

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Syrene P. Nayre

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction		95% 9.	
e. Head/Dean (50%)		$4.26 \times 100\% =$ 4.19 4.26 3.98 9.	
f. Students (50%)		4.19 9.	
Total for Instruction	100% 95% 9.	4.26 3.98	4.26 3.98 9.
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research			
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept Head/Center Director (50%)			
Total for Extension			
14. Administration	5% 9.	4.67 9.	0.23 9.
15. Production			
TOTAL			4.26 4.21 9.

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.26 4.21 9.

0.0

4.26 4.21 9.

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

SYRENE P. NAYRE

Name of Faculty

Reviewed by:

VENICE B. IBAÑEZ

Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: None

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SYRENE P. NAYRE, 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 July 2020 - December 2020.


SYRENE P. NAYRE

Instructor I

Date: 1/28/2021

Approved:


VENICE B. IBAÑEZ

Department Head

Date: 1/29/2021


MOISES NEIL V. SERIÑO

College Dean

Date: 2/1/21

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	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						
		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 guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							

	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	66.75	10.875	4	4	4	4	Jan-June 2020 FTE was 39.80; on maternity leave starting Nov 10, 2020-January 10, 2021
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	6	0	3	4	4	3.67	Submitted 4 gradesheets (Jan-June 2020)
		A 11. Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	3	3	5	5	5	5	
		A12. Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	2	2	5	5	5	5	
		A13. Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	1	0	4	4	4	4	
		A14. Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>	5	9	5	4	3	4	
		A15. Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>	15	0	3	3	3	3	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		9	5	5	5	5	
		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	40	30	5	4	4	4.33	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5	TORAH
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	1	3	3	3	3	No activities conducted due to Covid-19
	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	3	5	5	5	5	Learning guide

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	0	3	3	3	3	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	4	4	4	4	set per subject
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	3	3	4	4	4	4	until DIMC
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3	5	5	5	5	
	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 accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		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 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							

67/16
= 4.188

	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
		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							
		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							
	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							
	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 relevance	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) *								
		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 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	5	5	5	5	

		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	4	4	4	4	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5	
	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Average Rating (Total Over-all rating devided by 19)			4.26							Comments & Recommendations for Development Purpose: Pursue PhD studies in Tourism Mgt field
Additional Points			-							
Approved Additional Points (with copy of approval)			-							
Final Rating										
Adiective Rating			Very Satisfactory							

Evaluated & Rated by:

VENICE B. IBÁÑEZ

Department Head

Date:

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: 2/1/21

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/5/21

19/3

4-67

PERFORMANCE MONITORING FORM


Name of Employee: Syrene P. Nayre

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	Teach Undergraduate courses	TMgt 125, Hrtm 200.2, Hrtm 200.5, Hmgt 135	June 1, 2020	December 2021	February 2021	VI	O	
2	Provide advise for OJT on their industry practice report	9 student advisees	-do-	December 2021	February 2021	VI	VS	
3	Serve as OJT coordinator	Establish linkage with partner establishment; deploy students for OJT	June 1, 2020	December 31, 2020	December 2021	I	VS	
4	Advise students for their academic loads	Serve as academic adviser during enrolment	June-July 2020	June-July 2020	July 2020	VI	VS	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VENICE B. IBAÑEZ
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
x	3 rd	
x	4th	

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez

Number of Personnel: Ms. Syrene P. Nayre

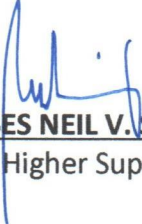
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

Noted by:


VENICE B. IBAÑEZ
 Immediate Supervisor


MOISES NEIL V. SERINO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SYRENE P. NAYRE

Performance Rating: July-December 2020

Aim: To pursue PhD studies in Tourism Mgt field

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Search for possible universities offering PhD degrees in Tourism Mgt including the admission requirements.

Result:

Selection of universities, and preparation of admission requirements.

Date: _____ Target Date: December 2020

Next Step:

Seek for admission to the chosen university. Process documentary requirements in undergoing study leave.

Outcome: Gain placement in the university chosen to pursue PhD studies.


Final Step/Recommendation:

Process documentary requirements in undergoing study leave; official enrolment to the university of choice.

Prepared by:


VENICE B. IBAÑEZ
Unit Head

Conforme:


SYRENE P. NAYRE
Name of Ratee Faculty/Staff