SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ALEXANDER L. CABRAL JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	65% *	4.82x0.65 =3.1332.4	1
Students (50%)	10%	4.38x0.10=0.438 2.1	4.6
Total for Instruction	75%		3.45 3.571
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% -M		
Administration	25 -20% -	4.67	0.934
Production			
TOTAL	100%		4.62 4.505 1

EQUIVALENT NUMERI	CAL	RATING:
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4.51 + 4.62

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.51- 4.62

ADJECTIVAL RATING:

Very Satisfactory

outstanding

Prepared by:

DI CABDAL ID

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President





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, ALEXANDER L. CABRAL JR., 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 accomplishments in accordance with the indicated measures for the period JANUARY - JUNE, 2024.

ALEXANDER L. CABRAL JR.

Instructor I

Date: 118 14

Approved:

RANDY G. OMEGA

Department Head

Date: 7/22/24

LILIAN B. NUÑEZ

ollege Dean

ate: 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
						Quality	Efficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SER	VICES								
OVPI	MFO 2. Graduate Student Manage	ment 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 consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							

						_			
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
,	A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
UMFO 2. HIGHER EDUCATION SERVICE	:S								
OVPI UMFO 3. Higher Education Manage							8		
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	25.35	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	submits on or before deadline	5	3	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	5	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1					
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	9	9	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	14	14	5	5	5	5.00	
PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviserto students	150	150	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:	Acts as an adviser for internship report	13	11	5	5	4	4.67	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	1	4	4	4	4.00	

-										
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	150	150	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	20	20	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	20	20	5	5	5	5.00	
	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	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	15	5	5	5	5.00	
		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 program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
UMFO	3. RESEARCH SERVICES									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	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 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							

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1.50

							
		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					 Constitution and acceptants and any and acceptants and any acceptants.
	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 student w/ faculty)					
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper				
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output				
UMFO	4. EXTENSION SERVICES						
	PI1. 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				
	PI2. 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				
	P13. 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				
	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				
	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				
	Research Mentoring	Research Mentor		THE TAXABLE WAS AND A SECOND A SECOND AND A SECOND ASSECTION ASSECTI			
	Peer reviewers/Panelists	Peer reviewers/Panelists		*****			
	Resource Persons	Resource Persons				1	
	Convenor/Organizer	Convenor/Organizer					
	Consultancy	Consultant					
	Evaluator	Evaluator					
	Pl 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				

A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
utional Accreditation Services								
A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	processes of the university are complied with in the performance of his/her functions as faculty member	zero non-confor mity						
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								
A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
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							
	Supervising the Food and Beverage Service Operation of the Guest House, Pavilion, and Beach Garden Resort	2	1	5	5	5	5.00	
	Ensuring all customer service standards are met	15	6	5	4	4	4.33	
	Monitoring the day-to-day operations of the Food and Beverage Service and Resort Operation.	25	20	5	5	4	4.67	
			86.33				1	ore advanced seminar of the and extension related topics.
			4.79	1				
			Outstanding					
	(extn. conducted by faculty or student & faculty) * Intional Accreditation Services A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations On institutional accreditations Vices (GASS) A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	(extn. conducted by faculty or student & faculty) * A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations	(extn. conducted by faculty or student & faculty) *	(extn. conducted by faculty or student & faculty) * Intimal Accreditation Services 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 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 of the program and institutional accreditations: Prepares required documents and complies all requirements as prescribed in the accreditation tools 100% compliant	(extn. conducted by faculty or student & faculty)* Intional Accreditation Services A_4_4. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015* A_4_5. Compliance to all requirements of the processes of the university are complied with in the performance of his/her functions as faculty member A_4_5. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations On institutional accreditations Interest (GASS) A_4_6. Customerly friendly frontline services (GASS) A_4_4_7. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies* Supervising the Food and Beverage Service Operation of the Guest House, Pavilion, and Beach Garden Resort Ensuring all customer service standards are met Monitoring the day-to-day operations of the Food and Beverage Service and Resort Operation. 86.33 4.79	(extn. conducted by faculty or student & faculty)* Intional Accreditation Services A.44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015* A.45. Compliance to all requirements of the performance of his/her functions as faculty member A.45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations On institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools On program accreditations On institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools On institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools On institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools On institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools Institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools Institutional accreditations Frepares required documents and complies all requirements as prescribed in the accreditation tools Institutional accreditations Frepares required focuments and complies all requirements as prescribed in the accreditation tools Institutional accreditations Institutional accreditat	Extr. conducted by faculty or student & faculty)*	Extr. conducted by faculty or student & faculty) *

Evaluated & Rated by:

RANDY G. OMEGA

Department Head

Date: 7 Laylay

Recommending Approval

LLIAN B. NUÑEZ

Dean, CME

Approved by:

ROTACIO S. GRAVOSO
Vice President for Instruction
Pate: 124124





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: Dept. of Tourism and Hospitality Mot. 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

Attested by:

MA. RACHELKIM

Date: April 16, 2024

Director, Instruction and Evaluation

Prepared by:

VANESSA W. TPES in-Charge Date: April 16, 2024

Received by:

RANDY GORGONIO OMEGA

Name and Signature of Department head

Date:

MOIS S NEIL VILLAFLOR SERIÑ Name and Signature of College Dean

Distribution of copies: ODIE, College, Department

Vision:

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

Development of a highly competitive human resource, cutting-edge scientific knowledge Mission:

and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-ODI-12

1st23-24sdDTHM-03

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PERFORMANCE MONITORING AND COACHING JOURNAL

√	1 st	Q
√	2 nd	U
		A R
√	3rd	R
	4 th	F
		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		Remarks
Monitoring	Meet	ing	Memo	Others (Pls. specify)	
	One-on-One	Group		(г. ороспу)	
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	1	L		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:

LILIAN B. NUÑEZ

Dean, CME

ROTACIÓ S. GRAVOSO

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				2024 Jannary-June	lends2TA	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, 1-5 W 8-10 F	8-10, 1-5 W	8-10, 1-5 W 8-10 F	8-10 E 8-10' 1-2 M	8-10, 1-5 W	202⊄ 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	7024 7sunsty-June	HMEQuimbo		
All students that asks for consultation	3-5 M⊤H 3-5 TWF	3-5 M _{TH} 3-9 TWF	3-5 MTH 3-9 TWF	3-5 M⊤H 8-9 TWF	3-5 Мтн 8-9 ТWF	3-5 MTH 3-5 WF	2024 1997	RGOmega		
All students that asks for consultation	Z-4:30 MTThF	2-4:30 MTThF	Z-4:30 MTThF	Z-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	7974 7974 7074	MJFManadong		
consultation All students that asks for consultation	3-5 MT _H	3-5 WT d-4	3-5 MT _H WT 2-4	3-5 MT H 4-5 WT 8-4	3-5 MTH 4-5 TW	HTM 3-5 WT 3-4	79024 19054	MCLao		
All students that asks for	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	January-June 2024	мвЕзси <i>к</i> рвк		
All students that asks for consultation	1-2:30 MTH 3T 08:11-08:9	1-2:30 MTH 3T 0E:11-0E:9	1-2:30 MTH 4T 05:11-05:9	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 3T 08:11-08:9	1-2:30 MH 9:30-11:30 TF	202⊄ Sost	MBJLCASTIL		
All students that saks for consultation	HTM2-1 W 21-8	HTM2-1 W 21-8	HTM2-1 W ≤1-8	HTM2-1 W ≤1-8	H TM∂- 1 W 21- 8	H TM2- 1 W ⊆1-8	շ0շփ Դsunary-June	IsidsOTA	augunungua.	
All students that asks for consultation	M 7-1	M 7-1	M 7-1	M 7-L	M 7-L	M 7-L	202⊄ January-June	CMPBalaga	Spent Hours For Students Consultations	
	Manuscripts Review Thesis Manuscripts	Outlines Review Outlines	Outlines Review Outlines				2024 2024 2024	TABAMUSQQ		
	Review Thesis	Review	Review				January-June	RGOmega HMEQuimbo		
	Review Outlines and Manuscript	Review Outlines and Manuscript	Review SeniltuO				January-June 2024	gnobensM∃LM		
	Review Outlines	Review Outlines	earilines Review sarilines				2024 2024	MCLao		
	Review Outlines	Outlines Review Outlines	Outlines Weview				2024 2024 2024	МВ Езси <i></i> РРРА		
	Review Outlines	Review	Review				ղցուցւλ-Ղուս6	MBJLCASTIL		

65 % 6

501y1HT THty103	Mondays, Wednesdays,	Mondays, Wednesdays,	Mondays, Wednesdays,			2024 January-June	IsidaOTA	materials	
FSF 1gMH 78F 1gMH	Mondays,Tuesd ays,Thursdays,F ridays	Mondays,Tues days,Thursday s,Fridays	SeuT,esbnoM days,Thursday s,Fridays			2024 January-June	CMPBALAGA	Prepares power point lecture	
19MT, 701, 7HT 130, TMgt 142, 140, TMgt 142,	Sebara leni7					January-June 2024	TABAMUSQQ		
19MH 134, HMgt 142, HMgt 122	Final Grades					January-June January-June	odminD⊒MH		
TMgt 138, TMgt 132, TMgt 144							RGOmega		
TMgt 140, TMgt 4Sf 12MT ,48f	Final Grades					January-June January-June	MJFManadong		
HMgt 124, HMgt 13, HMgt 160, THty 102	Final Grades					2024 Sos√	MCLão		
14Mgt 134, HMgt 142, HMgt 122	Final Grades					702⊄ Jannary-June	Аяаьиэг ∃8М		
HMgt 126, HMgt 142, THty 112	Final Grades					շ02₄ Մցուցւу-June	MBJLCASTIL		
128, HMgt 120, Hmgt 128, HMgt 136, 101 gM8A	Final Grades					January-June 2024	IsidsOTA		
THty 106, THty 102, TMgt 122, 136	Final Grades					2024 So24	CMPBalage	Submits Grade Sheets	
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	TA8AMUSQQ		
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	RGOmega 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	МСГао		
Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	Аяа4иэг ∃ВМ		
Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	0		2024 January-June	MBJLCASTIL		

				0			Fridays, Tuesdays	Fridays, Tuesdays	Fridays, Tuesdays	TMgt131 TMgt120
		MBJLCASTIL								
		MBESCUADRA	January-June 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt 127 HMg ^r 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
		RG0mega	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 an 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
		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 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: 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/Recommendati on
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	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminars/workshops,	Very	January 2,	June 30, 2024	June 30, 2024	Very	Outstanding	Encouraged to attend
	serves training and workshops.	Impressive	2024			Impressive		more trainings
3	Attends meetings and makes letters.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; member of VSU Food and Beverage Service Supervisor and Project Manager for Garden Beach Resort	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask to maintain productivity

^{*}Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

RANDY G. OMEGA Unit Head

^{**}Outstanding, very satisfactory, unsatisfactory, poor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: Alexander L. Cabral Jr.

Performance Rating

: 4.51 (Very Satisfactory) January-June 2024

1.62 outstanding

Aim: To enhance managerial competence to effectively manage VSU Garden Beach Resort

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

Date: January 2024

Target Date: March 2024

First Step:

Required Mr. Cabral to attend webinars/seminars related to effective managerial competence.

Result:

Increased knowledge on various management strategies.

Date: April 2024

Target Date: June 2024

Next Step:

Apply the learnings and insights learned in improving the operation of the VSU Garden Beach Resort.

Outcome:

Mr. Cabral is confident in managing VSU Garden Beach Resort

Final Step/Recommendation:

Mr. Cabral may share and/or disseminate relevant output of his learnings to his staff.

Prepared by:

RANDY G. OMEGA

Unit Head

Conforme:

ALEXANDER L. CABRAL JR.

Ratee