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% / 50%	4.83x0.30=1.44922	4
Students (50%)	30% # 50%	3.71x0.30=1.11 \ g	•
Total for Instruction	100%-60%	4.12	2.559
Research			
Client/Dir. for Research (50%)	- Balk the balk to be a second of the balk to be	4 4 4 2	
Dept. Head/Center Director (50%)			
Total for Research	-15.00% →		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	15.00% →	-3- 1	_0.45 →
Administration			
Production			
TOTAL	100%		3.009 #

EQUIVALENT NUMERICAL RATING	EOL	JIVAL	ENT	NUN	MERICAL	RATING
-----------------------------	-----	-------	-----	-----	---------	--------

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

3.45 4.12

3.45 4:12

ADJECTIVAL RATING:

Prepared by:

Satisfactory

h ~

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

HILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



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, MAGNOLIA C. LAO, a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</u> 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

Approved:

MAGNOLIÁ C. LAO Asst./Professor II

Date 7/18/24

RANDY G. OMEGA

Head, DTHM Date: 7 22 24

LILIAN B. NUÑEZ

College Dean

Date: 723/24

							ı	Rating	g	DEMARKS (In diseases in
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1.	ADVANCED EDUCATION SE	RVICES								
OVPI MF	O 2. Graduate Student Manag	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						
74-117-29		A3. 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						
		A4. Number of students entertained for consultation numbers	Entertains students seeking	NONE				а.		
	PI 9: Number of instructional materials developed *	Yumber of instructional A5. Number of on-line ready		NONE						
		On-line ready courseware	Prepares Instructional	NONE		70				
		Supplemental learning resources	Prepares Power Point presentation, video clips,	NONE						

		Assessment tools	Prepares assessment tools	NONE		T				
		A 6 : Number of on-line course ware	Submits the course ware duly	NONE						
		A 7 : Number of virtual classroom	Creates virtual classroom	NONE						
UMFO 2.	. HIGHER EDUCATION SERVI	CES								
OVPI UN	MFO 3. Higher Education Mana	agement Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	47.15	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	9	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	5	8	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	0					
a sep la di ipan La parte di		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	26	5	5	5	5.00	
		A15. 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	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	60	41	5	5	5	5.00	
		A17. 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					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	90	159	5	5	5	5.00	
	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 A 21: Number of on-line course ware Prepares and submits for instructional materials developed and submitted: review by the Technical developed * **Review Panel** Prepares Instructional module/laboratory On-line ready courseware 5 5 1 4 4.66 quide/workbook or a 5 combination thereof **Prepares Power Point** presentation, video clips, 5 Supplemental learning resources movie clips, reading 5 4 5 4 4.66 assignments depending on 5 course taught Prepares assessment tools Assessment tools such as long exam, guizzes, 2 68 5 5 5 5.00 problems sets, etc. A 23: Number of on-line course ware Submits the course ware duly reviewed by TRP & edited by MMDC reviewed by TRP for editing editor by MMDC editor A 24: Number of virtual classroom Creates virtual classroom created and operational 5 using either Moddle or Google 2 2 5 4 4.66 Classroom 5 A 25. Number of Additional outputs PI 11. Additional outputs accomplished: Prepares documents and /or program profile and other Program accreditation/evaluation 5 5 5 5.00 1 1% materials required during program/institutional accreditation and/or evaluation Coordinates with potential firms and maintains linkages with firms Agency/firm/Industry linkages 0 0 willing to accept OJT students from VSU **UMFO 3. RESEARCH SERVICES** PI 1. Number of research A27. Number of research outputs in Conducts research for outputs in the last three (3) the last three (3) years utilized by the possible utilization by industry PI 2. Number of research A 28. Number of research outputs Conducts and completes outputs completed within the completed within the year * research oroject within the PI 3. Percentage of research A 29. Percentage of research outputs Writes publishable materials In refereed int'l journals In refereed nat'l/regional journals PI 4. Number of research A 30. Number of research outputs Prepares, submits and outputs presented in presented in regional/national/ int'l presents research paper in In int'l fora/conferences

		In motil/accional familians				\neg	T-		Т	T
	PI 5. Percent of research	In nat'l/regional fora/conferences A 31. Percentage of of research	Decrees receipt and a self-				-	-	-	
	proposals approved *	proposals prepared, submitted and	Prepares research proposals, submits and follows up its							
	PI 6. Additional outputs*	A 32. No. of research-related awards	submits and follows up its			-	-	-	-	
	Te. Additional outputs	A 33. Number of journal	Acts as peer reviewer of			+	<u> </u>	-		-
		articles/scientific paper received and	journal articles/scientific							
		A 34. Number of UMs submitted to	Prepares and submits			+	<u> </u>			
		ĪTSO, VSU	application for UM of							
UMFO 4.	EXTENSION SERVICES									
	<u>PI 1</u> . Number of active partnerships with LGUs,	A 36. Number of active partnerships	Identifies and links with			3 =	3	3	3.00	-
0.0	industries, NGOs, NGAs, SMEs,	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	probable partners for extension activities and	1	0	0	0	O	O	
	and other stakeholders as a	facilitated and maintained	maintains this active							
	result of extension activities	lacilitated and maintained		11.00 1	-					
	PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among	15	0	3-	3	-3-	3.00	yes.
1 7 10	weighted by the length of training	the length of training	beneficiaries of technologies for transfer	15	U	0	0	0	0	[발판 기구 : 이 기계 : 10]
	PI 3. Number of extension		To transier			3	3	3	3.00	>
- 15	programs organized and	A 38. Number of extension	Implementes duly approved							
	supported consistent with the	programs/projects implemented	Implementes duly approved extension projects	1	0	0	O	0	0	
	SUC's mandated and priority	programa/projects implemented	extension projects							
	programs	4 00 B								
	PI 4. Percentage of beneficiaries who rated the	A 39. Percentage of beneficiaries who rated the training course/s and	Provides quality and relevant			3	3	3	3.00-	74
	training course/s and	advisory services as satisfactory or	training courses and advisory	1	0	D	0	0	U	
	advisory services as	higher in terms of quality and	services		O					
	satisfactory or higher in terms									
	DIE Number of	A 40 Number of technical/avancet	Provides the technical and			3	3	3	3.00	The Control of the Co
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	expert services requested by	1	0	0	6	0	0	
	lecimical/expert services	Services as/iii.	beneficiaries							
	Research Mentoring	Research Mentor				.3	3	3	3.00	70
	Peer reviewers/Panelists	Peer reviewers/Panelists				3	3	3	3.00	-pe
						0	0	0	0	
	Resource Person	Resource Persons		1	0	3-	3	3	3.00	-AL
	Convenor/Organizer	Convenor/Organizer				3	3	3	3,00	-164
	Consultancy	Consultant		1	0	3	3	3	3.00	1
	Evaluator	Evaluator		1	0	03-	3	3	3.00	~
	DIO D		Prepares extension project							
	PI 8. Percent of extension	A 41. Percent of extension proposals	proposals, submits and follow							
	proposals approved *	approved *	up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards	in promonation			+				
		(extn. conducted by faculty or student								
		& faculty) *								

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UMFO 5	JMFO 5. SUPPORT TO OPERATIONS OVPI MFO 4. Program and Institutional Accreditation Serv						
	OVPI MFO 4. Program and	Institutional Accreditation Services					
	PI 8. Compliance to all requirements thru the established/adequate	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	zero non-confo rmity			
		<u>A 45</u> . 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 S	Services (GASS)					
117	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 performfing functions resulting to best practice				
Total O	ver-all Rating	49.44 100.64	1				
Average	e Rating	2.64 -4.03					nced seminar on research and ion related topics.
Adjectiv	val Rating	Vnsotisfactory Very Satisfactory	-				

Evaluated & Rated by:

RANDY G. OMEGA

Department Head Date: 7/22/24

Recommending Approval

LILIAN B. NUÑEZ

Dean, CME Date: 723/24

Approved by:

ROTACIO S. GRAVOSO

Vice President for Instruction
Date: 7/24/24





INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph

Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION Summary by Department

Department: <u>Dept. of Tourism and Hospitality Mot.</u>
College: <u>College of Management and Economics</u>

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 KM L. AURE
Director, Instruction and Evaluation
Date: April 16, 2024

Received by:

RANDY GORGONIO OMEGA

Name and Signature of Department head

Date: 128 24

MOISES NEIL VILLAFLOR SERIÑO Name and Signature of College Dean

Date: 10 30 124

Distribution of copies: ODIE, College, Department

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

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

Page 1 of 1

1st23-24sdDTHM-03





PERFORMANCE MONITORING AND COACHING JOURNAL

√	1 st	Q U
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	4 th	E
		E R

Name of Office

Department of Tourism and Hospitality Management

Head of Office

Randy G. Omega_

Number of Personnel:

9 Permanent Faculty_

Activity			MECHANISM	- E	Remarks
Monitoring	Meet	ing	Memo	Others (Pls. specify)	romano
	One-on-One	Group		c more (i ter epecity)	
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/se minars/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					L
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:

Vice President for Academic Affairs



Major Final	TASK	ASSIGNED TO	DURATION			TASK	STATUS			
Output/Per formance Indicator				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	REMARKS
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/R	CMPBALAGA	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
	evised & Utilized	ATCabral	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
		MBJLCastil	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
		MBEscuadra	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
		MCLao	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
		MJFManadong	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
		RGOmega	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
		HMEQuimbo	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
		DDSumabat	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/Ap proves Thesis/Field	CMPBALAGA	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	Practice Manuscripts/ Lab Exercises	ATCabral	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Tuesdays, Thursdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments				JSOS4 Jsunary-June	lendeOTA	Exams, Etc.	
Tuesdays,Thursday s,Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments				January-June 2024	CMPBalaga	Gives Assignments, Quizzes,	
All students that asks for consultation	8-10,1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W 8-10 F	2024 January-June	TABAMUSQQ		
All students that asks for consultation	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	2024 January-June	HMEQuimbo		
All students that asks for consultation	3-5 M⊤H 3-5 TWF	3-5 MTH 3-9 TWF	3-5 MTH 8-9 TWF	3-5 M⊤H 8-9 TWF	9-5 Мтн 8-9 ТWF	3-5 MTH 8-9 TWF	202⊄ January-June	RGOmega		
A Standard State S	2-4:30 MTThF	2-4:30 MTThF	Z-4:30 MTThF	Z-4:30 MTThF	Z-4:30 MTThF	2-4:30 MTThF	70Տփ Դուրե	MJFManadong		
A ll students that asks for consultation	HTM 8-5 4-5 MT 8-4	3-5 MTH WT 8-4	3-5 WT 8-4	3-5 MT H 4-5 WT	3-5 MT H	3-5 MTH WT 8-4	January-June January-June	MCLao		
All students that asks for consultation	HTM 4-1 ,01-8	HTM 4-1,01-8	HTM 4-1,01-8	HTM 4-1 ,01-8	HTM 4-1,01-8	HTM 4-1,01-8	2024 January-June	<i></i> Аяа∢пэѕ ∃8 М		
All students that asks for consultation	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	7-2:30 MTH 9:30-11:30 TF	1-2:30 MH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	HTM 05:2-1 HT 05:11-05:9	2024 January-June	MBJLCASTIL		
All students that asks for consultation	HTM2-1 W 21-8	HTM3-1 W ⊆1-8	1-5MTH W 21-8	W 21-8 ⊬TM2-1	HT M ∂-1 W 21-8	H TM2- 1 W S1-8	2024 January-June	le1de2TA		
All students that asks for consultation	M 7-1	M 4-1	M t-L	M 7-1	M 7-L	M t-L	2024 January-June	СМРВагаса	Spent Hours For Students Consultations	
	Manuscripts Review Thesis Manuscripts	Outlines Review Outlines	Outlines Review Outlines				2024 January-June 2024	TABAMUSQQ		
	Review Thesis	Review	Review				January-June January-June	RGOmega HMEQuimbo		
	səniltuO wəivəA tqinosunaM bna	Review Outlines and Manuscript	Review Outlines				2024 January-June	gnobensM∃LM		
	Review Outlines	Review Outlines	Review Outlines				2024 January-June 2024	MCLao		
	səniltuO wəivəЯ	Outlines Review Outlines	Dutlines Review Outlines				2024 7990917-7006 7024	MBEscuapra		
	Review Outlines	Review	Review				January-June	MBJLCASTIL		

SOFytHT ESftemT	Mondays, Wednesdays,	Mondays, Wednesdays,	Wednesdays,			2024 January-June	IsidaOTA	materials	
TST 1gMH √ST 1gMH	beauT,ayabnoM a,ayabarhuT,aya ayabir	Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays			2024 January-June	CMPBALAGA	Prepares power point lecture	
19M7, 704, THgt 130, ThgmT, 021 041 140	Final Grades					2024 January-June	TABAMUSQQ		
19MH, 134, HMgt 142, HMgt 122	Final Grades					2024 January-June	OdminD3MH		
19MT ,881 19MT 132, TMgt 144							ввэшоэя		
19MT ,041 19MT 4ST 12MT ,48T	Final Grades					202⊄ January-June	BuobeneM∃LM		
13, HMgt 124, HMgt 13, HMgt 160, 1HT	eabera lenii					2024 Sos∢	MCLao		
19MH, 134, HMgt 122, HMgt 122	Final Grades					707√ Sunary-June	<i></i> Аяа4пэѕ ∃8 М		
126, HMgt 126, HMgt 211 (241	Final Grades					շ0շ∢ Դցսոցւλ-Ղոսe	MBJLCASTIL		
128, HMgt 136, 128, HMgt 136, 101 gM8A	Final Grades					January-June 2024	lende: DTA		
THty 106, THty 102, TMgt 122, TMgt 136	Final Grades					2024 So24	CMPBalaga	stimdus steeds sheets	
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			202⊄ January-June	TA8AMU 2 QQ		
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			702⊄ January-June	HMEQuimbo		
Mondays, Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			2024 January-June	MJFManadong		
Mondays, Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	МСГВО		
Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			Z024 S024	Аяачиэг ∃8М		
Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	0		January-June 2024	MBJLCASTIL		

							Fridays, Tuesdays	Fridays, Tuesdays	Frida y s, Tuesdays	TMgt131 TMgt120
		MBJLCASTIL								
		MBEscuadra	January-June 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt 127 HMg 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
MFO 3. Extension Services	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
MFO 4. Administrat ion Services	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 outlin transmittal, approval sheet, routing slip
		RG0mega	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 communicati ons, letters, requests and appointments	RGomega	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Semin ars/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

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Aim: <u>To develop skills related to research and extension project proposal writing and development</u>

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:

RANDY G. OMEGA

Unit Head

Conforme:

MAGNOLIA C. LAO Ratee