

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nancy V. Dumaguing

| Program Involvement | Percentage Weight of | Numerical Rating | Equivalent |
|-------------------------------------|----------------------|------------------|----------------|
| Instruction | | | |
| a. Head/Dean (50%) | 25% | 3.917 | 0.97925 |
| b. Students (50%) | 25% | 4.14 | 1.035 |
| Total for Instruction | 50% | | 2.01425 |
| Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| Administration | 50% | 5 | 2.5 |
| Production | | | 0.1 |
| TOTAL | | | 4.51425 |

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

01
4.51425
01 0
4.51425

Very Satisfactory

Prepared by:

NANCY V. DUMAGUING

Name of Faculty

July 17, 2023

Reviewed by:

HANNAH MAE E. QUIMBO

Department Head

July 18, 2023

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean/Director

July 20, 2023

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

July 20, 2023



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: None

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Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NANCY V. DUMAGUING**, 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 accomplishments in accordance with the indicated measures for the period January 2023- June 2023

NANCY V. DUMAGUING

Associate Prof. V

Date: July 10, 2023

Approved:

HANNAH MAE E. QUIMBO

Department Head

Date: July 18, 2023

MOISES NEIL V. SERIÑO

College Dean

Date: July 20, 2023

| 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 | NONE | | | | | | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | NONE | | | | | | |
| | | A3. Number of students advised on thesis/special problem/dissertation | | | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | NONE | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | NONE | | | | | | |
| | | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | NONE | | | | | | |
| | 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 | NONE | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | NONE | | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | NONE | | | | | | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | NONE | | | | | | |

| | | | | | | | | | | |
|--|--|---|--|------|------|---|---|---|------|---|
| | | 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 | NONE | | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | NONE | | | | | | |
| 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 | 27.4 | 4 | 5 | 5 | 4.67 | |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 12 | 11 | 4 | 5 | 5 | 4.67 | 6_1st Sem 2022-2023 Subjects 5_for 2nd Sem |
| | | 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 | 3 | 6 | 5 | 5 | 5 | 5.00 | |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 0 | 5 | 5 | 5 | 5 | 5.00 | |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 20 | 30 | 5 | 5 | 5 | 5.00 | 1st Sem and 2nd sem 2022-2023 |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 0 | | | | | | |
| | PI 8: Number of students advised: | A16. Number of students advised: | Acts as academic adviser to students | 90 | 130 | 5 | 5 | 5 | 5.00 | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | As adviser for student intership | 10 | 25 | 5 | 5 | 5 | 5.00 | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 4 | 5 | 5 | 5 | 5 | 5.00 | including Miss Aparace |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 4 | 2 | 4 | 5 | 4 | 4.33 | |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 80 | 96 | 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 | | | | | | | |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | 1 | 5 | 5 | 5 | 5.00 | Assistance during the cooking contest and bed making-DTHM anniv |
| | 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 | | | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 12 | 15 | 5 | 5 | 5 | 5.00 | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 4 | 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 | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 11. Additional outputs | A 25. Number of Additional outputs accomplished: | | | | | | | | |
| | | Program accreditation/evaluation | Prepares documents and /or program | 2 | 3 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|-----------------------------------|---|--|---|----|---|---|---|---|------|--------|
| | | Agency/firm/industry linkages | Coordinates with potential firms and | | | | | | | |
| | | 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 | A27. Number of research outputs in the last three (3) years utilized by the | 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 | | | | | | | |
| | | In refereed int'l journals | | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| | | 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 | | | | | | | | |
| | 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 | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| | | 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 | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | | | | | | | |
| | | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | | | | | | | |
| 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 | 1 | 4 | 4 | 4 | 4.00 | |
| | 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 | 2 | 2 | 2 | 2.00 | BIDANI |
| | 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 | 2 | 2 | 2 | 2.00 | |

| | | | | | | | | | |
|---|---|--|---------------------|---|---|---|---|------|-------------|
| 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 | 2 | 2 | 2 | 2.00 | |
| 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 | | | | | | | |
| Research Mentoring | Research Mentor | | 1 | 0 | 2 | 2 | 2 | 2.00 | |
| Peer reviewers/Panelists | Peer reviewers/Panelists | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| Resource Persons | Resource Persons | | 1 | 1 | 5 | 5 | 5 | 5.00 | PNEA-BIDANI |
| 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 | 1 | 1 | 4 | 4 | 4 | 4.00 | In-progress |
| 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 | 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 | 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 | A 46. Customerly friendly frontline | Provides customer friendly frontline | Zero % | | | | | | |
| PI 3. Additional Outputs | A 47. Number of /new initiatives | Initiates/introduces improvements in | | | | | | | |
| | A 48. Other outputs implementing the | Designs administration/management | | | | | | | |
| PRGEA MFO1: | | | | | | | | | |
| Efficient & Customer friendly from | 0% Complaint from client served | Manager & staff. Accomodation | Zero Complaints | 5 | 5 | 5 | 5 | 5.00 | |
| Effectively acted administrative & | Number of contract of lease renewed and | Manager & staff. Accomodation | 15 | 5 | 5 | 5 | 5 | 5.00 | |
| | Number of letter requests and | Manager. Accomodation | 20 | 5 | 5 | 5 | 5 | 5.00 | |
| Administrative & management | No. of actively attended administrative | Manager & staff. Accomodation | 4 | 5 | 5 | 5 | 5 | 5.00 | |
| | Number of new proposals | Manager & staff. Accomodation | 1 | 5 | 5 | 5 | 5 | 5.00 | |
| PRGEA MFO.3: Management and | Percentage of RF/STF managers | Manager & staff. Accomodation | | | | | | | |
| | *Efficient monthly financial report | Manager & staff. Accomodation | 100 % | 5 | 5 | 5 | 5 | 5.00 | |
| | *Scheduled regular inventory and review | Manager & staff. Accomodation | 100% | 5 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | 144.6666667 | | | | | | | | |
| Average Rating | 4.133333333 | | | | | | | | |
| Adjectival Rating | Very Satisfactory | | | | | | | | |

Enhance managerial competence to effectively manage staff

Evaluated & Rated by:

HANNAH MAE E. QUIMBO
Head, DTHM

Date: July 18, 2023

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME

Date: July 23, 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 22, 2023

PERFORMANCE MONITORING FORM

Name of Employee: **NANCY V. DUMAGUING**

| 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 prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts. | Very Impressive | January 1, 2023 | June 2023 | June 30, 2023 | Very Impressive | Outstanding | Submitted grades on time. |
| 2 | Attends trainings, seminars and workshops. | Very Impressive | January 1, 2023 | June 2023 | June 30, 2023 | Impressive | Very Satisfactory | Encouraged to submit publications |
| 3 | Attends meetings and workshops as per instructed by the immediate Head. | Very Impressive | January 1, 2023 | June 2023 | June 30, 2023 | Very Impressive | Outstanding | Attentively attends meetings |
| 4 | Performs other functions such as; ISO Internal Auditor and Project Manager of VSU Accommodation | Very Impressive | January 1, 2023 | June 2023 | June 30, 2023 | Impressive | Outstanding | Able to multitask and maintain productivity |

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


HANNAH MAE E. QUIMBO
 Unit Head

July 18, 2023

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Hannah Mae E. Quimbo
Performance Rating: January-June 2023

Aim: To enhance managerial competence to effectively manage VSU accommodation activities and staff.

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

Date: January 2023 Target Date: June 2023

First Step:
To attend webinars/seminars related to effective managerial competence.

Result:
Increase knowledge on the various management strategies.

Date: May 2023 Target Date: June 2023

Next Step:
Apply the learnings and insights learned in improving the operation of the VSU Accommodation.

Outcome:
Confidence in managing VSU Accommodation

Final Step/Recommendation:
To attend more advanced seminar on managerial Effectiveness and efficiency .


HANNAH MAE E. QUIMBO
Unit Head

July 20, 2023

cc: ODA-HRD

Conforme :


NANCY V. DUMAGUIN

Faculty