SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
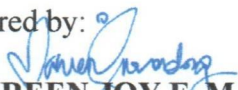
Name of Faculty Member: Maureen Joy F. Manadong

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction			
c. Head/Dean (50%)	65%	3.81	2.48
d. Students (50%)			
Total for Instruction			
17. Research			
c. Client/Dir. for Research (50%)	20%	3	0.60
d. Dept. Head/Center Director (50%)			
Total for Research			
18. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
19. Support to Operation	10%	5	0.50
20. General Administration	5%	5	0.25
TOTAL	**100%**		3.83

EQUIVALENT NUMERICAL RATING: 3.83
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 3.83

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MAUREEN JOY F. MANADONG
Name of Faculty

Reviewed by:

VENICE B. IBAÑEZ
Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

DEPARTMENT OF TOURISM AND
AND HOSPITALITY MANAGEMENT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maureen Joy F. Manadong, 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 March-June 2021.

Approved:

MAUREN JOY F. MANADONG
Instructor
Date:

VENICE B. IBAÑEZ
Department Head
Date:

MOISES NEIL V. SERIÑO
College Dean
Date:

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		17.3	4	4	4	4.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	16	4	4	4	4	4.00	
	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							
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	8	3	4	4	4	4.00	
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	4	4	4	4	4.00	midterm exam
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	144	72	4	4	4	4.00	
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	10	4	4	4	4.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students							

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	8	8	5	4	5	4.67	ojt report
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	15	6	4	4	5	4.33	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	12	4	4	4	4.00	
	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 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	4	2	4	4	4	4.00	3 lab manual; 1 learning guide

		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.	8	4	4	4	4	4.00		
		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								
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	6	3	5	4	5	4.67		
	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								
		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							
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				3	3	3	3.00
	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 scienfic for a/conferences							
	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							
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

	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							
	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 programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	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								
Research Mentoring	*Research Mentor*									
Peer reviewers/Panelists	*Peer reviewers/Panelists*									
Resource Persons	*Resource Persons*									
Convenor/Organizer	*Convenor/Organizer*									
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	5	5	5	5.00	
	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	5	5	5	5.00	
	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	5	5	5	5.00	
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							

	Average Rating			Comments & Recommendations
	Additional Points			for Development Purpose:
	Approve Additional Points (with copy of approval)			Attend more advanced seminar
	Final Rating			on instructional materials development.
	Adjective Rating			

Evaluated & Rated by:

VENICE B. IBAÑEZ
Department Head
Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 10/4/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Mauren Joy F. Manadong

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	THty 114 TMgt 124 TMgt 140 HRTM 141	March 12, 2021	July 16, 2021	July 30, 2021	VI	VS	
2	Provide advise for OJT on their industry practice report	Act as adviser to 8 students Act as SRC for 10 students	March 12, 2021	June 7, 2021	August 3, 2021	VI	VS	
3	Serve as member of department-based committees	Research committee Physical facilities Committee	January 2021	December 31, 2021	December 31, 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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAUREN JOY F. MANADONG
Performance Rating: March-June 2021

Aim: To develop instructional materials for the assigned courses

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

Date: March 2021   Target Date: June 2021

To attend webinars/seminars in relation to instructional materials development

Result:
Increased knowledge on the creation of instructional materials

Date: May 2021   **Target Date**: June 2021

Next Step:
Apply the learnings and insights learned in drafting instructional materials.

Outcome:
Confident in developing instructional materials for courses assigned.
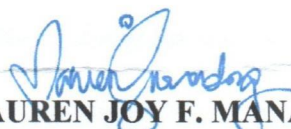
Final Step/Recommendation:

To attend more advanced seminar on instructional materials development.

Prepared by:

VENICE B. IBAÑEZ
Unit Head

Conforme:

MAUREN JOY F. MANADONG
Name of Ratee Faculty

cc: ODA-HRD