Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

<u>Name of Faculty Member:</u>   DANIEL D. SUMABAT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	65% ~ 50%	3.68 4.47x0.65=2.91 1.84	
Students (50%)	30% ~ 50%	3.86x0.30=1.158 1.93	
Total for Instruction	100% 95% ~	3.77	3.77 4.06 ~
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%		3.77 4.06 ~

EQUIVALENT NUMERICAL RATING: 4.06 ~ 3.77

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.06 ~ 3.77

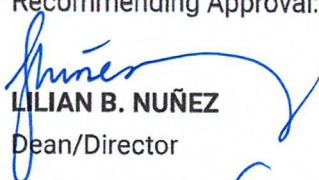ADJECTIVAL RATING: Very Satisfactory ~

Prepared by:

DANIEL D. SUMABAT
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

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DANIEL D. SUMABAT, 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:

DANIEL D. SUMABAT
Instructor I
Date: 7/4/24

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

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	Eficiency	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							
		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, movie							

		Assessment tools	Prepares assessment tools such as long exam, quizzes,						
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC	Submits the course ware duly reviewed by TRP for editing by						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google						

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	42.6	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	8	5	5	5	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	5	0	3̶ 0	3̶ 0	3̶ 0	3̶.0̶0̶ 6
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	0	3̶ 0	3̶ 0	3̶ 0	3̶.0̶0̶
	PI 8: Number of students advised: *	**A16.** Number of students advised:	Acts as academic adviserto students	30	37	5	5	5	5.00
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as thesis adviser to students	10	10	5	5	5	5.00
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	11	5	5	5	5.00
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0				
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	40	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted	**A19.** Number of Student organizations advised	Advises student organizations recognized by USOO	1	0	3̶ 0	3̶ 0	3̶ 0	3̶.0̶0̶
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	0	3̶ 0	3̶ 0	3̶ 0	3̶.0̶0̶
	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	3	4	5	5	5	5.00

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	4	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	16	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	5	5	5	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	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0	0					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	0	3 3 3 3.00				
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms for industry practice.	0	0					
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other	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					
	PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and submits	0	0					
		In refereed int'l journals		0	0					
		In refereed nat'l/regional journals		0	0					
	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	0	0					
		In int'l fora/conferences		0	0					
		In nat'l/regional fora/conferences		0	0					
	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 immediate implementation	0	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or		0	0					
		A 33. Number of journal articles/scientific paper received and reviewed as	Acts as peer reviewer of journal articles/scientific papers,	0	0					

		A 34. Number of UMs submitted to	Prepares and submits application	0	0					
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	0	0					
	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							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	**A 38.** Number of extension programs/projects implemented	Implements duly approved extension projects	0	0					
	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							
	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	0	0					
	Research Mentoring	Research Mentor		0	0					
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					
	Resource Persons	Resource Persons		0	0					
	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	0					
	Evaluator	Evaluator		0	0					
	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 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	**A 44:** Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	**A 45:** Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *								
	OVPI MFO 3. Faculty Evaluation Services									

PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	A 46: Number of seminars/trainings/ conventions/workshops coordinated for entire university *		2	2	5	5	5	5.00		
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	A 47: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *		1	0	3	3	3	3.00		
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	A 48: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *									
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	A 49: Number of in-house seminars/trainings/ workshops/reviews conducted *		2	2	5	5	5	5.00		
PI 7 : Additional outputs *										
Number of faculty/staff awards/honors received related	A 50: Number of faculty/staff awards/honors received related to									
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	A 51.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core									
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	A 52. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero% complaint						
PI 3: Additional Outputs	A 53. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performfing functions resulting to best								
Total Over-all Rating	80 ~~98.00~~									
Average Rating	3.64 ~~4.45~~									Attend more advanced seminar on research and extension related topics.
Adjectival Rating	~~Very Satisfactory~~									

Evaluated & Rated by:

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

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

PERFORMANCE MONITORING AND COACHING JOURNAL

		Q
√	1st	U
√	2nd	A
		R
√	3rd	T
	4th	E
		R

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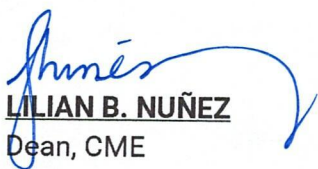Number of Personnel : 9 Permanent Faculty _____

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	

MFO	Activity	Name	Timeframe							Remarks/Courses
							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,Tuesdays,Thursdays,Fridays	Mondays,Tuesdays,Thursdays,Fridays	Mondays,Tuesdays,Thursdays,Fridays	HMgt 131 THty105 HMgt150
		RGOmega	January-June 2024				Mondays,Tuesdays,Wednesdays, Thursdays	Mondays,Tuesdays,Wednesdays, Thursdays	Mondays,Tuesdays,Wednesdays, 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. Administration 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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DANIEL D. SUMABAT**

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, and makes herself available for student 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	Impressive	Very Satisfactory	Encouraged to submit publications
3	Performs functions Chairman of BSTM	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Organized schedules of the BSTM Faculty meeting
4	Performs other functions such as; Chairman of Curriculum and Uniform Committee	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity

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

Prepared by:

RANDY G. OMEGA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : <u>Daniel D. Sumabat</u>

Performance Rating   : **4.06 (Very Satisfactory) January-June 2024**

3.77

Aim: <u>To develop skills related to research and extension project proposal writing and development</u>

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

Date: <u>January 2024</u>   Target Date: <u>March 2024</u>

First Step:

<u>To attend webinars or seminars related to research and extension proposal writing and development.</u>

Result:

<u>Increased knowledge on research and extension project proposal writing.</u>

Date: <u>April 2024</u>   Target Date: <u>June 2024</u>

Next Step:

<u>Apply the learnings and insights learned in preparing and conducting extension projects.</u>

Outcome:

<u>Confidence in preparing and implementing extension projects.</u>

Final Step/Recommendation:

<u>To attend more advanced seminars on research and extension related topics..</u>

Prepared by:

RANDY G. OMEGA
Unit Head

Conforme:

DANIEL D. SUMABAT
Ratee