

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: April Gayle V. Calunangan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
41. Instruction			
q. Head/Dean (50%)		$4.12 \times 100\% = 4.019$	
r. Students (50%)		4.12	
Total for Instruction	60%	4.12	2.472
42. Research			
q. Client/Dir. for Research (50%)			
r. Dept. Head/Center Director (50%)			
Total for Research			
43. Extension			
q. Client/Dir. for Extension (50%)			
r. Dept Head/Center Director (50%)			
Total for Extension			
44. Administration			
45. Production	40%	5.00	2.00
TOTAL			4.472

EQUIVALENT NUMERICAL RATING: 4.472

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.472

ADJECTIVAL RATING:

(Very Satisfactory)

Prepared by:

Reviewed by:

APRIL GAYLE V. CALUNANGAN

VENICE B. IBANEZ

Name of Faculty

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

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Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, APRIL GAYLE V. CALUNANGAN, 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 to December 2020.

APRIL GAYLE V. CALUNANGAN

Instructor III

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						
		AS GAC Member	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>	67.65	41.6	5	5	5	5	Jan-June 2020 FTE: 26.05
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	0	3	3	3	3	Midterm grades is moved to January 2021
		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	2	9	5	5	5	5	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	1	4	4	4	4	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	0	3	3	3	3	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	8	4	5	3	4	Assessment and learning tasks; Checking on process
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	2	4	3	3	3.33	Project was given
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	30	85	5	5	5	5	
		A17 . Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	0	4	4	4	4	Target already accomplished (Jan-June 2020)
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	80	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	0	3	3	3	3	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	0					
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	1	5	5	5	5	Learning guide
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	0	2	2	2	2	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5	1 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	2	2	5	5	5	5	Review until DIMC
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	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	2	0	2	2	2	2	
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							

68.33/17

= 4.019

=

		<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 faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly 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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								

	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			4.12				Comments & Recommendations for Development Purpose: Attend training-workshop on extension program development			
Additional Points										
Approved Additional Points (with copy of approval)										
Final Rating										
Adjective Rating			Very Satisfactory							

9/2
= 4.5

5.0

19/3

= 4.67

Evaluated & Rated by:

IS
VENICE B. IBÁÑEZ

Department Head

Date:

Recommending Approval

MS
MOISES NEIL V. SERIÑO

Dean, CME

Date: 2/1/21

Approved by:

BS
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/5/21

PERFORMANCE MONITORING FORM

Name of Employee: April Gayle Valencia-Calunangan

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	Hmgt 123, Tmgt 123	June 1, 2020	December 2021	February 2021	VI	O	
2	Advise students for their academic loads	Serve as academic adviser during enrolment	June-July 2020	June-July 2020	July 2020	VI	VS	
3	Serve as member of department-based committees	Curriculum committee, IMs committee	June 1, 2020	December 31, 020	December 31, 020	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
	2nd	
x	3rd	
x	4th	

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms. Venice B. Ibañez

Number of Personnel: Ms. April Gayle V. Calunangan

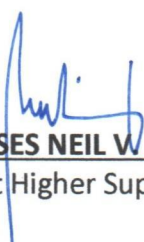
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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 W. SERIO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: APRIL GAYLE V. CALUNANGAN

Performance Rating: July-December 2020

Aim: To create an extension program for the department (Tourism Mgt section)

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Attend training-workshop on extension program development.

Result:

Improved capability to develop extension program for the department (Tourism Mgt section)

Date: _____ Target Date: December 2020

Next Step:


To organize department-based training for extension program development.

Outcome: Improved capability to undertake extension work.


Final Step/Recommendation:

Establish an extension program for the Tourism Mgt section of the department.

Prepared by:


VENICE B. IBÁÑEZ
Unit Head

Conforme:


APRIL GAYLE V. CALUNANGAN
Name of Ratee Faculty/Staff