

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: MAGNOLIA C. LAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	<u>50%</u>	$4 \times 0.50 = 2.36$	
Students (50%)	<u>50%</u>	$3.69 \times 0.50 = 1.845$	
Total for Instruction	100%	4.2	4.21
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research			
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension			
Administration			
Production			
TOTAL	100%		4.21

EQUIVALENT NUMERICAL RATING: 4.21

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.21

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MAGNOLIA C. LAO

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAGNOLIA C. LAO**, a faculty member of the DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT commit to this deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December, 2024

MAGNOLIA C. LAO

Asst. Professor II

Date: Dec 26, 2024

Approved:

RANDY G. OMEGA

Head, DTHM

Date: Dec 27, 2024

LILIAN B. NUÑEZ

College Dean

Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January-December 2024)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	NONE						
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NONE						
		A3. Number of students advised on								
		As GAC Chairman	Advises and corrects research	NONE						
		AS GAC Member	Advises and corrects research	NONE						
		A4. Number of students entertained for	Entertains students seeking	NONE						
	PI9: Number of instructional	A5. Number of on-line ready coursewares	Converts the existing instructional	NONE						
		On-line ready courseware	Prepares Instructional	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	NONE						
		Assessment tools	Prepares assessment tools such	NONE						
		A 6 : Number of on-line course ware	Submits the course ware duly	NONE						
		A 7 : Number of virtual classroom created	Creates virtual classroom using	NONE						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	83.05	5	5	5	5.00	2nd sem-7 subjects, 2nd sem 5 subjects

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0	24	5	5	5	5.00	
		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	5	26	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	0	0	0	0	0.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	994	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	2,413	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	2,000	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	60	141	5	5	5	5.00	
		A17. Number of students advised on thesis/field practice/special problem:	Acts as Adviser	15	27	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SF' manuscript		5	5	5	5	5.00	
		As Case Study Adviser	Advises and corrects research outline and thesis/SF' manuscript		27	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	90	232	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOC							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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		2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	50	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	

	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	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
UMFO 3. RESEARCH SERVICES:										
	PI 1. Number of research outputs	A27. Number of research outputs in the past	Conducts research for possible							
	PI 2. Number of research outputs	A 28. Number of research outputs	Conducts and completes research							
	PI 3. Percentage of research outputs	A 29. Percentage of research outputs	Writes publishable materials out of							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scientific for							
		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							
	PI 6. Additional outputs	A 32. No. of research-related awards								
		A 33. Number of journal articles/scientific paper received and reviewed as	Acts as peer reviewer of journal articles/scientific papers, reviews							
		A 34. Number of UMs submitted to ITSC, VSU	Prepares and submits application for UM of technology generated out							
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	1	0	0	0	0	0.00	
	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	15	0	0	0	0	0.00	
	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	Implements duly approved extension projects	1	0	0	0	0	0.00	
	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	1	0	0	0	0	0.00	
	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	1	0	0	0	0	0.00	
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Person	Resource Persons		1	0	0	0	0	0.00	
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		1	0	0	0	0	0.00	

	Evaluator	Evaluator			0	0	0	0	0.00	
	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) *								
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	A 44. Compliance to all requirements of the QMS 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	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						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	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 performing functions resulting to best practice							
Total Over-all Rating		85							Attend more advanced seminar on research and extension related topics.	
Average Rating		3.27								
Adjectival Rating		Satisfactory								

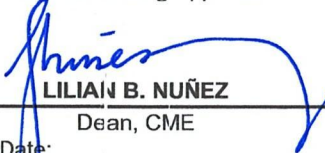
Evaluated & Rated by:


RANDY G. OMEGA

Department Head

Date: Dec 27, 2024

Recommending Approval


LILIAN B. NUÑEZ

Dean, CME

Date:

Approved by:


ROTACIO S. GRAVOSO

Vice President for Instruction

Date:

PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Tourism and Hospitality Management
 Head of Office : Randy G. Omega
 Number of Personnel : 10 Permanent Faculty

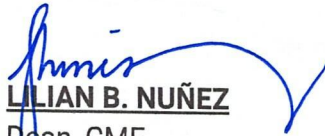
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).


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

Conducted by:


RANDY G. OMEGA
 Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
 Dean, CME


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	CMPBALAGA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		MBJLCASIL	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		MBESCUADRA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		MCLao	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		MJFManadong	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		RGOmega	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		HMEQuimbo	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		DDSUMABAT	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		KKOVILLARUBIA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	CMPBALAGA	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	


	Practice Manuscripts/ Lab Exercises	ATCabal	July-December 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript
Spent Hours For Students Consultations		MBJLCastil	July-December 2024					Review Outlines	Review Outlines	Review Outlines
		MBEscuadra	July-December 2024					Review Outlines	Review Outlines	Review Outlines
		MCLéio	July-December 2024					Review Outlines	Review Outlines	Review Outlines
		MJFManadong	July-December 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript
		RGOrnaga	July-December 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript
		HMEQuimbo	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts
		DDSuMABAT	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts
		KKOVILLARUBIA	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts
		CMPDIALAGA	July-December 2024	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	All students that asks for consultation
		ATCabal	July-December 2024	1-5MT _H 8-12 W	1-5MT _H 8-12 W	1-5MT _H 8-12 W	1-5MT _H 8-12 W	1-5MT _H 8-12 W	1-5MT _H 8-12 W	All students that asks for consultation
		MBJLCastil	July-December 2024	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	All students that asks for consultation
		MBEscuadra	July-December 2024	8-10, 1-4 MT _H	8-10, 1-4 MT _H	8-10, 1-4 MT _H	8-10, 1-4 MT _H	8-10, 1-4 MT _H	8-10, 1-4 MT _H	All students that asks for consultation
		MCLéio	July-December 2024	3-5 MT _H 4-5 TW	3-5 MT _H 4-5 TW	3-5 MT _H 4-5 TW	3-5 MT _H 4-5 TW	3-5 MT _H 4-5 TW	3-5 MT _H 4-5 TW	All students that asks for consultation
		MJFManadong	July-December 2024	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	All students that asks for consultation
		RGOrnaga	July-December 2024	3-5 MT _H 8-9 TWF	3-5 MT _H 8-9 TWF	3-5 MT _H 8-9 TWF	3-5 MT _H 8-9 TWF	3-5 MT _H 8-9 TWF	3-5 MT _H 8-9 TWF	All students that asks for consultation
	HMEQuimbo	July-December 2024	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	All students that asks for consultation	
	DDSuMABAT	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation	

		<i>KKOVILLARUBIA</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		<i>CMPBALAGA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		<i>ATCabral</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		<i>MBJLCASTIL</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		<i>MBESCUADRA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		<i>MCLao</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>MJFManadong</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>RGOmega</i>	July-December 2024							
		<i>HMEQuimbo</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>DDSUMABAT</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>KKOVILLARUBIA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		<i>CMPBALAGA</i>	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024						Final Grades	HMgt 147, HMgt 150
		<i>MBJLCASTIL</i>	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt141
		<i>MBESCUADRA</i>	July-December 2024						Final Grades	HMgt125, THty105
		<i>MCLao</i>	July-December 2024						Final Grades	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024						Final Grades	TMgt 125, THty21

[illegible]

	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCAñAL, MBJLCASTIL, n, MBESCUADRA, MCLa, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:


RANDY G. OMEGA
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **MAGNOLIA C. LAO**

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 the prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Submitted Syllabus. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Able to multitask and maintain productivity
3	Attends meetings and workshops as instructed by immediate Head.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Attended DTHM Faculty meetings regularly
4	Performs other functions such as; Personnel Committee	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	May ensure that report has been made

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Magnolia C. Lao
Performance Rating : 4.21 (Very Satisfactory) July – December 2024

Aim: To develop skills related to research and extension project proposal writing and development

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

Date: July 2024

Target Date: September 2024

First Step:

To attend webinars or seminars related to research and extension proposal writing and development.

Result:

Increased knowledge on research and extension project proposal writing.

Date: October 2024

Target Date: December 2024

Next Step:

Apply the learnings and insights learned in preparing and conducting extension projects.

Outcome:

Confidence in preparing and implementing extension projects.

Final Step/Recommendation:

To attend more advanced seminars on research and extension related topics..

Prepared by:



RANDY G. OMEGA

Unit Head

Conforme:



MAGNOLIA C. LAO

Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS
BY DEPARTMENT**

2nd Semester AY 2023-2024

Department: Dept. of Tourism and Hospitality Management

College: College of Management and Economics

Faculty Name	Number of Classes	Numerical Rating	Percentile Rating	Descriptive Rating
Alexander L. Cabral	7	4.86	97.14%	Outstanding
Cle Marven P. Balaga	11	4.86	97.27%	Outstanding
Daniel D. Sumabat	7	3.86	77.14 %	Very Satisfactory
Hannah Mae E. Quimbo	4	4.00	80.00 %	Very Satisfactory
Jennifer C. Dumaguing	9	4.56	91.11%	Outstanding
Ma. Babette Jeds L. Castil	11	4.36	87.27%	Very Satisfactory
Magnolia C. Lao	13	3.69	73.85%	Very Satisfactory
Marjorie B. Escuadra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estember	7	4.43	88.57%	Very Satisfactory
Mauren Joy F. Manadong	5	4.00	80.00%	Very Satisfactory
Randy G. Omega	3	5.00	100.00%	Outstanding
Pauline S. Caintic	2	4.50	90.00%	Outstanding
Ma. Louella C. Tambis	4	4.75	95.00%	Outstanding
Department Mean		4.43	88.51 %	Very Satisfactory

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: 11-08-2024



Attested by:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:


RANDY G. OMEGA

Name and Signature of Department Head

Date: 12/9/24


LILIAN BANDOLA NUÑEZ

Name and Signature of College Dean

Date: 12-9-24

Distribution of copies: IEO, College, Department