

Exhibit K


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Magnolia C. Lao


Program Involvement	Percentage Weight of	Numerical	Equivalent
Instruction			
a. Head/Dean (50%)	40 100% 50%	4.13	1.652 2.065 Acady.
b. Students (50%)	40 100% 50%	3	1.2 1.5 Acady.
Total for Instruction	80 100% Acady.		2.852 3.565 Acady.
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	20% Acady. 5%	4.7	0.94 0.235 Acady.
Production			
TOTAL	100%		3.8

EQUIVALENT NUMERICAL RATING: 3.8
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 3.8
ADJECTIVAL RATING: Very Satisfactory


Prepared by:


MAGNOLIA C. LAO
 Name of Faculty
 July 17, 2023


Reviewed by:


HANNAH MAE E. QUIMBO
 Department Head
 July 16, 2023

Reviewed by:


MOISES NEIL V. SERINO
 Dean/Director
 July 20, 2023

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 July 22, 2023

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	35.7	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	8	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	8	8	4	5	5	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	3	4	4	3.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	10	3	4	3	3.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	29	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	30	33	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	60	51	4	4	3	3.67	
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as Adviser	8	12	5	5	5	5.00	2 Thesis and 10 internship report
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	16	5	5	5	5.00	1 thesis ; 15 Internship report
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	90	100	5	5	5	5.00	
	PI 9: Number of student organizations advised/	A19. Number of Student organizations advised	Advises student organizations recognized by	0						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	33	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						
						4	5	5	4.67		
	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	1	50%	4	4	3		3.67	Work in progress - 50% accomplishment on the assigned area
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages								
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	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 oroject 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	50%	0	2	2	2		2.00	
		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	1	0	2	2	2		2.00	
		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								
	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								
		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											

	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							
	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	
	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							
	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	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								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Person	Resource Persons		1	0	2	2	2	2.00	
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
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 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	zero non-conformity	zero non-conformity	5	5	5	5.00	

		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	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	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 performing functions resulting to best practice							
Total Over-all Rating		82.66666667								Strengthen research and extension capability through attendance to relevant trainings
Average Rating		4.133333333								
Adjectival Rating		Very Satisfactory								

Evaluated & Rated by:

HANNAH MAE E. QUIMBO

Department Head

Date: July 18, 2023

Recommending Approval

MOISES NEIL V. SERINO

Dean, CME

Date: July 20, 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: July 22, 2023

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	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 the 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	Impressive	Very Satisfactory	Submitted Syllabus. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Able to multitask and maintain productivity
3	Attends meetings and workshops as instructed by immediate Head.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Attended DTHM Faculty meetings regularly
4	Performs other functions such as; Research and Development Committee	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	May ensure that report has been made

*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: Manolia C. Lao
Performance Rating: January-June 2023

Aim: To complete PhD Dissertation (Hospitality Mgt section)

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

Date: January 2023 Target Date: June 2023

To attend webinars/seminars related to research writing and publication

Result:
Increased knowledge on research writing and publication

Date: May 2023 Target Date: June 2023

Next Step:
Apply the learnings and insights learned to complete PhD dissertation.

Outcome:
Apply the learning and skills in completing dissertation

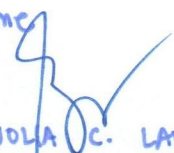
Final Step/Recommendation:
To attend more advanced seminar on reseach presentation and publication

Prepared by:


HANNAH MAE E. QUIMBO
Unit Head

July 18, 2023

cc: ODA-HRD

Conforme

MAGNOLA C. LAO
Faculty