SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Randy G. Omega

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	80%	4.30	3.44
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.67	0.934
4. Administration			
5. Production			
TOTAL			4.374

EQUIVALENT NUMERICAL RATING: 4.374
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.374

ADJECTIVAL RATING:

Prepared by: Reviewed by:

RANDY G. OMEGA   **VENICE B. IBAÑEZ**
Name of Faculty   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, RANDY G. OMEGA, 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:

RANDY G. OMEGA	VENICE B. IBAÑEZ	MOISES NEIL SERIÑO
Instructor II	Department Head	College Dean
Date:	Date:	Date: 3/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	42	7.5		3	3	3	3		7.5
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	14.4			3	3	3	3		3
	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	2			5	5	5	5		3
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught		2		5	5	5	5		
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	0							16
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1								12
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	32	32		4	4	4	4		32

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	4	3	3	3	3	0
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	3	3	3	3	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	32	75	S	S	S	S	64
	PI 9: Number of student organizations advised/ assisted *	**A19** . Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	S	S	S	S	2
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	S	S	S	S	2
	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	3	0	4	4	4	4	4
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	10	S	S	S	S	9

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5	9
		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	3	2	5	5	5	5	3
	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	0	3	3	3	3	1
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	2	3	3	3	3	4
		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	0	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 oroject within the year	0	0					0

PI	Activity/Measure	Description										Total
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										
	In refereed int'l journals											
	In refereed nat'l/regional journals		0	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										
	In int'l fora/conferences											
	In nat'l/regional fora/conferences		0	1		5	5	5	5			1
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	0	0								0
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		0	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								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							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							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	0			S	S	S	S	4
	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				S	S	S	S	33
	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	1			4	4	4	4	1
	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%				S	S	S	S	100%

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*		1	1	4	4	4	4		1
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	zero non-conformity	5	5	5	5	zero non-conformity
		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	100% compliant	5	5	5	5	100% compliant
		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							
	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 (total over-all rating divided by 4)					4.38					Comments & Recommendaitons for Development Purpose:
Additional Points:										Attendance to rescarch-related training
Approved Additional Points (with copy of approval)										
Final Rating										
Adjectival Rating										

Evaluated & Rated by:

VENICE B. IBAÑEZ
Department Head
Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 3/10/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
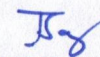Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Randy G. Omega

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 101; TMgt 133	August 2021	December 2021	January 28, 2022	VI	VS	
2	Serve as member of department-based committees	Personnel Committee, Research committee, Curriculum committee	January 2021	December 31, 2021	December 31, 2021	I	VS	
3	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

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez
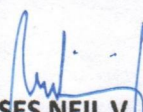
Number of Personnel: Mr. Randy G. Omega

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   **MOISES NEIL V. SERIÑO**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RANDY G. OMEGA
Performance Rating: July-December 2021

Aim: To develop skills related to research (Tourism Mgt section)

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

Date: January 2021   Target Date: December 2021

To attend webinars/seminars related to research

Result:
Increased knowledge on research

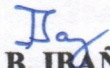**Date**: May 2021   **Target Date**: December 2021

Next Step:
Apply the learnings and insights learned in serving as thesis adviser for students with undergraduate thesis.

Outcome:
Confident in providing suggestions for the improvement of the undergraduate thesis of students.

Final Step/Recommendation:

To attend more advanced seminar on research related topics.

Prepared by:

VENICE B. IBAÑEZ
Unit Head