Exhibit K

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)
Instruction			
Head/Dean (50%)	50% ~~65%~~ 50%	4.81x0.65=3.13 2.41	
Students (50%)	50% ~~30%~~ 50%	3.88x0.30=1.164 1.94	~~4.29~~ 4.35
Total for Instruction	~~95%~~ 100%		
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	~~2.50%~~	~~3~~	~~0.075~~
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	~~2.50%~~	~~3.33~~	~~0.08325~~
Administration			
Production			
TOTAL	100%		435 ~~4.44825~~

EQUIVALENT NUMERICAL RATING: ~~4.45~~ 4.35
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: ~~4.45~~ 435

ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:

MAGNOLIA C. LAO   **RANDY G. OMEGA**
Name of Faculty   Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: none
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Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

"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 targets and accomplishment in accordance with the indicated measures for the period July-December 2023

Approved:

MAGNOLIA C. LAO
Asst. Professor II
Date: 1/5/24

RANDY G. OMEGA
Head , DTHM
Date: 1/9/24

MOISES NEIL V. SERIÑO
College Dean
Date: 1/10/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	NONE						
		AS GAC Member	Advises and corrects research outline and	NONE						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	PI 9: Number of instructional materials developed *	**A5**. Number of on-line ready coursewares developed and	Converts the existing instructional materials into	NONE						
		On-line ready courseware	Prepares Instructional	NONE						
		Supplemental learning resources	Prepares Power Point	NONE						
		Assessment tools	Prepares assessment tools	NONE						
		A 6 : Number of on-line course ware	Submits the course ware duly	NONE						

	A 7 : Number of virtual classroom	Creates virtual classroom	NONE						

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI	Measure	Task	Target	Actual	Q	E	T	Ave	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	40	35.7	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	5	5	5	4	4.67	
	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	8	10	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	4	4	5	4.33	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects	12	8	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	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	30	30	5	5	5	5.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	60	65	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:	Acts as Adviser	8	20	5	5	5	5.00	2 Thesis and 10 internship report
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	1 thesis ; 15 Internship report
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	90	125	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	0						
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	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							
	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.	2	33	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	2	4	5	5	4.67	
	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	1	50%	4	4	3	3.67	Work in progress - 50% accomplishment on the assigned area
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other							
	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	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	50%	0	3 0	3 0	3 0	3.00 0	
		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	1	0	3 0	3 0	3 0	3.00 0	
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of 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								

		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers,							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of							
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	15	0		3	3	3	3.00
	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	Implementes 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	1	0		3	4	4	3.67
	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 Person	Resource Persons		1	0		3	4	3	3.33
	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								
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 theQMS 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	zero non-conformity	5	5	5	5.00	

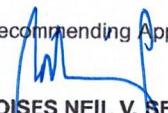|										
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	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 performfing functions resulting to best practice							
Total Over-all Rating		77.33								
Average Rating		3.68							Strengthen research and extension capability through attendance to relevant trainings	
Adjectival Rating		saticfactory								

Evaluated & Rated by:

_____
RANDY G. OMEGA
Department Head
Date: 1/7/24

Recommending Approval

_____
MOISES NEIL V. SERIÑO
Dean, CME
Date: 1/10/24

Approved by:

_____
BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/11/24

Exhibit I

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	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	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Submitted Syllabus. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Able to multitask and maintain productivity
3	Attends meetings and workshops as instructed by immediate Head.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Attended DTHM Faculty meetings regularly
4	Performs other functions such as; Research and Development Committee	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	May ensure that report has been made

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

RANDY G. OMEGA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : Magnolia C. Lao
Performance Rating   : **4.45 (Very Satisfactory) July-December 2023**
                            4.27

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: July 2023   Target Date: September 2023

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: October 2023   Target Date: December 2023

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:

RANDY G. OMEGA
Unit Head

Conforme:

MAGNOLIA C. LAO
Ratee