

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CLE MARVEN P. BALAGA

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------------|--|--|---|
| Instruction | | | |
| Head/Dean (50%) | 47% * 50% | 4.82x0.47=2.27 2.41 | |
| Students (50%) | 48% * 50% | 4.86x0.48=2.33 2.43 | |
| Total for Instruction | 100% 95% * | | 4.84 4.6 * |
| Research | | | |
| Client/Dir. for Research (50%) | | | |
| Dept. Head/Center Director (50%) | | | |
| Total for Research | 2.50% * | | |
| Extension | | | |
| Client/Dir. for Extension (50%) | | | |
| Dept Head/Center Director (50%) | | | |
| Total for Extension | 2.50% * | | |
| Administration | | | |
| Production | | | |
| TOTAL | 100% | | 4.84 4.6 * |

EQUIVALENT NUMERICAL RATING:

4.6 * 4.84

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.6 * 4.84

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

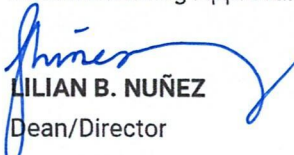
CLE MARVEN P. BALAGA

Name of Faculty


RANDY G. OMEGA

Department Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



VISAYAS
STATE UNIVERSITY

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, CLE MARVEN P. BALAGA, 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 to June 2024.

Approved:

CLE MARVEN P. BALAGA

Instructor II

Date: 7/18/24

RANDY G. OMEGA

Department Head

Date: 7/22/24

LILIAN B. NUÑEZ

College Dean

Date: 7/23/24

| 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 | | | | | | | |
| | 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 | | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation | | | | | | | |
| | | 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 | | | | | | | |
| Supplemental learning resources | | | Prepares Power Point presentation, video clips, movie clips, reading | | | | | | | |
| Assessment tools | | | Prepares assessment tools such as long exam, quizzes, problems | | | | | | | |


| | | | | | | | | | |
|--|--|--|--|----|-------|---|---|---|------|
| | A 6 : Number of on-line course were reviewed by TRP & edited by | Submits the course were duly reviewed by TRP for editing by | | | | | | | |
| | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | | | | | | | |
| 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 | 52.95 | 5 | 5 | 5 | 5.00 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 10 | 12 | 5 | 5 | 5 | 5.00 |
| | | 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 | 3 | 5 | 5 | 5 | 5 | 5.00 |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 2 | 5 | 5 | 5 | 5.00 |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 10 | 11 | 5 | 5 | 5 | 5.00 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 24 | 27 | 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 | 6 | 6 | 5 | 5 | 5 | 5.00 |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 40 | 43 | 5 | 5 | 5 | 5.00 |
| | | A17. Number of students advised on thesis/ field practice/special problem: | Acts as thesis adviser to students | 10 | 10 | 5 | 4 | 5 | 4.67 |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 10 | 11 | 5 | 5 | 5 | 5.00 |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | | | | | | |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 30 | 40 | 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 | | | | | | |
| | PI 10: Number of instructional materials developed * | A 21 : Number of on-line course were 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 | 4 | 5 | 5 | 5 | 5.00 |

[illegible]

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| 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 | 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 | | | | | | | |
| 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 | Implements 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 | Provides quality and relevant training courses and advisory services | | | | | | | |
| 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 | | | | | | | | |
| 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 1. Faculty Development Services | | | | | | | | | |
| PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and | A 44: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted * | | | | | | | | |
| OVPI MFO 2. Faculty Recruitment/Hiring Services | | | | | | | | | |
| PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards * | A 45: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards * | | | | | | | | |
| OVPI MFO 3. Faculty Evaluation Services | | | | | | | | | |
| PI 3: Number of seminars/trainings/conventions/workshops | A 46: Number of seminars/trainings/conventions/workshops coordinated for entire university * | | | | | | | | |

| | | | | | | | | | |
|--|---|--|----------------|--|--|--|--|--|--|
| PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university * | A 47: Number of seminars/trainings/conventions/workshops coordinated outside of the university * | | | | | | | | |
| PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated * | A 48: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated * | | | | | | | | |
| PI 6: Number of in-house seminars/trainings/workshops/reviews conducted * | A 49: Number of in-house seminars/trainings/workshops/reviews conducted * | | | | | | | | |
| PI 7: Additional outputs * | | | | | | | | | |
| Number of faculty/staff awards/honors received related to operations support | A 50: Number of faculty/staff awards/honors received related to operations support | | | | | | | | |
| 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 | A 51: 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* | | | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | |
| PI 2: Zero percent complaint from clients served | A 52: Customerly friendly frontline services | Provides customer friendly frontline services to clients | Zero Complaint | | | | | | |
| PI 3: Additional Outputs | A 53: Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other dents/agencies * | Initiates/introduces improvements in performing functions resulting to best practice | | | | | | | |
| Total Over-all Rating | 74.67 | | | | | | | | Attend more advanced seminar on research and extension related topics. |
| Average Rating | 4.978 | | | | | | | | |
| Adjectival Rating | Outstanding | | | | | | | | |

Evaluated & Rated by:


RANDY G. OMEGA

Head, DTHM

Date: 7/22/24

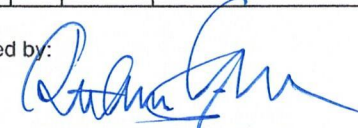
Recommending Approval


LILIAN B. NUÑEZ

Dean, College of Management and Economics

Date: 7/23/24

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 7/24/24

PERFORMANCE MONITORING AND COACHING JOURNAL


| | | |
|---|-----------------|---------------------------------|
| ✓ | 1 st | Q U A R T E R |
| ✓ | 2 nd | |
| | | |
| ✓ | 3 rd | |
| | 4 th | |

Name of Office : Department of Tourism and Hospitality Management
Head of Office : Randy G. Omega
Number of Personnel : 9 Permanent Faculty

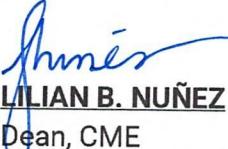
| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------------------------|-------------------------|--|--|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Faculty Meeting | | Minutes of Meeting | Dean's Memo/Head's Memo | | Regular monthly meeting |
| Office & Class Attendance | | | | Logbook; DTR's | DTHM Faculty & Staff (January – June 2024). |
| Attendance to university & college activities/programs/seminars/workshops | | | University memos & invitation sent via VSU email | Attendance, certificates | (January – June 2024) |
| Compliance of University Memos | | | University Memos | Compliance Report | |
| Leaves (SL, VL, CDO, etc.) | | | | Application for Leave form | |
| Following-up documents | Utility worker/ Office Clerk | | | 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) | (January – June 2024) |


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

Conducted by:


RANDY G. OMEGA
Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
Dean, CME


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|---|---|-------------|-------------------|------------------------|----------------------------|----------------------|----------------------------|--------------------------------|--------------------------------|--|
| | | | | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | |
| MFO 1. Advanced & Higher Education Services | Teaching | | | | | | | | | |
| PI 1. Instruction | Instructional Materials Developed/Revised & Utilized | CMPBALAGA | January-June 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 106, THty 102, TMgt 122, TMgt 136 |
| | | ATCabral | January-June 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | HMgt 120, HMgt 128, HMgt 136, ABMg 101 |
| | | MBJLCastil | January-June 2024 | Submits Course Syllabi | Prepares lecture materials | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | HMgt 126, HMgt 142, THty 112 |
| | | MBEscuadra | January-June 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | HMgt 134, HMgt 142, HMgt 122 |
| | | MCLao | January-June 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | HMgt 124, HMgt 13, HMgt 160, THty 102 |
| | | MJFManadong | January-June 2024 | Submits Course Syllabi | Develops lecture guide | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | TMgt 140, TMgt 134, TMgt 124 |
| | | RGOmega | January-June 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | TMgt 138, TMgt 132, TMgt 144 |
| | | HMEQuimbo | January-June 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Face to face Classes | Prepares Exams For Midterm | Face to face Classes | Prepares Exams For Final | HMgt 134, HMgt 142, HMgt 122 |
| | | DDSUMABAT | January-June 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 104, TMgt 130, TMgt 142, HMgt 140 |
| | Reviewed/Approves Thesis/Field Practice Manuscripts/Lab Exercises | CMPBALAGA | January-June 2024 | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | |
| | | ATCabral | January-June 2024 | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | |

[illegible]

[illegible]

| | | | | | | | | | | |
|--|---|--|----------------------|--|---------|---|--|--|--|--|
| | | | | | | | Fridays, Tuesdays | Fridays, Tuesdays | Fridays, Tuesdays | TMgt131 TMgt120 |
| | | MBJLCastil | | | | | | | | |
| | | MBEscuadra | January-June 2024 | | | | Tuesdays, Thursdays, Fridays | Tuesdays, Thursdays, Fridays | Tuesdays, Thursdays, Fridays | HMgt 127 HMgt 139 HN 21f |
| | | MCLao | January-June 2024 | | | | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | HMgt133 HMgt147 |
| | | MJFManadong | January-June 2024 | | | | Mondays,Tues days,Thursday s,Fridays | Mondays,Tues days,Thursday s,Fridays | Mondays,Tuesd ays,Thursdays,F ridays | HMgt 131 THty105 HMgt150 |
| | | RGOmega | January-June 2024 | | | | Mondays,Tues days,Wednesd ays, Thursdays | Mondays,Tues days,Wednesd ays, Thursdays | Mondays,Tuesd ays,Wednesday s, Thursdays | TMgt 121THty 21THty 110 |
| | | HMEQuimbo | January-June 2024 | | | | Mondays, Wednesdays, Fridays | Mondays, Wednesdays, Fridays | Mondays, Wednesdays, Fridays | THty 101 TMgt 127 TMgt 133 |
| | | DDSumabat | January-June 2024 | | | | Mondays, Wednesdays, Fridays | Mondays, Wednesdays, Fridays | Mondays, Wednesdays, Fridays | HMgt125 HMgt127 |
| MFO 3. Extension Services | Conducts Extension | MJFManadong | January-June 2024 | COLLABDev for Inopacan Development | | | | | | (Ongoing) |
| | | RGOmega | January-June 2024 | BIDA Project Leader | | | | | | (Ongoing) |
| | ATTENDS training, SEMINAR, and workshops | MJFManadong | | | | MUSLIM-FRIENDLY ORIENTATION | | | | |
| | | RGOMEGA | January-June 2024 | | | | | Love The Philippines Brand Guidelines Stakeholder Rollout | | Participants and Resource Persons |
| MFO 4. Administ ration Services | Signs appointments , requests, certificates, and etc. | CMPBALAGA, ALCabral MBJLCastil, n, MBEscuadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSumabat | January-June 2024 | manuscript outline, transmittal, approval sheet, routing slip | | registration forms for enrollment as course adviser | | | | manuscript outline, transmittal, approval sheet, routing slip |
| | | RGOmega | January-June 2024 | As Head | As Head | As Head | As Head | As Head | As Head | Reimbursement, Replenishment, |

| | | | | | | | | | | |
|--|---|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|---|
| | | | | | | | | | | Payment Vouchers & PR & PPMP job order Contracts, bills |
| | Attends meetings. | All DTHM Faculty | January-June 2024 | All DTHM Faculty | All DTHM Faculty | All DTHM Faculty | All DTHM Faculty | All DTHM Faculty | All DTHM Faculty | Departments, College, and University Meetings |
| | Prepares minutes of meetings. | DDSUMABAT | January-June 2024 | Once | Once | Once | Once | Once | Once | As Department Secretary |
| | Reviews communications, letters, requests and appointments. | RGomega | January-June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Except When On Official Business/Seminars/Workshops |
| | Opens and closes classrooms, assists the dDRC in the releasing of documents. Cleans all rooms in the department | SMLatras | January-June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Clerk's table, DTHM Rooms and other infrastructures |

Prepared by:


RANDY G. OMEGA
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **CLE MARVEN P. BALAGA**

| 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 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | Submitted Syllabus. Entertains the concerns of advisees during enrollment. |
| 2 | Attends training, seminars, and workshops. | Very Impressive | January 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | Able to multitask and maintain productivity |
| 3 | Attends meetings and workshops as instructed by the immediate Head. | Very Impressive | January 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | Attended DTHM Faculty meetings regularly |
| 4 | Performs other functions such as; Department Internship Program Coordinator | Very Impressive | January 2, 2024 | June 30, 2024 | June 30, 2024 | 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:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Cle Marven P. Balaga
Performance Rating : 4.6 (Outstanding) January-June 2024
4.84

Aim: To develop skills related to research and extension project proposal writing and development

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

Date: January 2024

Target Date: March 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: April 2024

Target Date: June 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:


CLE MARVEN P. BALAGA
Ratee