

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: Hannah Mae E. Quimbo

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%	4.40	3.89
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	2.33	0.466
4. Administration			
5. Production			
TOTAL			4.356

EQUIVALENT NUMERICAL RATING: 4.356Add: Additional Points, if any: 0.0TOTAL NUMERICAL RATING: 4.356

ADJECTIVAL RATING:

Prepared by:

Hannah Mae E. Quimbo

Name of Faculty

Reviewed by:

Venice B. Ibañez

Department Head

Recommending Approval:

Moises Neil V. Serino

Dean/Director

Approved:

Beatriz S. Belonias

Vice President for Academic Affairs



**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, HANNAH MAE E. QUIMBO, 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 to December 2021.

Approved:

  
**HANNAH MAE E. QUIMBO**

Instructor II

Date:

  
**VENICE B. IBAÑEZ**

Department Head

Date:

  
**MOISES NEIL 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 percentaee should
						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							
		A3 . Number of students advised on thesis/special problem/dissertation								

		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</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	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</b> . Additional outputs:	<b>A 8</b> . 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	26.4	24.75	5	5	5	5	Jan-June = 29.05 July-Dec =
		<b>A10</b> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9.6	5	5	5	5	5	For Final term. •HMgt 125 - 4 •HMgt 147 - 1 •THty 110 lab - 1( submitted to the lec instructor)
		<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	0	12	5	5	5	5	
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4	Faculty Immersion at ACHI
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	5	5	5	5	Administered the following: •HMgt 125 (Midterm and Final Term Exam) • THty 110 Lab (Midterm Lab Exam)
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	3	2	2	2	2	Number of administered quizzes for the following courses: •HMgt 125 - 3
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	9	3	3	3	3	The number reflected refers to the number of Laboratory Activity in Thty 110.
	<b>PI 8</b> : Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	64	48	5	5	5	5	48 students assisted and advised during the 1st Semester of S.Y 2021-2022 enrollment period.

		<u><b>A17</b></u> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	4	5	5	5	5	4 Industry Practice report Adviser
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		10	5	5	5	5	10 BSTM Thesis
		<u><b>A18</b></u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	30	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<u><b>A19</b></u> . Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5	SHoTS
		<u><b>A20</b></u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	1	5	5	5	5	
	<b>PI 10:</b> Number of instructional materials developed *	<u><b>A 21</b></u> : 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	3	Started but not yet finished
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	12	5	5	5	5	HMgt 125 - 12 Power Poinr Presentation

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5	
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5	1 for every subject taught
	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	0	1	1	1	1	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. 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>										
	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	0	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0					

	<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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		0	0					
	<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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		0	0					
	<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	0	0					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by		0	0					
		<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	0	0					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		<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	0	0					
<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	1	0	2	2	2	2	Currently Working on the Partnership with LGU - Merida
	<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	15	10	4	4	4	4	number of ALS-EST Trainees trained on Business Organization
	<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	1	0	2	2	2	2	
	<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	1	0	2	2	2	2	
	<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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	4	4	4	4	

	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	Evaluator	Evaluator							
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	100%		2	2	2	2
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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 his/her functions as faculty member	zero non-conformity		5	5	5	5
		<b>A 45.</b> 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		5	5	5	5
		On program accreditations							

		On institutional accreditations							
<b>UMF</b>									
	<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						
	<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	Designs administration/management related activities and other outputs to implement new normal						
	<b>Average Rating (total over-all rating divided by 3)</b>				3.92	Comments & Recommendations for Development Purpose: Attendance to statistical Analysis Training and research			
	<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. BAÑEZ**

Department Head

Date:

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 5/10/22

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

## Exhibit I


**PERFORMANCE MONITORING FORM**Name of Employee: Hannah Mae E. Quimbo

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		August 2021	December 2021	January 28, 2022	VI	VS	
2	Provide advise for OJT on their industry practice report	Act as adviser for student OJT reports and SRC member to undergraduate thesis	August 2021	December 2021	January 28, 2022	VI	VS	
3	Serve as member of department-based committees	Extension committee, Curriculum committee	January 2021	December 31, 2021	December 31, 2021	I	VS	
4	Advise students for their academic loads	Serve as academic adviser during enrolment	August 2021	August 2021	August 2021	VI	VS	

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

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

Prepared by:

  
**VENICE B. IBANEZ**  
 Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

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

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

**Number of Personnel:** Ms. Hannah Mae E. Quimbo

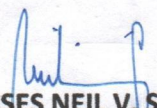
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

Noted by:

  
**VENICE B. IBAÑEZ**  
 Immediate Supervisor

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

## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:** HANNAH MAE E. QUIMBO

**Performance Rating:** July-December 2021

**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 2021    Target Date: December 2021

To attend webinars/seminars related to research

**Result:**

Increased knowledge on extension

Date: May 2021    Target Date: December 2021

**Next Step:**

Apply the learnings and insights learned in drafting extension project proposal.

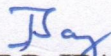
**Outcome:**

Confident in developing extension proposal for submission to ODREX.

**Final Step/Recommendation:**

To attend more advanced seminar on extension related topics.

Prepared by:

  
**VENICE B. IBAÑEZ**  
Unit Head