

**Exhibit K****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			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	80%	3.75	3.0
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	2	0.4
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			3.40

EQUIVALENT NUMERICAL RATING: 3.40  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 3.40

ADJECTIVAL RATING:

Prepared by:

Chelyn G. Estillore  
**CHELYN G. ESTILLORE**  
Name of Faculty

Reviewed by:

Venice B. Ibañez  
**VENICE B. IBÁÑEZ**  
Department Head

Recommending Approval:

Moises Neil V. Serino  
**MOISES NEIL V. SERIÑO**  
Dean/Director

Approved:

Beatriz S. Belonias  
**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 DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT 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 JULY - DECEMBER 2021.

Approved:

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

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

  
**MOISES NEIL V. SERIÑO**  
College Dean  
Date: 3/10/22

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	Efficiency	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							

		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		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							
		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	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							
	<b>PI 10 . Additional outputs:</b>	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	45.8	26.25	4	4	3	3.67	21.75
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	11	5	5	4	2	3.67	7
		<b>A 11 .</b> 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	1	5	5	5	5.00	42
		<b>A12 .</b> Number of trainings attended related to instruction	Attend mandated trainings	1						2
		<b>A13 .</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	11	4	4	2	0	2.00	8



		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	19	38	4	3	0	2.34	38
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	4	3	3	0	2.00	1
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	14	85	5	5	5	5.00	150
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		2	3	4	3	3.34	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	7	4	3	4	3	3.34	19
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	48	10	5	5	5	5.00	50
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5	1
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	1	5	5	5	5	1
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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		3	3	3	3	2
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	19	4	4	3	3.67	5
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	4	4	3	3.67	<sup>6</sup> set for each courseware <sup>1</sup>
		<b>A 23 :</b> 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	only at dept level
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	3	4	4	4	4.00	4
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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		4	4	4	4	<sup>1</sup> COPC BSHM
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	2	5	4	2	4.67	<sup>2</sup> limited due to remote internship set-up



		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	60	2	2	2	2	
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	6	2	2	2	2	
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	6	2	2	2	2	
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0	2	2	2	2	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							



	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								





UMFO 6. General Admin. & Support Services										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19: VSU internship manual	Designs administration/management related activities and other outputs to implement new normal/reviewed internship manual			4	3	3	3.34	
		<b>A49.</b> Alumni Communicator	Attends to meetings on alumni matters, disseminate information to alumni, conduct tracer study, maintain active social media group account for VSU alumni updates, submits to alumni and community relations office of VSU and other offices data pertinent to BSHM alumni			4	4	4	4.00	
	<b>Average Rating (total over-all rating divided by 4)</b>				3.47	Comments & Recommendations for Development Purpose: Attendance to research & extension related trainings				
	<b>Additional Points:</b>									
	<b>Approved Additional Points (with copy of approval)</b>									
	<b>Final Rating</b>									
	<b>Adjectival Rating</b>									


Evaluated & Rated by:

  
**VENICE B. IBÁÑEZ**

Department Head

Date:

Recommending Approval

  
**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 3/10/22

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



## Exhibit I

## PERFORMANCE MONITORING FORM

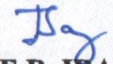
Name of Employee: Chelyn G. Estillore

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	August 2021	December 2021	January 28, 2022	VI	VS	
2	Provide advise for undergraduate thesis	Act as adviser to 8 students Act as SRC for 13 students	August 2021	December 2021	January 28, 2022	VI	VS	
3	Serve as chair and member of department-based committees	Personnel, Curriculum, Instructional Materials Program Chair (HM)	January 2021	December 31, 2021	December 31, 2021	VI	VS	
4	Serve as OJT coordinator	Coordinates with OJT-related matter for BSHM and BSHRTM	January 2021	December 31, 2021	January 28, 2022	VI	VS	

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

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

Prepared by:

  
**VENICE B. IBÁÑEZ**  
 Unit Head



## PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Department of Tourism and Hospitality Management

**Head of Office:** Ms. Venice B. Ibañez

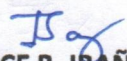
**Number of Personnel:** Ms. Chelyn G. Estillore

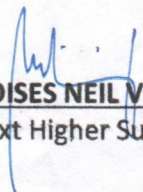
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		x			
Coaching	x	x			

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

Conducted by:

Noted by:

  
**VENICE B. IBÁÑEZ**  
 Immediate Supervisor

  
**MOISES NEIL V. SERIÑO**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:** CHELYN G. ESTILLORE  
**Performance Rating:** July-December 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:** December 2021

To attend webinars/seminars related to research

**Result:**  
Increased knowledge on research

**Date:** May 2021    **Target Date:** December 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