SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Venice B. Ibañez

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	4.026	0.805
b. Students (50%)	20%	4.20	0.84
Total for Instruction	40%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.625	0.4625
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.30	0.645
4. Administration	35%	4.00	1.40
5. Production			
TOTAL			4.1525

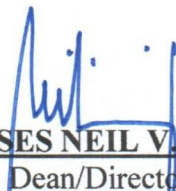EQUIVALENT NUMERICAL RATING: 4.1525
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.1525

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

VENICE B. IBAÑEZ
Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
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VISAYAS STATE UNIVERSITY

DTHM

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>VENICE B. IBAÑEZ</u>, a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</u> 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 <u>July to October 2022</u>.

Approved:

VENICE B. IBAÑEZ
Instructor I
Date: January 24, 2023

HANNAH MAE E. QUIMBO
OIC Department Head
Date: Jan. 24, 2023

MOISES NEIL SERIÑO
College Dean
Date: Jan. 25, 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	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							

		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 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							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	8.1	3	3	3	3	2nd semester 2021-2022 FTE is **5.1**; 1st semester 2022-2023 FTE is **8.1 = 13.2** FTE
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	3	3	3	3	2nd semester 2021-2022 gradesheets is **4**; 1st semester 2022-2023 is **3 = 7**

		Indicator	Description	(col A)	(col B)	Q1	Q2	Q3	Q4	Remarks
		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	5	5	5	5	Jan-June 2022- **3**; July-Oct 2022- **5**
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5	Jan-June 2022- **1** Term exam; July-Oct- **2** modular exam, **1** midterm exam
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	3	2	2	2	2	Jan-June- **6**; July-Oct- **3** (Combination of learning and assessment tasks)
		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 adviser to students	30	30	5	5	5	5	2nd semester and summer term enrolment AY 2021-2022 is **30**; 1st semeter 2022-2023 enrolment is **30**
	A17. Number of students advised on thesis/ field practice/special problem:									
	As Adviser	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5	2nd semester 2021-2022- **4**; 1st semester 2022-2023- **5** (until Oct only)
	As SRC Chairman/Member	Advises and corrects research outline and thesis/SP manuscript	8	0	1	1	1	1	2nd semester 2021-2022- **29**; 1st semester 2022-2023- **0**
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	70	5	5	5	5	Jan-June- **50**; July-Oct- **70**
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	Activity	Description							Remarks
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	1	1	1	Learning guide already claimed last year
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	2	5	5	5	5	Jan-June- **3**; July-Oct- **2** (topical presentations per course)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5	July-Oct 2022 (set; embedded in the learning guide)
	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	2	5	5	5	5	Jan-June- 3; July-Oct- 2 (Update virtual classrooms)
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	2	1	3	3	3	3	COPC for BSTM
	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							
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 the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	1	4.5	4.5	4.5	4,5		
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	1	1	4	4	4	4		On review
	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 sciencfic for a/conferences	1	2	5	5	5	5		Presented duirng the in-house review and Faculty Onboarding
	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 approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	100%	5	5	5	5		Submitted carrying capacity proposal to PAMB. On principle, it is approved, but funding is still insufficient
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

			Target							Remarks
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	1	3	5	5	5	5		LGU-Tolosa (ALS-EST Project); PMPI (Ecotourism Development in Homonhon); LGU-Inopacan and AER CCOLLABDev Project)
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	15	35	5	5	5	5		ALS-EST Training-10; PMPI training-workshop- 35 trainees
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		1	5	5	5	5		COLLABDev (ISRDS main proponent)
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	90%	95%	5	5	5	5		
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	1		1	1	1	1		
Research Mentoring	*Research Mentor*									
Peer reviewers/Panelists	*Peer reviewers/Panelists*									
Resource Persons	*Resource Persons*			2	5	5	5	5		PMPI traevents)ining-workshop (2
Convenor/Organizer	*Convenor/Organizer*			1	5	5	5	5		PMPI traevents)ining-workshop (2

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) *								
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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	zero non-conformity	5	5	5	5	
	A 45. 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	50%	3	3	3	3	No BSHM COPC yet
	On program accreditations								
	On institutional accreditations								

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	zero % complaint	4	4	4	4	

	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						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	Total Over-all Rating								
	Average Rating								Pursue PhD studies
	Adjectival Rating								

Evaluated & Rated by:

HANNAH MAE E. QUIMBO
OIC Department Head
Date: Jan. 24, 2023

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: Jan 25, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

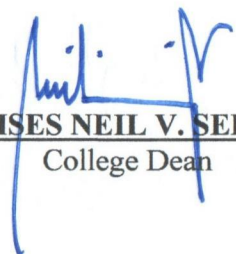# PERFORMANCE MONITORING FORM

Name of Employee: Venice B. Ibañez

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 for 1st semester 2022-2023	*THty 101 **TMgt 121	September 2022	October 2022	October 31, 2022	VI	VS	*Team teach HMEQuimbo ** Team each with MFManadong
2	Provide advise for undergraduate thesis for BSTM students (1st Semester 2022-2023)	4 student advisees and 29 students served as SRC	September 2022	October 2022	October 31, 2022	VI	VS	Advisees were re-assigned to other faculty starting November 1,2022
3	Advise students for their academic loads	Serve as academic adviser during enrolment	August 31,2022	September , 2022	Aug-September, 2022	VI	VS	
4	Supervise activities of the department	Conducted 2 department meetings; individual and group coaching/monitoring; etc	January 2022	October 31, 2022	October 26, 2022	VI	VS	

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

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

Prepared by:

MOISES NEIL V. SERIÑO
College Dean

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: July- October 2022 - Ms.Venice B. Ibañez (Dept. Head)
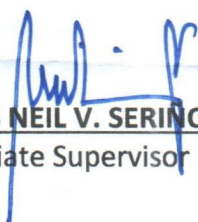
Nov- December 2022 – Ms. Hannah Mae E. Quimbo (OIC)

Number of Personnel: Ms. Venice B. Ibañez

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			Conducted during monthly EXECOM meetings and individual consultations
Coaching	x	x			

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

Conducted by:

MOISES NEIL V. SERIÑO
Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VENICE B. IBAÑEZ
Performance Rating: July-December 2022

Aim: To develop skills in writing research proposals in support to advanced studies

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

Date: July 2022   Target Date: December 2022

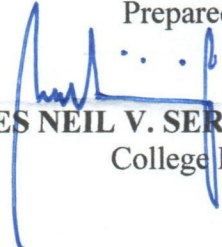To attend webinars/seminars in relation to instructional materials development

Result:
Increased knowledge on the creation of instructional materials

Date: July 2022   **Target Date**: December 2022

Next Step:
Apply the learnings and insights learned in crafting research proposal for advanced studies.

Outcome:
Confident in developing research proposal.

Final Step/Recommendation:

To pursue doctoral studies.

Prepared by:

MOISES NEIL V. SERIÑO
College Dean

cc: ODA-HRD