# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mauren Joy F. Manadong

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| Instruction | | | |
| a. Head/Dean (50%) | 45% ~~40%~~ Acaly. | 4.1297 | ~~1.65~~ 1.85 Acaly. |
| b. Students (50%) | 45% ~~40%~~ Acaly. | 4.12 | ~~1.648~~ 1.854 Acaly |
| Total for Instruction | 90% ~~80%~~ Acaly. | | ~~3.299~~ 3.71 Acaly |
| Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| Administration | 10% ~~30%~~ Acaly. | 1.8 | ~~0.54~~ 0.18 Acaly. |
| Production | | | |
| **TOTAL** | 100% | | ~~3.839~~ 3.89 Acaly. |

EQUIVALENT NUMERICAL RATING:   3.89 ~~3.839~~ Acaly.
Add: Additional Points, if any:   0
TOTAL NUMERICAL RATING:   3.89 ~~3.839~~ Acaly.
ADJECTIVAL RATING:   Very Satisfactory

Prepared by:

**MAUREN JOY F. MANADONG**
Name of Faculty
7/17/23

Reviewed by:

**HANNAH MAE E. QUIMBO**
Department Head
7/18/23

Recommending Approval:

**MOISES NEIL V. SERIÑO**
Dean/Director
7/26/23

Approved:

**BEATRIZ S. BELONIAS**
VP for Academic Affairs
7/22/23

# VISAYAS STATE UNIVERSITY

**Department of Tourism and Hospitality Management**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax:
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mauren 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 January-June 2023.

Approved:

**MAUREN JOY F. MANADONG**
Instructor
Date: July 10, 2023

**HANNAH MAE E. QUIMBO**
Department Head
Date: July 18, 2023

**MOISES NEIL V. SERIÑO**
College Dean
Date: July 20, 2023

| 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 SERVICES** | | | | | | | | | | |
| **OVPI MFO 2. Graduate Student Management Services** | | | | | | | | | | |
| | PI 4: Total FTE | A1. Actual Faculty's FTE | Handles subjects/courses | | | | | | | |
| | PI 8: Number of | A2. Number of students advised | Acts as academic adviser | | | | | | | |
| | | A3. Number of students advised on | | | | | | | | |
| | | As GAC Chairman | Advises and corrects | | | | | | | |
| | | AS GAC Member | Advises and corrects | | | | | | | |
| | | A4. Number of students | Entertains students seeking | | | | | | | |
| | PI 9: Number of | A5. Number of on-line ready | Converts the existing | | | | | | | |
| | | On-line ready courseware | Prepares Instructional | | | | | | | |
| | | Supplemental learning resources | Prepares Power Point | | | | | | | |
| | | Assessment tools | Prepares assessment tools | | | | | | | |
| | | A 6 : Number of on-line course | Submits the course ware | | | | | | | |
| | | A 7 : Number of virtual classroom | Creates virtual classroom | | | | | | | |
| | PI 10. Additional outputs: | A 8. Other outputs implementing | Designs experiential | | | | | | | |
| **UMFO 2. HIGHER EDUCATION SERVICES** | | | | | | | | | | |
| **OVPI UMFO 3. Higher Education Management Services** | | | | | | | | | | |
| | PI 5: Total FTE, | A9. Actual Faculty's FTE | Handles and teaches | 40 | 15.6 | 3 | 3 | 3 | 3.00 | |
| | | A10. Number of grade sheets | Prepares gradesheet and | 24 | 10 | 2 | 3 | 2 | 2.33 | |
| | | A 11. Number of INC forms with | Facilitates students in their | 2 | 2 | 4 | 4 | 4 | 4.00 | |
| | | A12. Number of trainings attended | Attend mandated trainings | 10 | 12 | 5 | 5 | 5 | 5.00 | |

| PI | Activity | Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | A13. Number of long examinations | Administers and checks | 9 | 8 | 4 | 4 | 3 | 3.67 | |
| | A14. Number of quizzes | Prepares and checks | 10 | 8 | 4 | 4 | 3 | 3.67 | |
| | A15. Number of lab reports and | Checks lab reports and | 5 | 8 | 5 | 5 | 5 | 5.00 | |
| PI 8: Number of students | A16. Number of students advised: | Acts as academic adviserto | 20 | 34 | 5 | 5 | 5 | 5.00 | |
| | A17. Number of students advised | | | | | | | | |
| | As SRC Chairman | Advises, and corrects | 8 | 16 | 5 | 5 | 5 | 5.00 | |
| | As SRC Member | Advises and corrects | 15 | 6 | 3 | 3 | 2 | 2.67 | |
| | A18. Number of students | Entertains students | 30 | 50 | 5 | 5 | 5 | 5.00 | |
| PI 9: Number of student | A19. Number of Student | Advises student | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| | A20. Number of Student | Assists student | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| PI 10: Number of | A 21 : Number of on-line course | Prepares and submits for | | | | | | | |
| | On-line ready courseware | Prepares Instructional | | | | | | | |
| | Supplemental learning resources | Prepares Power Point | 15 | 10 | 3 | 4 | 3 | 3.33 | |
| | Assessment tools | Prepares assessment tools | 4 | 16 | 5 | 5 | 5 | 5.00 | |
| | A 23 : Number of on-line course | Submits the course ware | | | | | | | |
| | A 24 : Number of virtual classroom | Creates virtual classroom | 5 | 4 | 3 | 4 | 4 | 3.67 | |
| PI 11. Additional outputs | A 25. Number of Additional outputs | | | | | | | | |
| | Program accreditation/evaluation | Prepares documents and | | | | | | | |
| | Agency/firm/Industry linkages | Coordinates with potential | | 3 | 5 | 5 | 5 | 5.00 | |
| | A 26. Other outputs implementing | Designs experiential | | 5 | 5 | 5 | 5 | 5.00 | |
| **UMFO 3 . RESEARCH SERVICES** | | | | | | | | | |
| PI 1. Number of research | A27. Number of research outputs | Conducts research for | | | | | | | |
| PI 2. Number of research | A 28. Number of research outputs | Conducts and completes | | | | | | | |
| PI 3. Percentage of | A 29. Percentage of research | Writes publishable | | | | | | | |
| | 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 | | | | | | | |
| | In int'l fora/conferences | | | | | | | | |
| | In nat'l/regional fora/conferences | | | | | | | | |
| PI 5. Percent of research | A 31. Percentage of of research | Prepares research | | | | | | | |
| PI 6. Additional outputs* | A 32. No. of research-related | | | | | | | | |
| | A 33. Number of journal | Acts as peer reviewer of | | | | | | | |
| | A 34. Number of UMs submitted to | Prepares and submits | | | | | | | |
| | A 35.Other outputs implementing | Designs research related | | | | | | | |
| **UMFO 4. EXTENSION SERVICES** | | | | | | | | | |
| PI 1. Number of active | A 36. Number of active | Identifies and links with | | 2 | 5 | 5 | 5 | 5.00 | |
| PI 2. Number of trainees | A 37. Number of trainees weighted | Conducts trainings among | | | | | | | |
| PI 3. Number of | A 38. Number of extension | Implementes duly approved | | 1 | 5 | 5 | 5 | 5.00 | |
| PI 4. Percentage of | A 39. Percentage of beneficiaries | Provides quality and | | | | | | | |
| PI 5. Number of | A 40. Number of technical/expert | Provides the technical and | | | | | | | |
| Research Mentoring | Research Mentor | | | | | | | | |
| Peer | Peer reviewers/Panelists | | | | | | | | |
| Resource Persons | Resource Persons | | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| Convenor/Organizer | Convenor/Organizer | | | | | | | | |
| Consultancy | Consultant | | | 1 | 5 | 5 | 5 | 5.00 | |
| Evaluator | Evaluator | | | | | | | | |

4.12963

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| PI 8. Percent of | A 41. Percent of extension | Prepares extension project | | | | | | |
| PI 11. Additional outputs | A 42. No. of extension-related | | | | | | | |
| | A 43.Other outputs implementing | Designs extension related | | | | | | |

**UMFO 5. SUPPORT TO OPERATIONS**

**OVPI MFO 4. Program and Institutional Accreditation Services**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| PI 8.Compliance to all | A 44. Compliance to all | Ensures that all the QMS | zero non-conformity | | | | | |
| | A 45. Compliance to all | Prepares required | 100% compliant | | | | | |
| | On program accreditations | | | | | | | |
| | On institutional accreditations | | | | | | | |

**UMFO 6. General Admin. & Support Services (GASS)**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| PI 2. Zero percent | A 46. Customerly friendly frontline | Provides customer friendly | Zero % complaint | | | | | |
| PI 3: Additional Outputs | A 47. Number of /new initiatives | Initiates/introduces | | | | | | |
| | A 48.Other outputs implementing | Designs | | | | | | |
| **Total Over-all Rating** | 91.33333333 | | | | | | Strengthen the research and extension skills through attendance to relevant training | |
| **Average Rating** | 4.151515152 | | | | | | | |
| **Adjectival Rating** | Very Satisfactory | | | | | | | |

4.25

Evaluated & Rated by:

**HANNAH MAE E. QUIMBO**
Department Head
Date: July 18, 2023

Recommending Approval

**MOISES NEIL V. SERIÑO**
Dean, College of Management and Economics
Date: July 20, 2023

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Instruction
Date: July 22, 2023

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 | 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, and makes herself available for student consultations during consultation hours. | January 1, 2023 | June 2023 | June 30, 2023 | January 1, 2023 | Very Impressive | Outstanding | Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment. |
| 2 | Performs extension functions such as; prepares extension proposals, implements duly approved extension projects within approved time frame, prepares reports and outputs and submit for publications. | January 1, 2023 | June 2023 | June 30, 2023 | January 1, 2023 | Very Impressive | Outstanding | Component Leader - COLLABDev for Inopacan Development |
| 3 | Performs other functions such as; DTHM Secretary and Chairmanship and/or member of committees in the department. | Very Impressive | January 1, 2023 | June 2023 | June 30, 2023 | Impressive | Outstanding | Able to multitask and maintain productivity |
| 4 | Performs other functions such as; member of VSU Academic Council and etc. | January 1, 2023 | June 2023 | June 30, 2023 | January 1, 2023 | Very Impressive | Outstanding | Able to multitask and maintain productivity |

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

**HANNAH MAE E. QUIMBO**
Unit Head
July 18, 2023

**Exhibit L**

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee:  Mauren Joy F. Manadong
Performance Rating:   January-June 2023


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 2023 Target Date: June 2023

To attend webinars/seminars related to research

Result:
Increased knowledge on research

Date: May 2023 Target Date: June 2023

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.
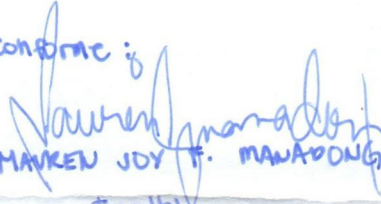
Final Step/Recommendation:

To attend more advanced seminar on research related topics.


Prepared by:

**HANNAH MAE E. QUIMBO**
Unit Head
July 18, 2023

cc: ODA-HRD

conforme:
MAUREN JOY F. MANADONG
faculty