# 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 ).43	i.
Total for Instruction	100% -95% 4		4.84 4.6 1
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	-2.50% -4		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50%		
Administration			
Production			
TOTAL	100%		4.84 4.6- N

4.6. 4 4.84

Add: Additional Points, if any:

4.6 4 4.84

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CLEMARVEN P. BALAGA

Name of Faculty

RANDY G. OMEGA

Department Head

Recommending Approval:

ILIAN B. NUÑEZ

Dean/Director

Approved:

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, <u>CLE MARVEN P. BALAGA</u>, a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</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 January to June 2024.

CLE MARVEN P. BALAGA

Instructor II

Date: 7 18, 24

Approved:

RANDY G. OMEGA

Department Head Date: 7224

LIAN B. NUÑEZ

College Dean

(Date: 7)23)2

MFO No.						Quality	F	Rating		REMARKS (Indicators in percentage should be
	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment		Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
	1. ADVANCED EDUCATION SEI									
OVPI I	WFO 2. Graduate Student Manag	ement 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		7.5					
		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, guizzes, problems							

	A 6 : Number of on-line course ware reviewed by TRP & edited by	Submits the course ware 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 SERVI	CES							
OVPI UMFO 3. Higher Education Mana	gement 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 adviserto students	40	43	5	5	5	5.00
	A17. Number of students advised on thesis/ field practice/special	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 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	4	5	5	5	5.00

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		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	16	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	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	3	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:							74.67	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms for industry practice.							
UMFO	3 . RESEARCH SERVICES									
	Pl 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							
	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								
		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 research proposals prepared, submitted and	Prepares research proposals, submits and follows up its approval							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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	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	<u>A 40</u> . 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 Developm	ent 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 Recruitme	ent/Hiring Services				
P12: 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 Evaluatio	n Services				
PI 3: Number of seminars/trainings/conventions/workshops	A 46: Number of seminars/trainings/ conventions/workshops coordinated for entire university *				

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<u>PI 4</u> : Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	A 47: Number of seminars/trainings/conventions/workshops coordinated				
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 *				
<u>P16</u> : 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 Inst	itutional 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 Se	ervices (GASS)				
Pl 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 depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice			
Total Over-all Rating	74.67				Attend more advanced seminar on research and
Average Rating	4.978				extension related topics.
Adjectival Rating	Outstanding				

Evaluated & Rated by:

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RANDY G. OMEGA

Head, DTHM Date: 7 21 24

Recommending Approval

Junes 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

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√	2 <sup>nd</sup>	U
		A R
√	3 <sup>rd</sup>	R
	4 <sup>th</sup>	F
		E R

Name of Office

Department of Tourism and Hospitality Management

Head of Office

Randy G. Omega\_

Number of Personnel:

9 Permanent Faculty

Activity			MECHANISM		Remarks
Monitoring	Meet	ing	Memo	Others (Pls. specify)	
	One-on-One	Group		(	
Monitoring				I	
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/se minars/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					L
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:

Vice President for Academic Affairs



Major Final	TASK	ASSIGNED TO	DURATION			TASK	STATUS			
Output/Per formance Indicator				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	REMARKS
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/R	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
	evised & Utilized	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/Ap proves Thesis/Field	CMPBALAGA	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	Practice Manuscripts/ Lab Exercises	ATCabral	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Thursdays, Thursdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments				2024 Jannary-June	leideOTA	Exams, Etc.	
Tuesdays,Thursday s,Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments				January-June 2024	CMPBalaga	Gives Assignments, Quizzes,	
All students that asks for consultation	8-10, 1-5 W	8-10, 1-5 W	8-10, 1-5 W 8-10 F	8-10, 1-5 W	8-10 E 8-10' 1-2 M	8-10, 1-5 W	202⊄ January-June	TABAMUSQQ		
All students that asks for consultation	8-10 MF	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	շ0շ⊄ Դsunsւλ-ղпие	HMEQuimbo		
All students that asks for consultation	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 M™ 8-9 TWF	3-5 Мтн 8-9 ТWF	3-5 MTH 8-9 TWF	202⊄ January-June	RGOmega		
All students that asks for consultation	Z-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	Z-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	January-June 2024	MJFManadong		
All students that asks for consultation	4-5 MT d 4-5 MT⊬	3-5 MTH WT 8-4	3-5 MT H WT 2-4	3-5 MT HTM 3-5	3-5 MT <sub>H</sub>	3-5 MT <sub>H</sub> 4-5 TW	2024 January-June	MCLao		
All students that asks for consultation	HTM 4-1,01-8	HTM 4-1,01-8	HTM 4-1,01-8	HTM 4-1,01-8	HTM 1∕-1 ,01-8	HTM 4-1,01-8	2024 Sunsty-June	<i></i> Аяа√поѕ <b>∃8</b> М		
All students that asks for consultation	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	HTM 02:3-1 9:30-11:30 TF	HTM 02:3-1 HT 02:11-02:9	202⊄ January-June	MBJLCASTIL		
All students that asks for consultation	W 21-8	HTM3-1 W ⊆1-8	1-5MTH W 21-8	W 21-8 ⊬TM2-1	HTM2-1 W 21-8	HTM2-1 W ≤1-8	2024 January-June	IsideOTA		
All students that asks for consultation	M 7-1	M 7-1	M t-L	M 7-1	M t-L	M t-1	202⊄ January-June	CWPB△LAGA	Spent Hours For Students Consultations	
	Manuscripts Review Thesis Manuscripts	Outlines Review Outlines	Outlines Review Dutlines				2024 2024	TABAMUSQQ		
	Review Thesis	Review	Review				January-June	RGOmega HMEQuimbo		
	Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines				January-June 2024	MJFManadong		
	səniltuO wəivəЯ	Review Outlines	Review səniltuO				2024 January-June	MCLao		
	Review Outlines	Dutlines Review Outlines	Dutlines Review Outlines				2024 2024 2024	<b>МВЕ</b> зси <i></i> РВК		
	Review Outlines	Review	Review				January-June	MBJLCASTIL		

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THty103 TMgt123	Mondays, Wednesdays,	Mondays, Wednesdays,	Mondays, Wednesdays,			2024 January-June	IsidsOTA	materials	
TST 1gMH \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	beauT,aysbnoM A,aysbaruhT,ays aysbir	səuT,sybhoo Mondays,Tues Aprinays Sybinays	Mondays,Tues days,Thursday s,Fridays			2024 January-June	CMPBalaga	Prepares power point lecture	
19M7, 104, TMgt 130, TMgt 142, 140, 140	səbs19 lsni7					January-June 2024	TABAMUSQQ		
HMgt 134, HMgt 142, HMgt 122	Final Grades					202⊄ January-June	HMEQuimbo		
19MT 188, TMgt 132, TMgt 144							RGOmega		
19MT ,041 19MT 134, TMgt 124	Final Grades					2024 January-June	gnobeneM∃LM		
13, HMgt 124, HMgt 13, HMgt 160, 14, 102	səbe1Ə leni7					2024 ∫anuary-June	MCLao		
19MH, 134, HMgt 142, HMgt 122	Final Grades					2024 January-June	<i></i> Аяа4пэѕ <b>∃8</b> М		
126, HMgt 126, HMgt 211 (241	Final Grades					January-June January-June	MBJLCASTIL		
128, HMgt 136, 128, HMgt 136, 101 gM8A	Final Grades					2024 So24	IsidsOTA		
7Hty 106, THty 102, TMgt 122, TMgt 136	Final Grades					2024 January-June	CMPBALAGA	Submits Grade Sheets	
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			2024 7susry-June	TABAMUSQQ		
Mondays, Wednesdays, Fridays, Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	HMEQuimbo		
Mondays, Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June 2024	WJFWanadong		
Mondays, Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			2024 January-June	МСLao		
Tuesdays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments			January-June	МВЕзсиьряь		
Wednesdays, Fridays	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	•		շՕՏ⊄ ԴՑՍԵԳ	MBJLCASTIL		

				0			Fridays, Tuesdays	Fridays, Tuesdays	Fridays, Tuesdays	TMgt131 TMgt120
		MBJLCASTIL	<u> </u>	T			1	. accays	1.000003	1.11191120
		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					, i	(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. Administrat ion 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 communicati ons, letters, requests and appointments	RGomega	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Semin ars/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

<sup>\*</sup>Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

RANDY G. OMEGA
Unit Head

<sup>\*\*</sup>Outstanding, very satisfactory, unsatisfactory, poor

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee

: Cle Marven P. Balaga

Performance Rating

: 4.6 (Outstanding) January-June 2024

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:

Conforme: