SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MA. BABETTE JEDS L. CASTIL

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50%	4.67x0.50=2.335	
Students (50%)	50%	4.36x0.50=2.18	
Total for Instruction	90%	4.51	4.059
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research			
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	10%	5	0.5
Administration			
Production			
TOTAL	100%		4.559

EQUIVALENT NUMERICAL RATING:	4.56
Add: Additional Points, if any:	
TOTAL NUMERICAL PATING:	

4.56 Outstanding

Prepared by:

ADJECTIVAL RATING:

MA BABETTE JEDS L. CASTIL

Name of Faculty

RANDY G. OMEGA

Department Head

Reviewed by:

Recommending Approval:

ILIAN B. NUÑEZ

Dean/Director

ROTACIO S. GRAVOSO

Vice President





Department of Tourism and Hospitality Management

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: dchm@vsu.edu.ph Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. BABETTE JEDS LLORADA-CASTIL, a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MAN AGEMENT</u> 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 July to December, 2024.

MA. BABETTE JEDS LLORADA-CASTIL

Instructor I

Date: Dec 26, 2024

Approved:

RANDY G. OMEGA

Department Head

Date: Pcc 24, 2024

LIAN B. NUÑEZ

College Dean

Date:

MFO No.				-	Actual			Ratin	•	REMARKS (Indicators in percentage should be
	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	'larget	Accomplishment (January - December 2024)	Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO 1	. ADVANCED EDUCATION SERVI	CES								
OVPI MI	FO 2. Graduate Student Managem	ent Services			,			i i		
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses as signed		***************************************		-	i		
	PI 8: Number of graduate students advised *	A2. Number of students advised	Ac:s as academic adviser to graduate students							,
		A3. Number of students advised on								
		As GAC Chairman	Advises and corrects research outline	1						
		AS GAC Member	Advises and corrects research outline					1		
		A4. Number of students entertained for	Entertains students seeking consultation		* .					
	P19: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review On-line ready courseware Supplemental learning resources	Converts the existing instructional materials into flexible learning systems Prinares, Instructional Pripares Power Point presentation,							,
		Assessment tools	Prepares assessment tools such as							,
		A 6 : Number of on-line course ware	Submits the course ware duly reviewed				-			
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Mcddle or Google Classroom							
UMFO 2	. HIGHER EDUCATION SERVICES	3		1	* .				165	
OVPI UI	FO 3. Higher Education Management Services									,
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	85.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits or or be ore deadline	12	11	5	4	4	4.66	

	<i>y</i> 3	TA 44 N	Tagilitates students in their sympletics of the		r	T =	T 4		1.00	I
		A 11. Number of INC forms with grade submitted within p escribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	8	3	5	4	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	7	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks lcng examination for subjects taught	12	20	5	5	5	5.00	
		A14. Number of quizzes administered and checked	repares and checks quizzes for lec and ab	7	19	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	5	20	5	5	5	5.00	
PI 3: Number of	f students advised:	A16. Number of students advised:	Acts as academic adviser o students	70	220	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as thesis adviser to students	10	31	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0	0	0	0	0.00	
		As SRC Memb∋r	Advises and corrects research outline and thesis/SP manuscript	3	6	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	207	5	5	5	5.00	
PI : Number of organizations ad		A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in mplementing student related activities	1	1	5	5	5	5.00	
PI 10: Number of materials develo		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	8	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course aught	12	20	5	5	5	5.00	
		Assessment tools	Prepares assessment tools Buch as long Paxam, quizzes, problems sets, etc.	10	23	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 MMIDC editor							· ·
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Vloddle or Google Classroom	5	9	5	5	5	5.00	
PI_I1. Additional	outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	repares documents and /or program profile and other materials required during							,
MEO O DECEMBER		Agency/firm/Indus ry linkages	Coordinates with potential firms and							
MFO 3 . RESEARCH SI		TAOZ Nivelessás	2							
PI'. Number of re		A27. Number of research outputs in the	Conducts research for possible			9				
	of research outputs	A 28. Number of research outputs	Conducts and completes research							
put lished in intern	ationally-referred or	A 29. Percentage of research outputs published in internationally-refereed or In refereed int'l journals	Writes publishable materials out of esearch outputs and submits for							

.

1 50			,					-	,	
		In refereed nat'l/ egional journals	,							
	PI 4. Number of research outputs presented in regional/national/ int'l	A 30. Number of research outpupresented in regional/national/ int'l	repares, submits and presents research paper in scienfic for							
		In int'l fora/conferences In nat'l/regional fora/conferences					-			
	PL 5. Percent of research	A 31. Percentage of research proposals	Prepares research proposals, submits					<u></u>		
	PI 3. Additional outputs*	(research conducted by faculty or student A 33. Number of journal articles/scientific	Acts as peer reviewer of journal			-	-			
		A 34. Number of LIMs submitted to ITSO,	Prepares and submits application for UM			1	-	-		
UMFO 4	4. EXTENSION SERVICES	The second secon					1			
	PL'. Number of active partnerships with LGUs, industries, NGOs, N GAs, 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	dentifies and links with probable partners for extension activities and maintains this active partnership		1	5	5	5	5.00	DENF: - "EMP Seminar-Workshop"
	PL2. 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		20	5	5	5	5.00	
	PL: Number of extension programs organized and supported consistent with the SUC's mandated and p iority	A 38. Number of extension programs/projects implemented	mplements duly approved extension projects		1	5	5	5	5.00	
	PL4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and advisory	Provides quality and relevant training courses and advisory services		100%	5	5	5	5.00	
	PI 5. Number of technical/expert	A 40. Number of lechnical/expert	Provides the technical and expert							
	Research Mentoring	Research Mentor								
	Peer reviewers/Pane ists	Peer reviewers/Panelists				_				
	Resource Personsi Convenor/Organizer	Resource Persons Convenor/Organizer			2	5	. 5	5	5.00	Sparkling Spaces, VSU and EM
	Convenor/Organizer	Consultant	l		1	5	5	5	5.00	DENR "EMP Writeshop
	Evaluator	Evaluator				T	-			
	PI 3. Percent of extension	A 41. Percent of extension proposals	Prepares extension project proposals,			1	t	_		
	PI_I1. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student &	a alamita and fellows its and to be a second from	li li				,		
UMFO :	S. SUPPORT TO OPERATIONS	None of the second of the seco								
	OVPI MFO 1. Faculty Developme	ht Services								
	PI : Number of faculty pursuing advanced research degree programs	A 44: Number of faculty pursuing advanced research degree programs								
	OVPI MFO 2. Faculty Recruitmen	nt/Hiring Services								
	PI 2: Number of faculty recruited/hired based on needed OVPI MFO 3. Faculty Evaluation	A 45: Number of faculty recruited/hired based on needed competencies and								
	PI 3: Number of	A 46: Number of seminars/trainings/				+-	-		-	
	PL4: Number of	A 47: Number of seminars/trainings/				+				
	serninars/trainings/	conventions/workshops coordinated	2							
	PI:: Percentage of faculty rated PI6: Number of in-house serninars/trainings/	A 48: Percentage of faculty rated by A 49: Number of in-house seminars/trainings/ workshops/reviews								
		30//// arininga/ workshops/reviews				+				
	PI 7 : Additional outputs * Number of faculty/staff	A 50: Number of faculty/staff				+-		\vdash		
	Tru liber of faculty/stall	A 30. Number of faculty/stall	L				I,	لــــا		

h (70						 	
OVPI MFO 4. Progran	and Institutional	Accreditation Services					
PI 8. Compliance to all require the established/adequate improvements	lemen ation, the ost	Compliance to all requirem thru tablished/adequate implementation,					
UMFO 6. General Admin. & Su		ASS)					
PI 2. Zero percent com	plaint from A 52. C	Customerly riendly frontline	Provides customer friendly frontline services to clients	Zero % complaint	Zero% complaint		
PL3: Additional Output	introdu		nitiates/introduces improvements in performfing functions resulting to best practice				
Total Over-all Rating		113.99					Attend more advanced seminar on research and extension
Average Rating		4.75					related topics.
Adjectival Rating		Outstanding					

Evaluated & Rated by:

RANDY G. OMEGA

Head, DTHM

Date: Dec. 27, 2024

Recommending Approval

LILIAN. B. NUÑEZ

Dean, College of Management and Economics
Date:

Approved by

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING AND COACHING JOURNAL

√	1 st	Q
v	2 nd	U
√	3 rd	A
√	4 th	A R
		T
		Е
		R

Name of Office

Department of Tourism and Hospitality Management

Head of Office

Randy G. Omega

Number of Personnel:

10 Permanent Faculty

Activity			MECHANISM		Remarks
Monitoring	Meet	ing	Memo	Others (Pls. specify)	- Nomano
	One-on-One	Group		(,	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/sem inars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos	×		University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Cierk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).

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

Conducted by:

RANDY G. OMEGA

Immediate Supervisor

Noted by:

LIAN B. NUÑEZ

dean, CME

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final	TASK	ASSIGNED TO	D TO DURATION	v ,		TASK	STATUS				
Output/Perf ormance Indicator	E .			JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	REMARKS	
MFO 1. Advanced & Higher Education Services	Teaching										
PI 1. Instruction	Instructional Materials Developed/R	CMPBALAGA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120	
	evised & Utilized	ATCabral	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exarns For Final	HMgt 147, Hmgt 150	
-		MBJLCASTIL	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exarns For Final	THty 110, HMgt 135, HMgt141	
		MBEscuadra	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exarns For Final	HMgt125, THty105	
		MCLao	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131	
		MJFManadong	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	TMgt 125, THty21	
		RGOmega	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	THty101, TMgt127, TMgt133	
		HMEQuimbo	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127	
		DDSUMABAT	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142	
		KKOVILLARUBIA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137	
	Reviewed/Ap proves Thesis/Field	CMPBALAGA	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript		

													All students that	asks for	All students that	asks for	All childents that	asks for	consultation	All students that	asks for consultation	All students that	asks for consultation	All students that asks for	consultation	All students that	consultation	All students that	consultation	All students that asks for consultation
Review Outlines and Manuscript	Review Outlines	Review Outlines	Review Outlines	Review Outlines	and Manuscript	Review Outlines	and Manuscript	Review Thesis	Manuscripts	Review Thesis	Review Thesis	Manuscripts	1-4 W		1-5МТн	8-12 W	1-2-30 MT.,	9:30-11:30 TF		8-10, 1-4 MT _H		3-5 MTH	4-5 TW	2-4:30 MTThF		3-5 MTH	8-9 I WF	8-10 MF	1111 6-7	8-10, 1-5 W 8-10 F
Review Outlines and	Review	Review	Review	Review	Outlines and	Review	Outlines and Manuscript	Review	Outlines	Review	Review	Outlines	1-4 W		1-5MTH	8-12 W	1-2:30 MTH	9:30-11:30 TF		8-10, 1-4 MT _H	21 22	3-5 MTH	4-5 TW	2-4:30 MTThF		3-5 MTH	0-9 I WF	8-10 MF 2-3 TTh	- 0	8-10, 1-5 W 8-10 F
Review Outlines	Review	Review	Review	Review	Outlines	Review	Outlines	Review	Outlines	Review	Review	Outlines	1-4 W		1-5МТн	8-12 W	1-2:30 MTH	9:30-11:30 TF		8-10, 1-4 MT _H	1	3-5 MT⊦	4-5 I W	2-4:30 MTThF		3-5 IMTH 8-0 TWE	1WI 6-0	8-10 MF 2-3 TTh		8-10, 1-5 W 8-10 F
													1-4 \\	4	1-5N/TH	8-12 W	1-2:30 MTH	9:30-11:30 TF		8-10, 1-4 МТн		3-5 MTH	4-5 W	2-4:30 MTThF	2 5 1 1	8-9 -WF		8-10 MF 2-3 "Th		8-10, 1-5 W 8-10 F
													1-4 W		1-5MTH	8-12 W	1-2:30 MTH	9:30-11:30 TF		8-10, 1-4 МТн		3-5 MTH	W C-+	2-4:30 MTThF	2-5 MT.	8-9 TWF		8-10 MF 2-3 TTh		8-10 F
													1-4 W		1-5МТн	8-12 W	1-2:30 MT _H	9:30-11:30 TF		8-10, 1-4 MTH		3-5 MTH	24	2-4:30 MTThF	3-5 MTU	8-9 TWF	L	8-10 MF 2-3 TTh	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	8-10, 1-3 W
July-December 2024	July-December 2024	July-December 2024	July-December 2024	July-December	2024	July-December	7024	July-December	luly Dood hor	2024	July-Decerriber	2024	July-December		July-December	2024	July-December	2024	-	July-December 2024		July-Decerriber		July-Decerriber 2024	.Ullv-Decerriber	2024		July-December 2024	India Door	2024
ATCabral	MBJLCASTIL	MBEscuadra	MCLao	MJFManadong		RGOnnega		HMEQuimbo	DDCusabat	DOO WABAI	KKOVILLARUBIA		CIMIPISALAGA		ATCabral		MBJL.CASTIL		MADE	MBESCUADRA	101	MCLEIO		MJFManadong	RGOrnega	50	LIMEOnimbo	MINESSAIIIDO	DACHARDAT	I KOKIN'OO OO
Practice Manuscripts/ Lab Exercises							J.						Spent Hours For Students	Consultations													1			
																														•

		KKOVILLARUBIA	July-December 2024	8-10 F	8-10, 1-5 \V 8-10 F	8-10, 1-5 W 8-10 F		8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
	Gives Assignments, Quizzes,	CMPB _A LAGA	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays,Thursday s,Fridays
	Exams, Etc.	ATCabral	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		MBJLCastil	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		MBESCUADRA	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		MCLao	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		MJFManadong	July-December 2024	,	1			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		RGOmega	July-December 2024					×			
		HMEQuimbo	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		DDSumabat	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		KKOVILLARUBIA	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
	Submits Grade Sheets	CMPBALAGA	July-December 2024			8				Final Grades	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024				2		P	Final Grades	HMgt 147, Hmgt 150
		MBJLCastil	July-December 2024				-			Final Grades	THty 110, HMgt 135, HMgt141
		MBEscuadra	July-December 2024							Final Grades	HMgt125, THty105
		MCLao	July-December 2024						1 p	Final Grades	THty103, HMgt131
		MJFManadong	July-December 2024						10 g 10	Final Grades	TMgt 125, THty21

				Мизсим-Еягеиргу Оягеитатиои				@UFManadong	ATTENDS training SEMINAR	
(gniognO)						BI()A Project Le:ader	2024 July-December	врэтоэя		
(gniognO)						CCLLABDev for Inopacan Development	2024 July-December	guopeueM∃ՐM	Conducts Extension	MFO 3. Extension Services
HMgt121, HMgt 137	Mondiays, Wednisadays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays		1		ՏՕՏՎ Ղոլλ-Decemper	KKONIFTARUBIA		
,011tyHT ,1611gMT S411gMT	Mond:ays, Wedn:sdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays				2024 July-December	TABAMUSQQ		
TSL 1gMH dt TSL 1gMH dSL	Mond:3ys, Wedn:sdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays				Σ0Σ \ ∫uly-December	odmiuρ∃MH		
,ՐՕՐՎԴΗΤ ՀՏՐታይМТ ՏԵՐታይМТ	Mondays, Tuesad ays, Wednesday sysband T, e	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays				2024 July-December	врэтоэя		
,321 126, ՄՀՆՆԴԻՐ	A:eye,brow A:eye,briunt,eye A:eye A:eye A:eye	Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays		8		2024 July-December	gnobensM∃LM		
THty103, FET1gMH	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays		,		July-December	MCLao		
,52f1yhH 30fytHT	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	,	,		2024 July-December	Аяа д иог ЗВМ	,	
135, HMgt147	Wednesdays, Fridays, Tuesdays	Wednesdays, Fridays, Tuesdays	Wednesdays, Fridays, Tuesdays		,		2024	711011070707111		
JBMH ,011 YJHT	Fridays, Tuesdays Mondays,	Fridays, Tuesdays Mondays,	Fridays, Tuesdays Mondays,	7	,		July-December	MBJLCASTIL		
HMgt 147, Hmgt	ridays Mondays, Wednesdays,	s,Fridays, Mondays, Wednesdays,	S,Fridays Mondays, Wednesdays,				2024 July-December	leideOTA	lecture materials	
123, TMgt 120 123, TMgt 120	Mondays,Tuesd 7,8ys,Thursdays,F	Mondays,Tues days,Thursday	Mondays,Tues days,Thursday				ՏՕՏ⊄ Ղոլλ-Decempeւ	CMPBALAGA	Prepares power point	
,017tHT ,18f1gMT ,18f1d2	eaber() leniH						շնչփ Դոլչ-December	TABAMUSQQ		
TSF, HMgt 725, H	Final (}rades						Σ0Σ 4 Ղπ λ-Decemper	HMEQuimbo		
, FO F V† HT , TS F T F P , TS F T F P F F F T F P F F T F P P F F F F	eaber() leni7			2			Σ0Σ⊄ 7nJλ-Decemper	RGOmega		

	and workshops				I					,
		RGONEGA	July-December 2024		2			Love The Philippines Brand Guidelines Stakeholder Rollout		Farticipants and Fesource Fersons
MFO 4. Administrat ion Services	Signs appointments , requests, certificates, and etc.	CMPBALAGA, ALCAbiral MBJLiCASTIL, n, MBESicuadra, MCLaio, MJFM'anadong, RGOmega, HMEQuimbo, DDSuinabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Fayment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	C epartments, College, and L niversity Meetings
	Prepares minutes of meetings.	KKOV ⁱ ILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communicati ons, letters, requests and appointments	RGomega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Eusiness/Semin ars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:



PERFORMANCE MONITORING FORM

Name of Employee: MA. BABETTE JEDS L. CASTIL

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	July ¹ I, 2024	December 3 ² , 2024	December 31, 2024	Very Impressive	Very Satisfactory	Submitted grades on time.
2	Attends trainings, seminars and workshops.	Very Impressive	July 1, 2024	December 3 ⁻ , 2024	December 31, 2024	Impressive	Very Satisfactory	Encouraged to submit publications
3	Attends meetings and workshops as per instructed by the immediate Head.	Very Impressive	July 1, 2024	December 3 ⁻ , 2024	December 31, 2024	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; University's Push Button Chairperson for the Food and Beverage Committee and Housekeeping Supervisor at VSU Accommodations	Very Impressive	July 1, 2024	December 3 ² , 2024	December 31, 2024	Impressive	Outstanding	Able to multitask and maintain productivity

^{*}Either very impress ve, impressive, needs improvement, poor, very poor

Prepared by:

_9

RANDY G. OMEGA Unit Head

^{**}Outstanding, very satisfactory, unsatisfactory, poor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: Ma. Babette Jeds L. Castil

Performance Rating

: 4.56 (Very Satisfactory) July - December 2024

Aim: <u>To develop skills related to research and extension project proposal writing and development</u>

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

Date: July 2024

Target Date: September 2024

First Step:

To attend webinars or seminars related to research and extension proposal writing and development.

Result:

Increased knowledge on research and extension project proposal writing.

Date: October 2024

Target Date: December 2024

Next Step:

Apply the learnings and insights learned in preparing and conducting extension projects.

Outcome:

Confidence in preparing and implementing extension projects.

Final Step/Recommendation:

To attend more advanced seminars on research and extension related topics..

Prepared by:

RANDY G. OMEGA Unit Head

Conforme:

MA. BABETTE JEDS L. CASTI





TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS BY DEPARTMENT

2nd Semester AY 2023-2024

Department: Dept. of Tourism and Hospitality Management

College: College of Management and Economics

Faculty Name	Number of Classes	Numerical Rating	Percentile Rating	Descriptive Rating
Alexander L. Cabral	7	4.86	97.14%	Outstanding
Cle Marven P. Balaga	11	4.86	97.27%	Outstanding
Daniel D. Sumabat	7	3.86	77.14 %	Very Satisfactory
Hannah Mae E. Quimbo	4	4.00	80.00 %	Very Satisfactory
Jennifer C. Dumaguing	9	4.56	91.11%	Outstanding
Ma. Babette Jeds L. Castil	11	4.36	87.27%	Very Satisfactory
Magnolia C. Lao	13	3.69	73.85%	Very Satisfactory
Marjorie B. Escuadra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estember	7	4.43	88.57%	Very Satisfactory
Mauren Joy F. Manadong	5	4.00	80.00%	Very Satisfactory
Randy G. Omega	3	5.00	100.00%	Outstanding
Pauline S. Caintic	2	4.50	90.00%	Outstanding
Ma. Louella C. Tambis	4	4.75	95.00%	Outstanding
Depart	4.43	88.51 %	Very Satisfactory	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory(S)

3.50 - 4.49 Very Satisfactory(VS)

4.50 - 5.00 Outstanding(0)

Prepared by:

TPES In-Charge

Date: 11-08-2024



Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

-54 **RANDY G. OMEGA**

Name and Signature of Department Head Date: 12914

Distribution of copies: IEO, College, Department

Name and Signature of College Dean