

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MAGNOLIA C. LAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	30% <del>30%</del> 50%	4.54 <del>4.54</del> 0.30 = 1.449 <del>2.226</del>	
Students (50%)	30% <del>30%</del> 50%	3.71 <del>3.71</del> 0.30 = 1.11 <del>1.86</del>	
Total for Instruction	100% <del>60%</del>	4.12	3.01 <del>2.559</del>
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	15.00% <del>15.00%</del>		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	15.00% <del>15.00%</del>	3 <del>3</del>	0.45 <del>0.45</del>
Administration			
Production			
TOTAL	100%		3.01 <del>3.009</del>

EQUIVALENT NUMERICAL RATING:

3.01 ~~3.01~~ 3.45 4.12

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

3.01 ~~3.01~~ 3.45 4.12

ADJECTIVAL RATING:

Satisfactory

Prepared by:

MAGNOLIA C. LAO

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



**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](http://www.vsu.edu.ph)

"Exhibit B"

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

I, **MAGNOLIA C. LAO**, 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 accomplishment in accordance with the indicated measures for the period January to June 2024

**MAGNOLIA C. LAO**

Asst. Professor II

Date: 7/18/24

Approved:

**RANDY G. OMEGA**

Head, DTHM

Date: 7/22/24

**LILIAN B. NUÑEZ**

College Dean

Date: 7/23/24

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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	NONE						
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students	NONE						
		<b>A3.</b> Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research	NONE						
		AS GAC Member	Advises and corrects research	NONE						
		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	NONE						
		On-line ready courseware	Prepares Instructional	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips,	NONE						



		Assessment tools	Prepares assessment tools	NONE						
		A 6 : Number of on-line course ware	Submits the course ware duly	NONE						
		A 7 : Number of virtual classroom	Creates virtual 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	47.15	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	9	<del>4</del>	<del>4</del>	<del>4</del>	<del>4.00</del>	
		<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	5	8	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	0					
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	26	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	28	5	5	4	4.66	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	60	41	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Acts as Adviser	15	26	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	90	159	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 USOO	0	0					
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	0					



	<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	1	1	5	5	4	4.66	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	4	4.66	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	68	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	2	5	5	4	4.66	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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%	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3)	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the							
	<b>PI 3.</b> Percentage of research	<b>A 29.</b> Percentage of research outputs	Writes publishable materials							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	<b>PI 4.</b> Number of research outputs presented in	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in							
		In int'l fora/conferences								




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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	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	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	100% compliant							
	On program accreditations									
	On institutional accreditations									
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint							
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								
Total Over-all Rating	69.64	100.64	→							
Average Rating	2.64	4.03	→							Attend more advanced seminar on research and extension related topics.
Adjectival Rating	Unsatisfactory	Very Satisfactory	→							

Evaluated & Rated by:

Recommending Approval

Approved by:

  
RANDY G. OMEGA

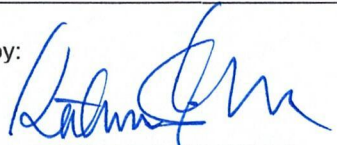
Department Head

Date: 7/22/24

  
LILIAN B. NUÑEZ

Dean, CME

Date: 7/23/24

  
ROTACIO S. GRAVOSO

Vice President for Instruction

Date: 7/24/24





## TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Tourism and Hospitality Mgt.

College: College of Management and Economics

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ALEXANDER L. CABRAL	8	4.38	87.50 %	Very Satisfactory
APRIL GAYLE VALENCIA CALUNANGAN	6	5.00	100.00 %	Outstanding
CHELYN GALUPO ESTILLORE	4	3.75	75.00 %	Very Satisfactory
JUNREY A. TISBE	11	4.45	89.09 %	Very Satisfactory
MAGNOLIA CLITAR LAO	7	3.71	74.29 %	Very Satisfactory
MARJORIE B. ESCUADRA	9	4.78	95.56 %	Outstanding
MAUREN JOY F. MANADONG	5	4.20	84.00 %	Very Satisfactory
NANCY VILLACARTA DUMAGUING	6	4.17	83.33 %	Very Satisfactory
RANDY GORGONIO OMEGA	6	4.67	93.33 %	Outstanding
SHANIA MARIE G. ALBARACIN	11	3.82	76.36 %	Very Satisfactory
Department Mean		4.29	85.85%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 16, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 16, 2024

Received by:

RANDY GORGONIO OMEGA

Name and Signature of Department head

Date: 5/28/24

MOISES NEIL VILLAFLOR SERINO

Name and Signature of College Dean

Date: 5/30/24

Distribution of copies: ODIE, College, Department

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

## PERFORMANCE MONITORING AND COACHING JOURNAL


✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : Department of Tourism and Hospitality Management  
Head of Office : Randy G. Omega  
Number of Personnel : 9 Permanent Faculty

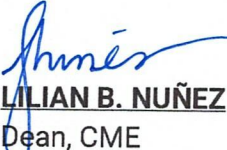
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (January – June 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(January – June 2024)
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(January – June 2024)

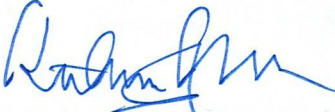
Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

  
**RANDY G. OMEGA**  
Immediate Supervisor

Noted by:

  
**LILIAN B. NUÑEZ**  
Dean, CME

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching									
<b>PI 1. Instruction</b>	Instructional Materials Developed/Revised & Utilized	<i>CMPBALAGA</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 106, THty 102, TMgt 122, TMgt 136
		<i>ATCabral</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 120, HMgt 128, HMgt 136, ABMg 101
		<i>MBJLCastil</i>	January-June 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 126, HMgt 142, THty 112
		<i>MBEscuadra</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 134, HMgt 142, HMgt 122
		<i>MCLao</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 124, HMgt 13, HMgt 160, THty 102
		<i>MJFManadong</i>	January-June 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 140, TMgt 134, TMgt 124
		<i>RGOmega</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 138, TMgt 132, TMgt 144
		<i>HMEQuimbo</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 134, HMgt 142, HMgt 122
		<i>DDSUMABAT</i>	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 104, TMgt 130, TMgt 142, HMgt 140
	Reviewed/Approves Thesis/Field Practice Manuscripts/Lab Exercises	<i>CMPBALAGA</i>	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
		<i>ATCabral</i>	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	



		Spent Hours For Students	Consultations	MBJLCASTIL	January-June 2024				Review Outlines	Review Outlines
				MBECSUADRA	January-June 2024				Review Outlines	Review Outlines
				MCLao	January-June 2024				Review Outlines	Review Outlines
				MJFManadong	January-June 2024				Review Outlines and Manuscript	
				RGOmega	January-June 2024					
				HMEQuimbo	January-June 2024				Review Theses	Review Theses
				DDSumabat	January-June 2024				Review Manuscripts	Review Manuscripts
				CMPBALAGA	January-June 2024	1-4 W				
				ATCabal	January-June 2024	1-5MTu	8-12 W	1-2:30 MTu	1-5MTu	8-12 W
				MBJLCASTIL	January-June 2024	8-10, 1-4 MTu	9:30-11:30 TF	1-2:30 MTu	8-10, 1-4 MTu	9:30-11:30 TF
				MBECSUADRA	January-June 2024	8-10, 1-4 MTu	9:30-11:30 TF	1-2:30 MTu	8-10, 1-4 MTu	9:30-11:30 TF
				MCLao	January-June 2024	3-5 MTu	4-5 TW	3-5 MTu	3-5 MTu	4-5 TW
Gives Assignments, Quizzes, Exams, Etc.	CMPBALAGA	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	DDSumabat	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	HMEQuimbo	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	RGOmega	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	MJFManadong	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	CMPBALAGA	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	ATCabal	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	MBJLCASTIL	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	MBECSUADRA	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	MCLao	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	MJFManadong	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments
	DDSumabat	January-June 2024	8-10, 1-5 W	2-3 TTh	8-10 MF	8-10, 1-5 W	2-3 TTh	8-10 F	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments



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							Fridays, Tuesdays	Fridays, Tuesdays	Fridays, Tuesdays	TMgt131 TMgt120
		MBJLCastil								
		MBEscuadra	January-June 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt 127 HMgt 139 HN 21f
		MCLao	January-June 2024				Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	HMgt133 HMgt147
		MJFManadong	January-June 2024				Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays	Mondays,Tuesd ays,Thursdays,F ridays	HMgt 131 THty105 HMgt150
		RGOmega	January-June 2024				Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tuesd ays,Wednesday s, Thursdays	TMgt 121THty 21THty 110
		HMEQuimbo	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	THty 101 TMgt 127 TMgt 133
		DDSumabat	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	HMgt125 HMgt127
<b>MFO 3. Extension Services</b>	Conducts Extension	MJFManadong	January-June 2024	COLLABDev for Inopacan Development						(Ongoing)
		RGOmega	January-June 2024	BIDA Project Leader						(Ongoing)
	ATTENDS training, SEMINAR, and workshops	MJFManadong				MUSLIM-FRIENDLY ORIENTATION				
		RGOMEGA	January-June 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
<b>MFO 4. Administ ration Services</b>	Signs appointments , requests, certificates, and etc.	CMPBALAGA, ALCabral MBJLCastil, n, MBEscuadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSumabat	January-June 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	January-June 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment,



										Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	January-June 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	DDSUMABAT	January-June 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments.	RGomega	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents. Cleans all rooms in the department	SMLatras	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:

  
**RANDY G. OMEGA**  
 Unit Head

## PERFORMANCE MONITORING FORM

Name of Employee: **MAGNOLIA C. LAO**

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 the prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Submitted Syllabus. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Able to multitask and maintain productivity
3	Attends meetings and workshops as instructed by immediate Head.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Attended DTHM Faculty meetings regularly
4	Performs other functions such as; Personnel Committee	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	May ensure that report has been made

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

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

Prepared by:

  
**RANDY G. OMEGA**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Magnolia C. Lao  
Performance Rating : 3.01 (Satisfactory) January-June 2024  
3.45

Aim: To develop skills related to research and extension project proposal writing and development

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

Date: January 2024

Target Date: March 2024

First Step:

To attend webinars or seminars related to research and extension proposal writing and development.

Result:

Increased knowledge on research and extension project proposal writing.

Date: April 2024

Target Date: June 2024

Next Step:

Apply the learnings and insights learned in preparing and conducting extension projects.


Outcome:

Confidence in preparing and implementing extension projects.

Final Step/Recommendation:

To attend more advanced seminars on research and extension related topics..

Prepared by:

  
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