

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)
Instruction			
Head/Dean (50%)	95% + 100% +	4.38 + 0.95 = 4.161 +	4.161 +
Students (50%)	(No TPES-On Sick Leave)		
Total for Instruction	95% +		3.92
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	2.50% +		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50% +		
Administration			
Production			
TOTAL	100%		3.92 4.161 +

EQUIVALENT NUMERICAL RATING:

~~4.16~~ ~~+~~ 3.92

Add: Additional Points, if any:

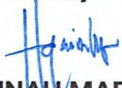
TOTAL NUMERICAL RATING:

~~4.16~~ ~~+~~ 3.92

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:



HANNAH MAE E. QUIMBO

Name of Faculty

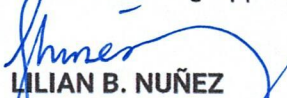
Reviewed by:




RANDY G. OMEGA

Department Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



Department of Tourism and Hospitality Management

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:


Email: dchm@vsu.edu.ph


Website: www.vsu.edu.ph

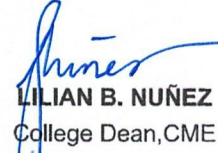
"Exhibit B"

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 targets and accomplishments in accordance with the indicated measures for the period January to June 2024.


HANNAH MAE E. QUIMBO
Instructor III
Date: 7/19/24

Approved: 
RANDY G. OMEGA
Department Head, DTHM
Date: 7/22/24

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services				NA						
	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							
		AS GAC Member	Advises and corrects research outline and							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	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							
		On-line ready courseware	Prepares Instructional module/laboratory							
		Supplemental learning resources	Prepares Power Point presentation, video clips,							
		Assessment tools	Prepares assessment tools such as long exam, quizzes,							
		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							
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	10	19.50	5.00	5.00	5.00	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4.00	5.00	5.00	5.00	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	1	0.00	3.00	3.00	3.00	3.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0.00	3.00	3.00	3.00	3.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2.00	5.00	5.00	5.00	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	2.00	5.00	5.00	5.00	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	50						academic advisees were transferred to colleague due to medical purposes

		A17. Number of students advised on thesis/ field practice/special problem:	As adviser		10.00	5.00	5.00	5.00	5.00	No advisee was assigned to me at the beginning of the year because of medical purposes.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	1.00	3.00	3.00	3.00	3.00	1 Thesis (BSTM); the student research committee for field practice was abolished
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	1.00	3.00	3.00	3.00	3.00	1 Thesis (BSTM); the student research committee for field practice was abolished
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10.00	5.00	5.00	5.00	5.00	10 advisee working on thier Practicum Output(Case study)
	PI 9: Number of student organizations advised/	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	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical							
		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	2	3.00	5.00	5.00	5.00	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4.00	5.00	5.00	5.00	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 Moddle or Google Classroom	2	3.00	5.00	5.00	5.00	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry	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 the	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the							
	PI 3. Percentage of research outputs published in internationally-referred or	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	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	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows up its							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student								
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific							
		A 34. Number of UMs submitted to ITSQ, VSU	Prepares and submits application for UM of							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and							
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies							
	PI 3. Number of extension programs organized and supported consistent with the	A 38. Number of extension programs/projects implemented	Implemetes 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	Provides quality and relevant training courses and advisory services							

	PI 5. Number of technical/expert services	A 40. Number of technical/expert services	Provides the technical and expert services requested by							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student)								
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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the							
		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							
	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	51 -57.00 ↑								
	Average Rating	3.92 -4.38 ↑								
	Adjectival Rating	Very Satisfactory								Attend more advanced seminar on research and extension related topics.

Evaluated & Rated by:

RANDY G. OMEGA

Department Head, DTHM

Date: 7/22/24

Evaluated & Rated by:

LILIAN B. NUNEZ

Dean, CME

Date: 7/23/24

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 7/24/24

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 : 9 Permanent Faculty

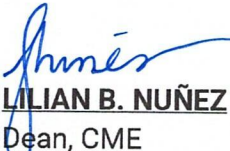
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (January – June 2024).
Attendance to 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	
Coaching					
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	

[illegible]

[illegible]

							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
MFO 3. Extension Services	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
MFO 4. Administ ration Services	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: **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	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, and makes herself available for students consultations during consultation hours.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Very Satisfactory	Ensure that trainings will be attended
3	Attends meetings and workshops as instructed by the immediate Head.	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;	Very Impressive	January 2, 2024	June 30, 2024	June 30, 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 : Hannah Mae E. Quimbo
Performance Rating : 4.16 (Very Satisfactory) January-June 2024

3.92

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: January 2024

Target Date: March 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: April 2024

Target Date: June 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:



HANNAH MAE E. QUIMBO

Ratee