

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Venice B. Ibañez

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.70	$4.70 \times .50 = 2.35$	
b. Students (50%)	5.00	$5.00 \times .50 = 2.50$	
Total for Instruction	40%	4.85	1.94
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	50%	4.35	2.47
5. Production	10%	5.00	0.50
TOTAL	100%		4.91

EQUIVALENT NUMERICAL RATING: 4.91  
Add: Additional Points, if any: -  
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: Outstanding

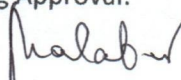
Prepared by:

  
VENICE B. IBANEZ  
Name of Faculty


Reviewed by:

  
ANALITA A. SALABAO  
Dean

Recommending Approval:

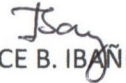
  
ANALITA A. SALABAO  
Dean

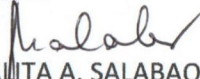
Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Venice B. Ibañez 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.

  
 VENICE B. IBANEZ  
 Ratee

  
 Approved: ANALITA A. SALABAO  
 Dean, CME

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	3	4	5	5	4.66	
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of IMs revised</b>							
	2 <sup>nd</sup> Sem 2019	2	2	4	5	5	4.66	Compilation of power point & other IM used
	Summer 2019	NA	NA	-	-	-	-	No summer class
	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	4	4	5	5	4.66	
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of quizzes/activities, administered, checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2019	6 activities	7 activities	4	5	5	4.66	
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						

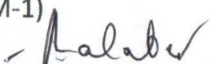
MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of student projects supervised &amp; checked</b>							
	2 <sup>nd</sup> Sem 2019	80	83	4	5	5	4.66	46 undergrad research;5 undergrad research proposals;21 immersion portfolio;11 SH research paper
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2019	NA	NA	-	-	-	-	No lab class
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2019	196	196	4	5	5	4.66	98 studs x 2 (midterm & final
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2019	3	3	4	5	5	4.66	
	Summer 2019	NA	NA	-	-	-	-	No summer class
	1 <sup>st</sup> Sem 2019	NA						



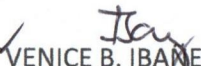
[illegible]

Average Rating		4.70
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Comments & Recommendations  
For Development Purposes:  
Recommended for further assessment  
e.g. Trainer's Methodology  
assessment (TM-1)

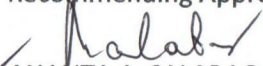
  
ANALITA A. SALABAO  
Dean, CME

Evaluated and Rated By:

  
VENICE B. IBANEZ  
Department Head

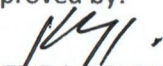
Date: \_\_\_\_\_

Recommending Approval

  
ANALITA A. SALABAO  
Dean, CME

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

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President

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

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



**Instrument for Performance Effectiveness of Administrative Staff**Rating Period: January-June 2019Name of Staff: Venice B. Ibañez Position: Instructor/Dept. Head

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

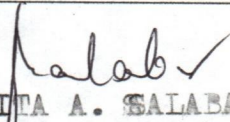
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

<b>A. Commitment (both for subordinates and supervisors)</b>		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	5	4	3	2	1



office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	20				
Average Score	4.35				

Overall recommendation : \_\_\_\_\_

  
ANALITA A. SALABAO  
\_\_\_\_\_  
Name of Head /Dean CME



**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:** Venice B. Ibañez

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	HRTM 199 HRTM 198 TVL HE HRTM 200.5	Jan 2, 2019	June 14, 2019	May 23, 2019	VI	VS	
2	Provide advise OJT on their industry practice report	6 studs advises Industry report advises	-do-	June 3, 2019	May 23, 2019	VI	VS	
3	Advise students for their academic loads	Served as academic adviser for students with no academic adviser	Jan. 3, 2019	June 3, 2019	May 23, 2019	VI	VS	
4	Serve as committee chairman/member	Univ. Food Committee chairman College committee-based assignment	Feb 15, 2019 March 14, 2019 April 18, 2019 May 8, 2019	March 8, 2019 April 12, 2019 May 30, 2019 June 14, 2019	March 6, 2019 April 11, 2019 May 28, 2019 June 14, 2019	VI	VS	

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

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

Prepared by:

*Analita A. Salabao*  
**ANALITA A. SALABAO**  
Dean, CME

**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: Dr. Analita A. Salabao

Name of Faculty/Staff: Venice B. Ibañez Signature: Bay 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:

Analita A. Salabao  
**ANALITA A. SALABAO**  
Immediate Supervisor

Verified by:

Beatriz S. Belonias  
**BEATRIZ S. BELONIAS**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Venice B. Ibañez

Signature: \_\_\_\_\_

Performance Rating: Outstanding ✓

Aim: To be NC certified on Tourism-related skills

Proposed Intervention to improve Performance:

Date: January 2019

Target: June 2019

### First Step

Attend a training-workshop on Travel services, tourism promotions, and Events Management

### Result:

Increased awareness and knowledge on the above-mentioned skills, ready for the NC assessment

Date: July 2019

Target Date: December 2019

### Next Step:

Undergo NC assessment on travel services, tourism promotions, and Events Management

### Outcomes :

Certified NC-2 (Travel services, tourism Promotions) and NC-3 (Events Management) on 3 tourism-related skills

### Final Step/Recommendation:

Recommended for further assessment- e.g. Trainer's Methodology assessment (TM-1)

Prepared by: \_\_\_\_\_

ANALITA A. SALABAO

Dean, CME

Conforme:

Ibañez  
VENICE B. IBANEZ