

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nancy V. Dumaguing

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
a. Head/Dean (50%)	30% → 50%	4.15	2.08 1.25 →
b. Students (50%)	30% → 50%	4.17	2.09 1.25 →
Total for Instruction	60%		2.50
Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	1.25	0.13
Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.52	0.45
Administration	20%	4.90	0.98
Production			
<b>TOTAL</b>	100%		<b>4.06</b>

EQUIVALENT NUMERICAL  
RATING:

4.06

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.06

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

NANCY V. DUMAGUING

Name of Faculty

6/14/24

Reviewed by:

RANDY G. OMEGA

Dean/Director

6/14/24

Approved:



ROTACIO S. GRAVOSO

VP for Academic Affairs

6/14/24



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**VISAYAS**  
STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND  
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **NANCY V. DUMAGUING**, 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 2023- December 2023

**NANCY V. DUMAGUING**  
Associate Prof. V  
Date: 6/14/24

Approved:  
**RANDY G. OMEGA**  
Department Head  
Date: 6/14/24

**LILIAN B. NUÑEZ**  
College Dean  
Date: 6/14/24

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	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	NONE						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NONE						
		A3. Number of students advised on thesis/proposal/abstract/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and	Converts the existing instructional materials into flexible learning systems	NONE						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	NONE						



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NONE							
		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	NONE							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	NONE							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	40	24	5	5	4	4.67	for 1st Sem SY 2023-2024 only	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	8	5	5	4	4.67	including the 2 sections of HMgt 127_Research in Hospitality Team-Teach with Ms. Quimbo (Final Term)	
		<b>A 11.</b> 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	3	4	5	5	5	5.00		
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00		
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	5	5	5	5	5.00		
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	29	5	5	5	5.00	1st Sem SY 2023-2024	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required								
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	90	150	5	5	5	5.00		
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	As adviser for student intership	10	10	5	5	5	5.00	target accomplished during the 2nd semester SY 2022-2023, No OJT students during the 1st Sem SY 2023-2024	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	target accomplished during the 2nd semester SY 2022-2023	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	target accomplished during the 2nd semester SY 2022-2023	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	80	110	5	5	5	5.00		
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USQO								
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program	2	3	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals		1	0	0	0	0	0.00	The designation as Manager VSU Accommodation effective March
		In refereed nat'l/regional journals								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Prepared the draft proposal with Ms. Quimbo as co-author
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0	0	0	0	0.00	The designation as Manager VSU Accommodation effective March 2023 which were not included in the target and the successive accreditation and intern'l and national univ events which the faculty concern was heavily involved coupled with taking over subjects handled by the Dept Head who has health problem targeted outputs were not met.
		<b>A 33.</b> 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	1	0	0	0	0	0.00	



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	5	5	5	5.00	LGU-Merida
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	3	3	4	4	3.67	VSU Accommodation Staff Training on Customer Service Quality
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	target accomplished during the 2nd semester SY 2022-2023
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	95%	100	5	5	5	5.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		1	1	5	5	5	5.00	
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	target accomplished during the 2nd semester SY 2022-2023
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	3	3	3	3.00	In-progress
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate	<b>A 44.</b> 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						
		<b>A 45.</b> 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						
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from	<b>A 46.</b> Customerly friendly frontline	Provides customer friendly frontline	Zero %						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives	Initiates/introduces improvements in							
		<b>A 48.</b> Other outputs implementing the	Designs administration/management							
	<b>PRGEA MFO1:</b>									



	<b>Efficient &amp; Customer friendly</b>	0% Complaint from client served	Manager & staff, Accomodation		Zero Complaints	5	5	5	5.00	No targets were set since the effectivity of the designated position as Manager was in March 2023, targets were approved in Jan 2023
	<b>Effectively acted</b>	Number of job contract renewed and	Manager & staff, Accomodation		22	5	5	5	5.00	
		Number of letter requests and	Manager, Accomodation		20	5	5	5	5.00	
	<b>Administrative &amp; management</b>	No. of actively attended administrative	Manager & staff, Accomodation		4	4	5	5	4.67	
		Number of new proposals	Manager & staff, Accomodation		1	4	5	5	4.67	
	<b>PRGEA MFO.3: Management</b>	Percentage of RF/STF managers	Manager & staff, Accomodation							
		*Efficient monthly financial report	Manager & staff, Accomodation		100 %	5	5	5	5.00	Strengthen extension capabilities through attendance to trainings
		*Scheduled regular inventory and	Manager & staff, Accomodation		100%	5	5	5	5.00	
	<b>Total Over-all Rating</b>	145.3333333								
	<b>Average Rating</b>	4.152380952								
	<b>Adjectival Rating</b>	Very Satisfactory								

Evaluated & Rated by:

**RANDY G. OMEGA**

Head, DTHM

Date: 6/14/24

Recommending Approval

**LILIAN B. NUÑEZ**

Dean, CME

Date: 6/14/24

Approved by:

**ROTACIO S. GRAYOSO**

Vice President for Academic Affairs

Date: 6/15/24

## PERFORMANCE MONITORING FORM

Name of Employee: NANCY V. DUMAGUING

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, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submitted grades on time.
2	Attends trainings, seminars and workshops.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Encouraged to submit publications
3	Attends meetings and workshops as per instructed by the immediate Head.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; ISO Internal Auditor and Project Manager of VSU Accommodation	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	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

6/14/24



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nancy V. Dumaguing  
Performance Rating: July to December 2023

Aim: To enhance managerial competence to effectively manage VSU accommodation activities and staff.

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

Date: July 2023 Target Date: September 2023

First Step:  
To attend webinars/seminars related to effective managerial competence.


Result:  
Increase knowledge on the various management strategies.

Date: October 2023 Target Date: December 2023

Next Step:  
Apply the learnings and insights learned in improving the operation of the VSU Accommodation.

Outcome:  
Confidence in managing VSU Accommodation


Final Step/Recommendation:  
To attend more advanced seminar on managerial Effectiveness and efficiency .

  
**RANDY G. OMEGA**  
Unit Head

6/14/24

cc: ODA-HRD

Conforme:

  
NANCY V. DUMAGUING  
Ratee