

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Magnolia C. Lao

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction		95/100	
g. Head/Dean (50%)		4.04 x 100% = 4.04	3.97
h. Students (50%)			
Total for Instruction	100%	95/100	4.04 3.97
17. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research			
18. Extension			
g. Client/Dir. for Extension (50%)			
h. Dept Head/Center Director (50%)			
Total for Extension			
19. Administration	5/10	4.33	0.21
20. Production			
TOTAL			4.04 3.99

EQUIVALENT NUMERICAL RATING: 4.04

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.04

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

MAGNOLIA C. LAO

Name of Faculty

Reviewed by:

VENICE B. IBANEZ

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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"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGNOLIA C. LAO, 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 - December 2020

MAGNOLIA C. LAO

Asst. Professor II

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	NONE						
	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						
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	NONE						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NONE						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NONE						
		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	NONE						

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	NONE						
	<b>PI 10</b> . Additional outputs:	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>	NONE						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	83.85	33.85	5	5	5	5	Jan-June 2020 FTE: 50
		<b>A10</b> . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	14	0	3	3	3	3	Submitted 7 gradesheets (Jan-June 2020)
		<b>A 11</b> . 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>							
		<b>A12</b> . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	0	1	5	5	5	5	
		<b>A13</b> . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	10	0	3	3	3	3	Submitted 7 long exams (Jan-June 2020)
		<b>A14</b> . Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>	26	7	5	5	5	5	Jan-June 2020 submitted 32 checked quizzes
		<b>A15</b> . Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>	55	0	3	3	3	3	Jan-June 2020 submitted 35 checked lab reports



	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	0	0					
		<b>A17.</b> <i>Number of students advised on thesis/ field practice/special problem:</i>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	0	4	4	4	4	Target already accomplished
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> <i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	140	109	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> <i>Number of Student organizations advised</i>	<i>Advises student organizations recognized by USOO</i>	0	1	5	5	5	5	SHoTS
		<b>A20.</b> <i>Number of Student organizations assisted on student related activities</i>	<i>Assists student organizations in implementing student related activities</i>	0	1	4	4	4	4	SHoTS
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> <i>Number of on-line course ware developed and submitted :</i>	<i>Prepares and submits for review by the Technical Review Panel</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	4	3	3	3.33	Learning guide

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	0	3	3	3	3	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	4	3	3	3.33	2 sets Embedded in the courseware
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							

51.63/13

= 3.97



	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							



	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									

	<b>PI 8.</b> 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*	<b>A 44.</b> 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	
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	4	4	4	4	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

13/3

= 4.33

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Average Rating (Total Over-all rating divided by 16)	4.04	
Additional Points:		
Approved Additional points (with copy of approval)		
Final Rating	4.04	
Adjectival Rating	Very Satisfactory	

**Comments & Recommendations for Development Purpose:** Attend training/workshop on writing and publishing research outputs

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

### PERFORMANCE MONITORING FORM

Name of Employee: Magnolia C. Lao

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	Thty 103, Hmgt 131	May 1, 2020	December 2021	February 2021	VI	O	
2	Serve as member of department-based committees	Uniform committee, Curriculum committee	-do-	December 2020	December 2020	I	VS	

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

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

Prepared by:

  
**VENICE B. IBÁÑEZ**  
 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. Magnolia C. Lao

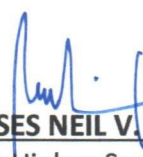
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

*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: MAGNOLIA C. LAO

Performance Rating: July-December 2020

Aim: To publish research outputs in referred journal publisher

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Attend training/workshop on writing and publishing research outputs.

Result:

Improved capability to write and publish research outputs.

Date: \_\_\_\_\_ Target Date: December 2020

Next Step:


To write research article and publish the same to reputable refereed journal publisher.

Outcome: Improved capability to write research article.

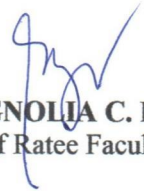
Final Step/Recommendation:

Continue attending retooling activities to enhance capability to publish research outputs.

Prepared by:

  
**VENICE B. IBÁÑEZ**  
Unit Head

Conforme:

  
**MAGNOLIA C. LAO**  
Name of Ratee Faculty/Staff