

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

APRIL GAYLE V. CALUNANGAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	45%	$4.65 \times 0.45 = 2.09$	
Students (50%)	50%	$4.71 \times 0.50 = 2.36$	4.45
Total for Instruction	95% $\rightarrow 47.5$		4.57
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	2.50% $\rightarrow 1$		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50%	0.93 $\rightarrow 3.4$	0.023 $\rightarrow 0.085$
Administration			
Production			
TOTAL	100%		4.47 $\rightarrow 4.535$

EQUIVALENT NUMERICAL RATING:

4.54 $\rightarrow 4.47$

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.54 $\rightarrow 4.47$

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

APRIL GAYLE V. CALUNANGAN

Name of Faculty

RANDY G. OMEGA

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

Telefax:

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, APRIL GAYLE V. CALUNANGAN, 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 targets in accordance with the indicated measures for the period JULY to DECEMBER 2023.

Approved:

APRIL GAYLE V. CALUNANGAN

Instructor

Date: 1/5/24

RANDY G. OMEGA

Department Head

Date: 1/9/24

MOSES 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							
	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							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for	Entertains students seeking							
	PI 9: Number of instructional	A5. Number of on-line ready	Converts the existing instructional							
On-line ready courseware			Prepares Instructional							
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading							
Assessment tools			Prepares assessment tools such							
A 6 : Number of on-line course ware			Submits the course ware duly							
A 7 : Number of virtual classroom			Creates virtual classroom using							

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	40	39	5	4	5	4.67
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	14	5	5	5	5.00
		A11. 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	0	3	5	5	5	5.00
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	5	5.00
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	17	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	10	17	5	5	5	5.00
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	47	5	5	5	5.00
		A17. Number of students advised on thesis/ field practice/special problem:		5	5	5	5	5	5.00
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	5	5	5	5	5.00
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	10	5	5	5	5.00
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	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	1	1	5	5	5	5.00
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00
	PI 10: Number of instructional materials developed *	A21: 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	1	4	5	5	5	5.00
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	5	5	5	5.00
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	5	5	5	5.00

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	4	5	5	5	5.00	
	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	1	5	4	5	4.67	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	5	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	0	0					
	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	0	0					
		In refereed int'l journals		0	0					
		In refereed nat'l/regional journals		0	0					
	PI 4. Number of research outputs	A 30. Number of research outputs	Prepares, submits and presents	0	0					
		In int'l fora/conferences		0	0					
		In nat'l/regional fora/conferences		0	0					
	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					
	PI 6. Additional outputs*	A 32. No. of research-related awards		0	0					
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews	0	0					
		A 34. Number of UMs submitted to	Prepares and submits application	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	2	1	5	5	4	4.67	Sitago
	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	10	0	3	3	3	3.00	→
	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	Implementes duly approved extension projects	1	0	3	3	3	3.00	→

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	95%	0	3	3	3	3.00	
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	0	0					
Research Mentoring	Research Mentor		0	0					
Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					
Resource Persons	Resource Persons		0	0					
Convenor/Organizer	Convenor/Organizer		1	0					
Consultancy	Consultant		0	0					
Evaluator	Evaluator		0	0					
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	1	0	3	3	3	3.00	
PI 11. Additional outputs *	A 42. No. of extension-related awards		0	0					
UMFO 5. SUPPORT TO OPERATIONS				0					
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 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 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 performing functions resulting to best practice							
Total Over-all Rating	116.33 → 104								
Average Rating	4.65 → 4.16								
Adjectival Rating	Outstanding → Very satisfactory								Strengthen extension capabilities through attendance to trainings

Evaluated & Rated by:



RANDY G. OMEGA

Department Head

Date: 1/9/24

Recommending Approval



MOISES NEIL V. SERIO

Dean, CME

Date: 1/10/24

Approved by:



BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/11/24

PERFORMANCE MONITORING FORM


Name of Employee: APRIL GAYLE V. CALUNANGAN

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.	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 training, seminars, and workshops.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Encouraged to submit publications
3	Performs functions Chairman of BSTM	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Organized schedules of the BSTM Faculty meeting
4	Performs other functions such as; Chairman of Curriculum and Uniform Committee	Very Impressive	July 1, 2023	December 31, 2023	December 31, 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:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : April Gayle V. Calunangan
Performance Rating : 4.54 (Very Satisfactory) July-December 2023
4.47

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:


APRIL GAYLE V. CALUNANGAN
Ratee