

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RANDY G. OMEGA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	<del>40%</del> * 50%	$4.66 \times 0.40 = 1.864$ 2.33	
Students (50%)	<del>45%</del> * 50%	$4.67 \times 0.45 = 2.10$ 2.34	4.67
Total for Instruction	85%		3.96
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	2.50%	1.67 - 3	0.041 - 0.075 *
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50%	4.44 4.55 *	0.11375 *
Administration	10%	5	0.5
Production			
TOTAL	100%		4.62 4.64875 *

EQUIVALENT NUMERICAL RATING:

4.62  
4.65 \*

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.65  
4.62

ADJECTIVAL RATING:

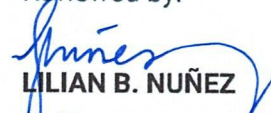
Outstanding

Prepared by:

  
RANDY G. OMEGA

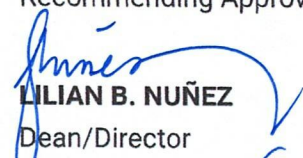
Name of Faculty

Reviewed by:

  
LILIAN B. NUÑEZ

College Dean

Recommending Approval:

  
LILIAN B. NUÑEZ

Dean/Director

Approved:

  
ROTACIO S. GRAVOSO

Vice President



**VISAYAS**  
STATE UNIVERSITY

**Department of Tourism and Hospitality Management**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: [dchm@vsu.edu.ph](mailto:dchm@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, RANDY G. OMEGA, 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 January to June 2024.

Approved:

**RANDY G. OMEGA**

Instructor III

Date: 7/18/24

**RANDY G. OMEGA**

Department Head

Date: 7/18/24

**LILIAN B. NUÑEZ**

College Dean

Date: 7/23/24

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	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							
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		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							
	PI9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and	Converts the existing instructional materials into flexible learning							
On-line ready courseware			Prepares Instructional module/laboratory							
Supplemental learning resources			Prepares Power Point presentation, video clips, movie							

Assessment tools		Prepares assessment tools such as long exam, quizzes, problems							
A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor							
A 7 : Number of virtual classroom		Creates virtual classroom using							
<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	10	5.1	5	5	5	5.00	
	<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5.00	
	<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	4	6	5	5	5	5.00	
	<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	15	5	5	5	5.00	
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students	30	42	5	5	5	5.00	
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Acts as thesis adviser to students	6	7	5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	7	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	72	5	5	5	5.00	
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
	<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							

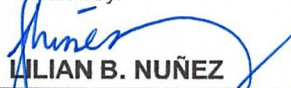
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	15	5	5	5	5.00	
		<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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	3	5	5	4	5.00	
	<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	2	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms for industry practice.	2	3	5	5	5	5.00	
<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	0	<del>2</del> 0	<del>2</del> 0	<del>2</del> 0	2.00	
	<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	1	5	5	5	5.00	
		In refereed int'l journals								
		In refereed nat'l/regional journals								

	<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 scienfic for a/conferences	1	0	<del>2</del> 0	<del>2</del> 0	<del>2</del> 0	<del>2.00</del> 0	
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<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>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	2	3	5	5	5	5.00	
	<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	30	161	5	5	5	5.00	No. of Trainees
	<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	Implements duly approved extension projects	1	0	<del>2</del> 0	<del>2</del> 0	<del>2</del> 0	<del>2.00</del> 0	
	<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	90%	100%	5	5	5	5.00	
	<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		3	5	5	5	5.00	
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer		1	2	5	5	5	5.00	
	Consultancy	Consultant		1	2	5	5	5	5.00	

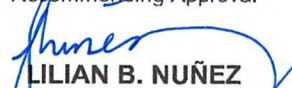
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	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	<b>A 52.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		1	1	5	5	5	5.00	
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 53.</b> Zero percent complaint from clients served	Provides customer friendly frontline services to clients	Zero % complaint	No complaint	5	5	5	5.00	
	<b>PI 3.</b> Number of coaching sessions among faculty & staff**	<b>A 54.</b> Number of coaching sessions among faculty & staff**		2	3	5	5	5	5.00	
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	<b>A 55.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		2	6	5	5	5	5.00	
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**	<b>A 56.</b> Number of monthly/special faculty & staff meetings conducted**		8	8	5	5	5	5.00	
	<b>PI 6:</b> Additional Outputs	<b>A 57.</b> Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
	<b>Total Over-all Rating</b>	180.00								Attend more advanced seminar on research and extension related topics.
	<b>Average Rating</b>	4.42 → 4.61 →								
	<b>Adjectival Rating</b>	Outstanding								


Evaluated & Rated by:

  
**LILIAN B. NUÑEZ**  
 Dean, CME  
 Date: 7/23/24

Recommending Approval

  
**LILIAN B. NUÑEZ**  
 Dean, College of Management and Economics  
 Date: 7/23/24

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: 7/24/24



**TEACHING PERFORMANCE EVALUATION**  
**Summary by Department**

Department: Dept. of Tourism and Hospitality Mgt.

College: College of Management and Economics

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ALEXANDER L. CABRAL	8	4.38	87.50 %	Very Satisfactory
APRIL GAYLE VALENCIA CALUNANGAN	6	5.00	100.00 %	Outstanding
CHELYN GALUPO ESTILLORE	4	3.75	75.00 %	Very Satisfactory
JUNREY A. TISBE	11	4.45	89.09 %	Very Satisfactory
MAGNOLIA CLITAR LAO	7	3.71	74.29 %	Very Satisfactory
MARJORIE B. ESCUADRA	9	4.78	95.56 %	Outstanding
MAUREN JOY F. MANADONG	5	4.20	84.00 %	Very Satisfactory
NANCY VILLACARTA DUMAGUING	6	4.17	83.33 %	Very Satisfactory
RANDY GORGONIO OMEGA	6	4.67	93.33 %	Outstanding
SHANIA MARIE G. ALBARACIN	11	3.82	76.36 %	Very Satisfactory
Department Mean		4.29	85.85%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 16, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 16, 2024

Received by:

RANDY GORGONIO OMEGA

Name and Signature of Department head

Date: 5/28/24

MOISES NEIL VILLAFLORES SERINO

Name and Signature of College Dean

Date: 5/30/24

Distribution of copies: ODIE, College, Department

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

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

## PERFORMANCE MONITORING AND COACHING JOURNAL


✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : Department of Tourism and Hospitality Management  
Head of Office : Randy G. Omega  
Number of Personnel : 9 Permanent Faculty

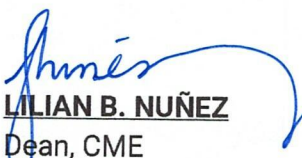
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
<b>Monitoring</b>						
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo			Regular monthly meeting
Office & Class Attendance					Logbook; DTR's	DTHM Faculty & Staff (January – June 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email		Attendance, certificates	(January – June 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	
<b>Coaching</b>						
Classroom Management & Teaching Methods	Faculty Consultation				Classroom Observation (Forms and logbooks)	(January – June 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	January-June 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 106, THty 102, TMgt 122, TMgt 136
		ATCabral	January-June 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 120, HMgt 128, HMgt 136, ABMg 101
		MBJLCastil	January-June 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 126, HMgt 142, THty 112
		MBEscuadra	January-June 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 134, HMgt 142, HMgt 122
		MCLao	January-June 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 124, HMgt 13, HMgt 160, THty 102
		MJFManadong	January-June 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 140, TMgt 134, TMgt 124
		RGOmega	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 138, TMgt 132, TMgt 144
		HMEQuimbo	January-June 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 134, HMgt 142, HMgt 122
		DDSUMABAT	January-June 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 104, TMgt 130, TMgt 142, HMgt 140
	Reviewed/Approves Thesis/Field Practice Manuscripts/Lab Exercises	CMPBALAGA	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
		ATCabral	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

		Spent Hours For Students Consultations	MBJLCASTIL	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MBESCUADRA	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MCLao	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MJFManadong	January-June 2024				Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines and Manuscript
			RGOmega	January-June 2024							
			HMEQuimbo	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			DDSumabat	January-June 2024				Review Thesis	Review Thesis	Review Thesis	Review Thesis
			ATCabral	January-June 2024	1-4 W						
			CMPBALAGA	January-June 2024	1-4 W						
			ATCabral	January-June 2024	1-5MTH	1-5MTH	1-5MTH	1-5MTH	1-5MTH	1-5MTH	1-5MTH
			MBJLCASTIL	January-June 2024	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH
			MCLao	January-June 2024	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH
		Gives Assignments, Quizzes, Etc.	MBJLCASTIL	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MBESCUADRA	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MCLao	January-June 2024				Review Outlines	Review Outlines	Review Outlines	Review Outlines
			MJFManadong	January-June 2024				Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines and Manuscript
			RGOmega	January-June 2024	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH	3-5 MTH
			HMEQuimbo	January-June 2024	8-10 MF	8-10 MF	8-10 MF	8-10 MF	8-10 MF	8-10 MF	8-10 MF
			DDSumabat	January-June 2024	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W
			CMPBALAGA	January-June 2024							
			ATCabral	January-June 2024							

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							Fridays, Tuesdays	Fridays, Tuesdays	Fridays, Tuesdays	TMgt131 TMgt120
		MBJLCastil								
		MBEscuadra	January-June 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt 127 HMgt 139 HN 21f
		MCLao	January-June 2024				Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	HMgt133 HMgt147
		MJFManadong	January-June 2024				Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays	Mondays,Tuesd ays,Thursdays,F ridays	HMgt 131 THty105 HMgt150
		RGOmega	January-June 2024				Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tuesd ays,Wednesday s, Thursdays	TMgt 121THty 21THty 110
		HMEQuimbo	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	THty 101 TMgt 127 TMgt 133
		DDSumabat	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	HMgt125 HMgt127
<b>MFO 3. Extension Services</b>	Conducts Extension	MJFManadong	January-June 2024	COLLABDev for Inopacan Development						(Ongoing)
		RGOmega	January-June 2024	BIDA Project Leader						(Ongoing)
	ATTENDS training, SEMINAR, and workshops	MJFManadong				MUSLIM-FRIENDLY ORIENTATION				
		RGOMEGA	January-June 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
<b>MFO 4. Administ ration Services</b>	Signs appointments , requests, certificates, and etc.	CMPBALAGA, ALCabral MBJLCastil, n, MBEscuadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSumabat	January-June 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	January-June 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	January-June 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.	DDSUMABAT	January-June 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments.	RGomega	January-June 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. Cleans all rooms in the department	SMLatras	January-June 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

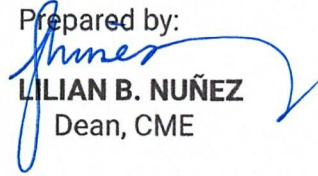
Name of Employee: **RANDY G. OMEGA**

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	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time, and checked manuscripts on time.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Attend more training
3	Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Head of the Department of Tourism and Hospitality Management.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; ISO Quality Assurance Coordinator and Chairman, Hospitality and Tourism-Related Services Committee	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Attentively attended virtual meetings

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

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

Prepared by:


  
**LILIAN B. NUÑEZ**  
 Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Randy G. Omega  
Performance Rating : 4.65 (Outstanding) January-June 2024  
4.62

Aim: To improve leadership capability as head of the Department/Dean of the College.

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

Date: January 2024

Target Date: March 2024

First Step:

Required Mr. Omega to attend seminars on leadership and management to improve DTHM functions on instruction, research, extension and production.

Result:

Actively participated in meetings with VSU leaders and attended leadership seminars.

Date: April 2024

Target Date: June 2024

Next Step:

Apply the leadership strategy learned from the seminar

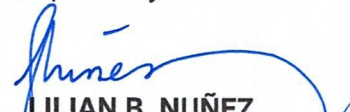
Outcome:

Was able to face the challenge brought about being a new head specially on academic matters.


Final Step/Recommendation:

Mr. Omega may seek advice from higher authorities on other essential elements needed to improve the department and for the offering of MS Program in DTHM.

Prepared by:

  
LILIAN B. NUÑEZ  
Vice President for Instruction

Conforme:

  
RANDY G. OMEGA  
Ratee