Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

<u>Name of Faculty Member:</u>   ALEXANDER L. CABRAL JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction		4.58	
Head/Dean (50%)	50% ~~75%~~	4.83x0.75=3.62 2.29	
Students (50%)	50% ~~20%~~	4.44x0.45=0.89 2.22	4.51
Total for Instruction	100% ~~95%~~		4.51
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	~~2.50%~~		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	~~2.50%~~		
Administration			
Production			
TOTAL	100%		4.51

EQUIVALENT NUMERICAL RATING: 4.51

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: <u>Very Satisfactory</u>

Prepared by: Reviewed by:

ALEXANDER L. CABRAL JR.   **RANDY G. OMEGA**
Name of Faculty   Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

VISAYAS STATE UNIVERSITY

Department of Tourism and Hospitality Management
Visca, Baybay City, Leyte, PHILIPPINES
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALEXANDER L. CABRAL JR., 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-December, 2023.

Approved:

ALEXANDER L. CABRAL JR.
Instructor I
Date: 1/4/24

RANDY G. OMEGA
Department Head
Date: 1/9/24

MOISES NEIL V. SERIÑO
College Dean
Date: 1/10/24

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										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	0						
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	0						
		A3. Number of students advised on		0						
		As GAC Chairman	Advises and corrects research	0						
		AS GAC Member	Advises and corrects research	0						
		A4. Number of students entertained for	Entertains students seeking	0						
	PI 9: Number of instructional	**A5.** Number of on-line ready	Converts the existing instructional	0						
		On-line ready courseware	Prepares Instructional	0						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	0						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems	0						
		A 6 : Number of on-line course ware	Submits the course ware duly	0						
		A 7 : Number of virtual classroom	Creates virtual classroom using	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

PI	Activity	Description	Target	Actual	Q	E	T	Average	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	40	43	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	
	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	4	4	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	0						
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	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	21	21	5	5	5	5.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	0						
	A17. Number of students advised on thesis/ field practice/special problem:	Acts as an adviser for internship report	5	10	5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	6	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	14	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	50	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							
	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	1	0	3 0	4 0	3 0	3.33	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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										
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:											
		Program accreditation/evaluation	Prepares documents and /or										
		Agency/firm/Industry linkages	Coordinates with potential firms and										
		A 26. Other outputs implementing the	Designs experiential learning										

UMFO 3 . RESEARCH SERVICES

	PI 1. Number of research outputs in the last three (3) years utilized by	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year										
	PI 3. Percentage of research outputs published in internationally-referred	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and submits for										
		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 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											
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews										
		A 34. Number of UMs submitted to	Prepares and submits application										

UMFO 4. EXTENSION SERVICES

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs,	Identifies and links with probable partners for extension activities and										
	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										
	PI 3. Number of extension programs organized and supported consistent	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects										
	PI 4. Percentage of beneficiaries who rated the training course/s	A 39. Percentage of beneficiaries who rated the training course/s and	Provides quality and relevant training courses and advisory										
	PI 5. Number of technical/expert	A 40. Number of technical/expert	Provides the technical and expert										
	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								
PI 11. Additional outputs *	**A 42.** No. of extension-related awards (extn. conducted by faculty or student									

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							
	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							
	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 performfing functions resulting to best practice								
Total Over-all Rating	55 —4.86 ~								Attendance to publication writing related trainings	
Average Rating	4.58 —0.32 ꞁ									
Adjectival Rating	Very satisfactory Outstanding ꞁ									

Evaluated & Rated by:

RANDY G. OMEGA
Department Head
Date: 1/9/24

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1/1/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/11/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ALEXANDER L. CABRAL**

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 prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Encouraged to attend more trainings
3	Attends meetings and makes letters.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Able to multitask to maintain productivity

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

Prepared by:

RANDY G. OMEGA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : Alexander L. Cabral Jr.
Performance Rating   : **4.57 (Very Satisfactory) July-December 2023**

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: July 2023   Target Date: September 2023

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: October 2023   Target Date: December 2023

Next Step:

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

Outcome:

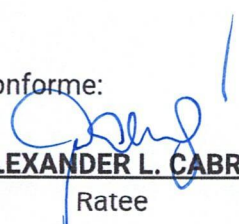Confidence in preparing and implementing extension projects.

Final Step/Recommendation:

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

Prepared by:

RANDY G. OMEGA
Unit Head

Conforme:

ALEXANDER L. CABRAL JR.
Ratee