

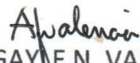
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. April Gayle N. Valencia

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.80	4.80 x 50%= 2.40	
b. Students (50%)	5.00	5.00 x 50%= 2.50	
Total for Instruction	100%	4.90	4.90
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: 4.90
ADJECTIVAL RATING: Outstanding

Prepared by:


APRIL GAYLE N. VALENCIA
Name of Faculty

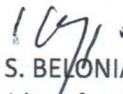
Reviewed by:


VENICE B. IBAÑEZ
Department Head

Recommending Approval:


ANALITA A. SALABAO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, April Gayle N. Valencia of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

April Gayle N. Valencia
APRIL GAYLE N. VALENCIA
Ratee

V. B. Ibanez
Approved: VENICE B. IBANEZ
Head of Unit

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of Course Outlines/syllabus revised							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	2	4	5	5	4.66	
	No. of IMs revised							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	4	5	5	5	5.00	
	No. of long/term exams conducted, checked and recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	4	5	5	5	5.00	
	No. of quizzes administered, checked & recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	10	15	4	5	5	4.66	

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of student projects supervised & checked							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	100	145	4	5	5	4.66	
	No. of laboratory activities checked & recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	500	950	4	5	5	4.66	
	No. of students grades computed							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	100	145	4	5	5	4.66	
	No. of course grade submitted							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	2	4	5	5	4.66	

[illegible]

Average Rating		4.80
Additional Points		-
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
For Development Purposes:**

Attend further trainings and seminars to
strengthen her competencies and knowledge
in the field of tourism.

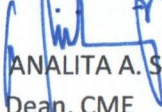

VENICE B. IBAÑEZ
Department Head

Evaluated and Rated By:


VENICE B. IBAÑEZ
Department Head

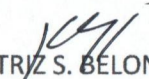
Date: _____

Recommending Approval


ANALITA A. SALABAO
Dean, CME

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND
HOSPITALITY MANAGEMENT**
College of Management and Economics,
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM
July-December 2019


Name of Employee: April Gayle N. Valencia

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 133	July 25,2019	Dec. 13, 2019	Nov. 19, 2019	VI	O	
2	Serve as adviser to course related student organization	50 students	-do-	-do-	Nov. 29, 2019	VI	O	
3	Serve as academic adviser	50 students	-do-	-do-	Nov. 19,2019	VI	O	
4	Serve as committee member/chairman	4 committee as member/1 as chairman	-do-	-do-	Dec. 2, 2019	VI	O	

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

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

Prepared by:


VENICE B. IBANEZ
Dean, CME

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DCHM


Head of Office: Ms. Venice B. Ibañez

Name of Faculty/Staff: April Gayle N. Valencia Signature:  Date: Jan. 23, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	x	x	-	-	Conducted from July-Dec. 2019
Coaching Discuss ways to improve the execution of assigned tasks	x	x	-	-	-do-

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

Conducted by:


VENICE B. IBAÑEZ
Immediate Supervisor


Verified by:


ANALITA A. SALABAO
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: April Gayle N. Valencia
Performance Rating: Outstanding

Signature: 

Aim: To be NC II holder on Tourism-related skills

Proposed Intervention to improve Performance:

Date: January 2019

Target: June 2019

First Step

Not applicable

Result:

Not applicable.

Date: July 2019

Target Date: December 2019

Next Step:

Undergo NC assessment on travel services, tourism promotions and events management

Outcomes :


Certified NC II holder on Travel Services and Tourism Promotions

Certified NC III holder of Events Management:


Final Step/Recommendation:

Recommend the faculty to attend further trainings and seminars to strengthen her competencies and knowledge in the field of tourism industry

Prepared By:


VENICE B. IBANEZ
Head, DCHM

Conforme:


APRIL GAYLE N. VALENCIA