SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Alexander L. Cabral Jr.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
a. Head/Dean (50%)	50%	3.84	1.92
b. Students (50%)	50%	4.59	2.29
Total for Instruction	100%		4.21
Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
Administration			
Production			
TOTAL			**4.21**

EQUIVALENT NUMERICAL RATING: 4.21
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: **4.21**
ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ALEXANDER L. CABRAL JR.
Name of Faculty
7/17/23

Reviewed by:

HANNAH MAE E. QUIMBO
Department Head
7/18/23

Recommending Approval:

MOISES NEIL V. SERIÑO Jr.
Dean/Director
7/20/24

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs
7/22/24

VISAYAS STATE UNIVERSITY

Department of Tourism and Hospitality Management
Visca, Baybay City, Leyte, PHILIPPINES
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALEXANDER L. CABRAL JR., 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- June, 2023.

Approved;

ALEXANDER L. CABRAL JR.
Instructor I
Date: July 10, 2023

HANNAH MAE E. QUIMBO
Department Head
Date: July 18, 2023

MOISES NEIL V. SERIÑO
College Dean
Date: July 20, 2023

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	Eficiency	Timelines s	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	0						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0						
		A3. Number of students advised on thesis/special problem/dissertation		0						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0						
	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	0						

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	0					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc	0					
		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	0					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0					
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	40	43	4	5	4	4.33
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	4	3	4	3.67
		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	4	4	4	5	4	4.33
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	4	3	4	3.67
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	4	4	3	3.67
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	21	21	4	4	3	3.67
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	0					
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as an adviser for internship report	5	10	5	5	4	4.67
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	6	4	4	4	4.00
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	14	4	4	4	4.00

PI	Activity	Description						
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	50	4	5	4	4.33
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO						
	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						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0	1	2	2	1.67
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	3	4	4	3.67
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.						
	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 Moddle or Google Classroom						
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:							
	Program accreditation/evaluation Agency/firm/Industry linkages	Prepares documents and /or Coordinates with potential						
	A 26. Other outputs implementing	Designs experiential						
UMFO 3 . RESEARCH SERVICES								
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	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the						
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						
	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						
	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 for						
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	0	15	4	4	4	4.00
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	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	0	95%	4	4	4	4.00
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						
Research Mentoring	Research Mentor							
Peer reviewers/Panelists	Peer reviewers/Panelists							
Resource Persons	Resource Persons		0	1	4	4	4	4.00
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) *									

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							
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed	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**. Customerly 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 performfing functions resulting to best practice								
Total Over-all Rating	57.67									Attendance to publication writing related trainings
Average Rating	3.84									
Adjectival Rating	Very Satisfactory									

Evaluated & Rated by:

HANNAH MAE E. QUIMBO
Department Head
Date: July 18, 2023

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: July 20, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: July 22, 2023

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ALEXANDER L. CABRAL**

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 prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Encouraged to attend more trainings
3	Attends meetings and makes letters.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Able to multitask to maintain productivity

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

Prepared by:

HANNAH MAE E. QUIMBO
Unit Head
July 15, 2023

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Alexander L. Cabral Jr.
Performance Rating: January-June 2023

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

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

Date: January 2023 Target Date: June 2023

First Step:
To attend webinars/seminars related to conducting extension

Result:
Increased knowledge in conducting extension

Date: May 2023 Target Date: June 2023

Next Step:
Apply the learnings and insights learned in producing extension proposal.

Outcome:
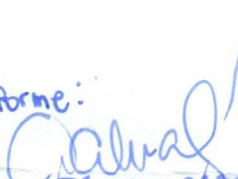Confident in writing extension proposal

Final Step/Recommendation:

To attend more advanced seminar on extension related topics.

Prepared by:

July 20, 2023

HANNAH MAE E. QUIMBO
Unit Head

cc: ODA-HRD

Conforme:

ALEXANDER L. CABRAL Jr.
Faculty