

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: April Gayle V. Calunangan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	50%	4.53	2.265
7. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension	20%	3.5	0.70
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production	30%	5.00	1.50
TOTAL			4.465

EQUIVALENT NUMERICAL RATING: 4.465
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.465

ADJECTIVAL RATING:

Prepared by:

APRIL GAYLE V. CALUNANGAN
 Name of Faculty

Reviewed by:

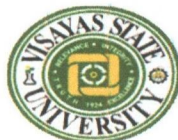
VENICE B. IBANEZ
 Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
 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

Telefax: None

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, APRIL GAYLE V. CALUNANGAN, 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:

Acabuy
APRIL GAYLE V. CALUNANGANG

Instructor III

Date:

Hay
VENICE B. IBAÑEZ

Department Head

Date:

Moises
MOISES NEIL V. SERIÑO

College Dean

Date: *12/10/21*

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	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							
		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	43						9.75
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	11		3	3	3	3	7
		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	0	10	5	5	5	5	1-TMgt 123, 1-HRTM195,3, HMgt123,5-TMgt122
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	3	3	3	3	MICE 102: Event Strategic Planning Certification Course Sept. 22-23, 2021
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	4	4	4	4	2 - 1st Sem, 3-2nd Sem
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	11	5	5	5	5	6- 1st Sem, 5- 2nd Sem
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	18	5	5	5	5	6-1st sem, 12-2nd sem
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	38	5	5	5	5	38

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	7	12	5	5	5	5	1st Sem - 5 HRTM (Adviser) 2nd Sem - 6 (Adviser) Bisnar(SRC Chair)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	4	5	5	5	5	Raboy, Morales, Madera, Cabonillas
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15					
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	0					
	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	5	5					HMgt 123, TMgt 123 and HMgt 125 Lab Manual while TMgt 123 and HMgt 123 Learning Guide

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	14	5	5	5	5	2 topical presentation per subject
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	6	5	5	5	5	1 set per course/embedded in the learning guides
		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	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	6	5	5	5	5	
	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	1	4	4	4	4	COPC BSTM
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	3	4	4	4	4	DOT, CSI, Virtual Internships
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	4	4	4	HMgt 125 Laboratory Activity
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	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 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	0	0					
		<i>In refereed int'l journals</i>		0	0					
		<i>In refereed nat'l/regional journals</i>		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 scientific fora/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		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		0	0					

		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	0	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	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	1	1	4	4	4	4	LGU-Tolosa
	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	15	4	4	4	4	10 trainees - 8 hours (homestay) 10 Trainees - 20 hours (housekeeping)
	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	Implements duly approved extension projects	1	2	4	4	4	4	Homestay and Housekeeping Training

	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%		2	2	2	2	No data available
	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						
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						
	Resource Persons	Resource Persons		0						
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		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	100%						

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
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 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	S	S	S	S	
		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	S	S	S	S	
		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	S	S	S	S	

	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						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		3	5	5	5	5
	Average Rating (total over-all rating divided by 4)				4-81	Comments & Recommendations for Development Purpose: Attendance to training related to extension.			
	Additional Points:								
	Approved Additional Points (with copy of approval)								
	Final Rating								
	Adjectival Rating								

Evaluated & Rated by:


VENICE B. IBANEZ

Department Head

Date:

Recommending Approval


MOISES NEIL V. SERINO

Dean, CME

Date: 3/20/22

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

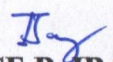
Name of Employee: April Gayle Valencia-Calunangan

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	Tmgt 120; Tmgt 123; TMgt 125	August 2021	December 2021	January 28, 2022	VI	VS	
2	Provide advise for undergraduate thesis	8 student advisees and 5 students served as SRC	August 2021	December 2021	January 28, 2022	VI	VS	
3	Serve as member of department-based committees	Program Chair for Tourism Management, Curriculum and Personnel Committee	January 2021	December 31, 2021	December 31, 2021	VI	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. IBAÑEZ
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez

Number of Personnel: Ms. April Gayle V. Calunangan

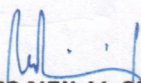
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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. SERIÑO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: APRIL GAYLE V. CALUNANGAN
Performance Rating: July-December 2021

Aim: To develop skills related to research

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

Date: January 2021 **Target Date:** December 2021

First Step:
To attend webinars/seminars related to research

Result:
Increased knowledge on research


Date: May 2021 **Target Date:** December 2021

Next Step:
Apply the learnings and insights learned in the advising undergraduate thesis of students.

Outcome:
Confident in advising undergraduate thesis of students.

Final Step/Recommendation:
To attend more advanced seminar on research related topics.

Prepared by:


VENICE B. IBÁÑEZ
Unit Head