SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Magnolia C. Lao

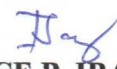| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	3.28	1.476
b. Students (50%)	45%	3.38	1.521
Total for Instruction	90%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	1.67	0.167
4. Administration			
5. Production			
TOTAL			3.164

EQUIVALENT NUMERICAL RATING: 3.164
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 3.164
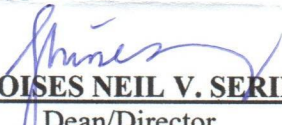
ADJECTIVAL RATING: SATISFACTORY

Prepared by: Reviewed by:

MAGNOLIA C. LAO   **VENICE B. IBAÑEZ**
Name of Faculty   Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph
"Exhibit B"

VISAYAS STATE UNIVERSITY

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGNOLIA C. LAO, 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 ccomplishments in accordance with the indicated measures for the period January to June 2022.

Approved:

MAGNOLIA C. LAO
Asst. Professor II
Date:

VENICE B. IBAÑEZ
Department Head
Date: 7/28/2022

MOISES NEIL SERIÑO
College Dean
Date: 8/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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 manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		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							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	45.6	22.3		4	4	4	4
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	16		5	5	5	5

		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		12	5	5	5	5	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	0	1	1	1	1	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	16	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	38	22	4	4	4	4	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12.8	12	5	5	5	5	
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students	56	64	5	5	5	5	
		A17. Number of students advised on thesis/ field practice/special problem:			84					
		As SRC Chairman/ Adviser	Advises, and corrects research outline and thesis/SP manuscript	6	5	4	4	4	4	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		7	5	5	5	5	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	112	130	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised	Advises student organizations recognized by USOO	1	0	1	1	1	1	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	4	0	1	1	1	1	
	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	3		1	1	1	ʄ	2 LGs, 1 Lab manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	0	1	1	1	1	for learning guides
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	0	1	1	1	1	per set: 2 LGs, 1 Lab manual
		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	2	6	S	S	S	S	
	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	0	1	1	1	1	COPC for BSHM
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	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 oroject within the year	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							
	In refereed int'l journals								
	In refereed nat'l/regional journals		0						
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		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						
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by		0						
	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	0						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	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	1		0		1	1	1	1

PI	Activity	Description	Target						
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	15	0	1	1	1	1	
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	1	1	1	1	
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	1	0	1	1	1	1	
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								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	1	5	5	5	5	
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 immediate implementation	100%	0	1	1	1	1	

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
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							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Evaluated & Rated by:

VENICE B. IBAÑEZ
Department Head
Date: 7/28/2022

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

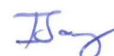Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Magnolia C. Lao

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	Hmgt 124 HMgt 160	February 2022	July 15, 2022	July 15, 2022	I	S	
2	Provide advise for OJT on their industry practice report	Act as Adviser for 22 students	March 12, 2022	June 7, 2022	July 15, 2022	VI	VS	
3	Serve as member of department-based committees	Uniform committee, Curriculum committee Personnel committee	January 2022	December 31, 2022	June 30, 2022	I	VS	

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

Prepared by:

VENICE B. IBAÑEZ
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
x	**1st**	**U**
x	**2nd**	**A**
	3rd	**R T**
	4th	**E R**

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez

Number of Personnel: Ms. Magnolia C. Lao
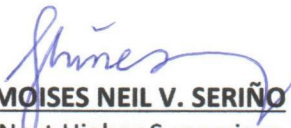
Activity Monitoring	MECHANISM				Remarks
	Meeting		**Memo**	**Others (Pls. specify)**	
	One-on-One	**Group**			
Monitoring	x	x			Conducted during monthly department meetings and individual consultations
Coaching	x	x			

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

Conducted by: Noted by:

VENICE B. IBAÑEZ   *for* **MOISES NEIL V. SERIÑO**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAGNOLIA C. LAO
Performance Rating: January-June 2022

Aim: To develop skills related to extension (Hospitality Mgt section)

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

Date: January 2022   Target Date: June 2022

To attend webinars/seminars related to extension
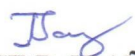
Result:
Increased knowledge on extension

Date: June 2022   **Target Date**: Until December 2022

Next Step:
Apply the learnings and insights learned developing extension proposals.

Outcome:
Confident in writing and submitting extension proposals

Final Step/Recommendation:

To attend more advanced seminar on extension related topics.

Prepared by:

VENICE B. IBAÑEZ
Unit Head

cc: ODA-HRD