

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. April Gayle N. Valencia

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.85	4.85 x 50%	2.43
b. Students (50%)	5.00	5.00 x 50%	2.50
Total for Instruction	100%		
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: Very Satisfactory
ADJECTIVAL RATING:

Prepared by:

Apalencia
APRIL GAYLE N. VALENCIA
Name of Faculty

Reviewed by:

H. Dumaguing
NANCY V. DUMAGUING
Department Head *4/27/18*

Recommending Approval:

Antonio P. Abamo
ANTONIO P. ABAMO
Dean

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, April Gayle N. Valencia of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period *Aug - Dec 31, 2018*.

April Gayle N. Valencia
Ratee

Approved: *Nancy M. Dumaguing*
Head of Unit *14/27/2018*

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of Course Outlines/syllabus revised							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	2	2	4	5	5	4.66	
	No. of IMs revised							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	1	-	-	-	-	-	
	No. of long/term exams conducted, checked and recorded							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	2	17	5	5	5	5.00	
	No. of quizzes administered, checked & recorded							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	4	43	5	5	5	5.00	

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of student projects supervised & checked							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	1	16	5	5	5	5.00	
	No. of laboratory activities checked & recorded							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	1	10	5	5	5	5.00	
	No. of students grades computed							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	150	391	5	5	4	4.66	
	No. of course grade submitted							
	2 nd Sem 2018	NA						
	Summer 2018	NA						
	1 st Sem 2018	2	11	5	5	4	4.66	

[illegible]

Average Rating		
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		VS

Comments & Recommendations
For Development Purposes:

-No research and extension projects

-Attend seminar/workshop on
proposal writing

Hquinh
NANCY V. DUMAGUING
Department Head *W*

12/27/16

Evaluated and Rated By:

Hquinh
NANCY V. DUMAGUING
Department Head *W*
Date: *11/27/16*

Recommending Approval

A. P. Abamo
ANTONIO P. ABAMO
Dean, CME
Date: _____

Approved by:

B. S. Belonias
BEATRIZ S. BELONIAS
Vice President
Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. April Gayle N. Valencia
Performance Rating:

Signature: April Valencia

Aim: To acquire knowledge and skills on research and extension proposal writing for tourism field

Proposed Intervention to improve Performance:

Date: January 2018

Target: June 2018

First Step

Note applicable (Ms. April Gayle N. Valencia started as instructor of DCHM last August 2018).

Result:

Date: Aug 2018

Target Date: Nov 30, 2018

First Step:

Send the faculty to attend/participate training on writing research and extension proposal.

Next Step:

Share acquired knowledge and skills on writing research and extension proposal to co-instructors through department's meetings and others.

Outcomes :

Final Step/Recommendation:

The faculty will assist the department in writing its research and extension proposal

Prepared by:

Nancy V. Dumaguing
NANCY V. DUMAGUING
Head, DCHM 12/27/2018

Conforme:

April Valencia
APRIL GAYLE N. VALENCIA
Instructor

PERFORMANCE COACHING AND MONITORING & JOURNAL

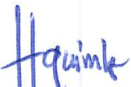
STUDENTS' COMMENT(S): APRIL GAYLE N. VALENCIA

First Sem SY 2018-2019.	Second Sem SY 2018-2019
2.	1.
3.	2.
4.	3.
5.	4.
	5.


Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
<input type="checkbox"/> a. Issuance of Memo				
<input checked="" type="checkbox"/> b. One-on-one/ Face-to-Face coaching	Discussion on plan of culminating activities Documents/protocol to follow	1	Oct. 2018	Events proposal was approved
<input type="checkbox"/> c. Group Coaching				
<input checked="" type="checkbox"/> d. Others	Submission of grades on time	1	Oct. 3, 2018	Accomplished
B. Monitoring				
<input checked="" type="checkbox"/> a. Actual Class Observation	Unscheduled actual class observation Provided feedback to improve performance	2	Oct. 19, 2018	Accomplished
<input type="checkbox"/> b. Others (specify)				

(Note: Please use extra sheet if necessary)

Conducted By:


NANCY V. DUMAGUIG
Immediate Supervisor

Verified By:


ANTONIO P. ABAMO
Next Higher Supervisor



VISAYAS
STATE UNIVERSITY



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HOSPITALITY MANAGEMENT**
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Exhibit I

PERFORMANCE MONITORING FORM

Aug. - December 2018

Name of Employee: April Gayle N. Valencia***

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	TVL-HE FBS THty 103 HRTM 195	Aug. 1, 2018	Dec. 14, 2018	<i>Nov. 30, 2018</i>	I	VS	
2	Serve as committee on FBS	1 committee	Aug. 1, 2018	Dec. 14, 2018	<i>Nov. 30, 2018</i>	1	VS	

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

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

***On teacher's leave status (Dec. 15- 31, 2018)

Prepared by:

H. Dumaguing
NANCY V. DUMAGUING
Head, DCHM

12/27/2018

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.

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