. DUMAGUING**  
Head, DCHM

**VSU's Vision:**  
**VSU's Mission:**

A globally competitive university for science, technology, and environmental conservation.

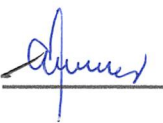
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms.Aireen Y. Clores  
Performance Rating:

Signature: 

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  
Ratee

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