

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. April Gayle N. Valencia

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.76	4.76 x 50%= 2.38	
b. Students (50%)	5.00	5.00 x 50%= 2.50	
Total for Instruction	100%	4.88	4.88
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.88


EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any: -


TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding ✓

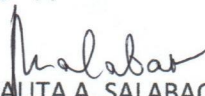
Prepared by:

  
APRIL GAYLE N. VALENCIA  
Name of Faculty


Reviewed by:

  
VENICE B. IBANEZ  
Department Head

Recommending Approval:

  
ANALITA A. SALABAO  
Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, April Gayle N. Valencia of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

*April Gayle N. Valencia*  
APRIL GAYLE N. VALENCIA  
Ratee

*Venice B. Ibañez*  
Approved: VENICE B. IBAÑEZ  
Head of Unit

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of Course Outlines/syllabus revised</b>							
	2 <sup>nd</sup> Sem 2019	2	2	4	5	5	4.66	
	Summer 2019	1	1	4	5	5	4.66	
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of IMs revised</b>							
	2 <sup>nd</sup> Sem 2019	2	3	4	5	5	4.66	
	Summer 2019	1	1	4	5	5	4.66	
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of long/term exams conducted, checked and recorded</b>							
	2 <sup>nd</sup> Sem 2019	4	6	4	5	5	4.66	
	Summer 2019	2	2	4	5	5	4.66	
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of quizzes administered, checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2019	10	15	4	5	5	4.66	
	Summer 2019	4	8	5	5	5	5.00	
	1 <sup>st</sup> Sem 2019	NA						

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of student projects supervised &amp; checked</b>							
	2 <sup>nd</sup> Sem 2019	150	230	4	5	5	4.66	
	Summer 2019	50	70	4	5	5	4.66	
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2019	250	380	4	5	5	4.66	
	Summer 2019	NA	NA	-	-	-	-	No lab subject
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2019	150	230	4	5	5	4.66	
	Summer 2019	50	70	4	5	5	4.66	
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2019	1	4	5	5	5	5.00	
	Summer 2019	1	2	5	5	5	5.00	
	1 <sup>st</sup> Sem 2019	NA						




[illegible]


Average Rating		4.76
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations  
For Development Purposes:

Attend further trainings and seminars to  
strengthen her competencies and knowledge  
in the field of tourism.

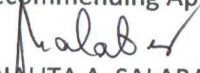
  
VENICE B. IBANEZ  
Department Head

Evaluated and Rated By:

  
VENICE B. IBANEZ  
Department Head

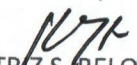
Date: \_\_\_\_\_

Recommending Approval

  
ANALITA A. SALABAO  
Dean, CME

Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President

Date: \_\_\_\_\_

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND  
HOSPITALITY MANAGEMENT**  
College of Management and Economics,  
Visayas State University  
Visca, Baybay City, Leyte PHILIPPINES  
Email: dchm@vsu.edu.ph  
Website: www.vsu.edu.ph

Exhibit I

**PERFORMANCE MONITORING FORM**  
January-June 2019

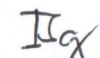
**Name of Employee: April Gayle N. Valencia**

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	Teach undergraduate courses	THty 106 HRTM 195 CWTS	Jan. 2, 2019	June 14, 2019	June 6, 2019	I	VS	
2	Serve as committee chairman/member	4 committees as member 1 as chairman	-do-	-do-	-do-	I	VS	
3	Provide advice to student organization (TORAH)	1 student organization advised	-do-	-do-	-do-	I	VS	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
VENICE B. IBÁÑEZ  
Head, DCHM

**VSU's Vision:** A globally competitive university for science, technology, and environmental conservation.

**VSU's Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: DCHM

Head of Office: Ms. Venice B. Ibañez

Name of Faculty/Staff: April Gayle N. Valencia      Signature: *Analita A. Salabao*      Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	x	x			
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks	x	x			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

*V. Ibañez*  
**VENICE B. IBÁÑEZ**  
Immediate Supervisor

Verified by:

*A. Salabao*  
**ANALITA A. SALABAO**  
Next Higher Supervisor

cc:      OVPI  
         ODAHRD  
         PRPEO