

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

Name of Faculty Member: MAUREN JOY F. MANADONG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50%	$4.89 \times 0.50 = 2.445$	
Students (50%)	50%	$4 \times 0.50 = 2$	
Total for Instruction	90%	4.45	4.005
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research			0
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	10%	5	0.5
Administration			
Production			
TOTAL	100%		4.505

EQUIVALENT NUMERICAL RATING: 4.5

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.5

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MAUREN JOY F. MANADONG

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



VISAYAS
STATE UNIVERSITY

Department of Tourism and Hospitality Management

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mauren Joy F. Manadong, 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 in accordance with the indicated measures for the period July to December, 2024.

MAUREN JOY F. MANADONG

Instructor

Date: Dec 26, 2024

Approved:

RANDY G. OMEGA

Department Head

Date: Dec 27, 2024

LILIAN B. NUÑEZ

College Dean

Date:

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,	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate	A2. Number of students advised	Acts as academic adviser to graduate							
		A3. Number of students advised on								
		As GAC Chairman	Advises and corrects research outline							
		AS GAC Member	Advises and corrects research outline							
		A4. Number of students entertained for	Entertains students seeking							
	PI 9: Number of instructional	A5. Number of on-line ready coursewares	Converts the existing instructional							
		On-line ready courseware	Prepares instructional							
		Supplemental learning resources	Prepares Power Point presentation,							
		Assessment tools	Prepares assessment tools such as							
		A 6 : Number of on-line course ware reviewed	Submits the course ware duly							
		A 7 : Number of virtual classroom created	Creates virtual classroom using either							
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	Handles and teaches courses assigned	30	66.05	5	5	5	5.00	Jan-Jun Targetted: 13.75
		A10. Number of grade sheets submitted	Prepares gradesheet and submits on	10	10	5	5	5	5.00	Jan-Jun Targetted: 4
		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	15	5	5	5	5.00	Codilla, Espina, Jasme, Jasme, Narciso, Reyes, Robles, Sotto, Teron, Tolibas, Viterbo, Murillo, Saligumba, Managbanag
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	6	5	5	5	5.00	Jan-Jun Targetted: 2
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	Jan-Jun Targetted: 6

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and lab	10	17	5	5	5	5.00	Through Plickers App Jan-Jun Targetted: 6
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	5	5	5	5.00	Jan-Jun Targetted: 5
	PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviser to students	30	99	5	5	5	5.00	Jan-Jun Targetted: 42
		A17. Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	8	14	5	5	5	5.00	Canes, Felipe, and Sabellano Jan-Jun Targetted: 11
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	8	2	3	3	3	3.00	Legua and Varron
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	186	5	5	5	5.00	Jan-Jun Targetted: 136
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USCO	1	1	5	5	5	5.00	TORAH
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	TORAH
	PI 10: Number of instructional materials developed *	A 21: Number of on-line course were developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line read/ courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	5	5.00	Jan-Jun Targetted: 1
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	86	5	5	5	5.00	Jan-Jun Targetted: 32
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	40	5	5	5	5.00	Jan-Jun Targetted: 14
		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							
		A 24: Number of virtual classroom created and operationa	Creates virtual classroom using either Moodle or Google Classroom	4	6	5	5	5	5.00	Jan-Jun Targetted: 3
	PI 11. Additional outputs	A 25. Number of Additional outputs								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	AACJP Level I for BSTM Program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	I Love Pilinas Tours, Boracay, Aklan
		A 26. Other outputs implementing the new	Designs experiential learning							
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							

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						
	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						
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best practice							
Total Over-all Rating	128								
Average Rating	4.57								
Adjectival Rating	Very Satisfactory								Attend more advanced seminar on research and extension related topics.

Evaluated & Rated by:

Recommending Approval

Approved by:

PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office : Department of Tourism and Hospitality Management
 Head of Office : Randy G. Omega
 Number of Personnel : 10 Permanent Faculty


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).


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

Conducted by:


RANDY G. OMEGA
 Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
 Dean, CME


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	<i>CMPBALAGA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		<i>MBJLCastil</i>	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		<i>MBEscuadra</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		<i>MCLao</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		<i>RGOmega</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		<i>HMEQuimbo</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		<i>DDSUMABAT</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		<i>KKOVILLARUBIA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	<i>CMPBALAGA</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Practice Manuscripts/ Lab Exercises	ATCabal	July-December 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
Spent Hours For Students Consultations	MBJLCASTIL	July-December 2024					Review Outlines	Review Outlines	Review Outlines	Review Outlines
	MBESCUADRA	July-December 2024					Review Outlines	Review Outlines	Review Outlines	Review Outlines
	MCLÉO	July-December 2024					Review Outlines	Review Outlines	Review Outlines	Review Outlines
	MJFManadong	July-December 2024					Review Outlines	Review Outlines	Review Outlines	Review Outlines
	RGOrtega	July-December 2024					Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Review Outlines and Manuscript
	HMEQuimbo	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts	Review Thesis Manuscripts
	DDSuVABAT	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts	Review Thesis Manuscripts
	KKOVILLARUBIA	July-December 2024					Review Outlines	Review Outlines	Review Thesis Manuscripts	Review Thesis Manuscripts
	CMPBALAGA	July-December 2024	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	All students that asks for consultation
	ATCabal	July-December 2024	1-5 MTH 8-12 W	1-5 MTH 8-12 W	1-5 MTH 8-12 W	1-5 MTH 8-12 W	1-5 MTH 8-12 W	1-5 MTH 8-12 W	1-5 MTH 8-12 W	All students that asks for consultation
	MBJLCASTIL	July-December 2024	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	1-2:30 MTH 9:30-11:30 TF	All students that asks for consultation
	MBESCUADRA	July-December 2024	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	8-10, 1-4 MTH	All students that asks for consultation
	MCLÉO	July-December 2024	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	3-5 MTH 4-5 TW	All students that asks for consultation
	MJFManadong	July-December 2024	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	All students that asks for consultation
	RGOrtega	July-December 2024	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	3-5 MTH 8-9 TWF	All students that asks for consultation
	HMEQuimbo	July-December 2024	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	All students that asks for consultation
	DDSuVABAT	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation

		<i>KKOVILLARUBIA</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		<i>CMPBALAGA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		<i>ATCabral</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		<i>MBJLCASTIL</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		<i>MBESCUADRA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		<i>MCLao</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>MJFManadong</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>RGOmega</i>	July-December 2024							
		<i>HMEQuimbo</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>DDSUMABAT</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>KKOVILLARUBIA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		<i>CMPBALAGA</i>	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024						Final Grades	HMgt 147, Hmgt 150
		<i>MBJLCASTIL</i>	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt141
		<i>MBESCUADRA</i>	July-December 2024						Final Grades	HMgt125, THty105
		<i>MCLao</i>	July-December 2024						Final Grades	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024						Final Grades	TMgt 125, THty21

		RGOmega	July-December 2024						Final Grades	THty101, TMgt127, TMgt133
		HMEQuimbo	July-December 2024						Final Grades	ABMg101, HMgt 125, HMgt 127
		DDSUMABAT	July-December 2024						Final Grades	THty110, TMgt131, TMgt142
	Prepares power point lecture materials	CMPBALAGA	July-December 2024				Mondays,Tues days,Thursdays,Fridays	Mondays,Tues days,Thursdays,Fridays	Mondays,Tuesd ays,Thursdays,F ridays	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024				Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	HMgt 147, Hmgt 150
		MBJLCASIL	July-December 2024				Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	THty 110, HMgt 135, HMgt141
		MBESCUADRA	July-December 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt125, THty105
		MCLao	July-December 2024				Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	THty103, HMgt131
		MJFManadong	July-December 2024				Mondays,Tues days,Thursdays,Fridays	Mondays,Tues days,Thursdays,Fridays	Mondays,Tuesd ays,Thursdays,F ridays	TMgt 125, THty21
		RGOmega	July-December 2024				Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tuesd ays,Wednesday s, Thursdays	THty101, TMgt127, TMgt133
		HMEQuimbo	July-December 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	ABMg101, HMgt 125, HMgt 127
		DDSUMABAT	July-December 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	THty110, TMgt131, TMgt142
		KKOVILLARUBIA	July-December 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	HMgt121, HMgt 137
MFO 3. Extension Services	Conducts Extension	MJFManadong	July-December 2024	CCLLABDev for Inopacan Development						(Ongoing)
		RGOmega	July-December 2024	BIDA Project Leader						(Ongoing)
	ATTENDS training SEMINAR,	MJFManadong				MUSLIM-FRIENDLY ORIENTATION				

	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCabral, MBJLCASTIL, n, MBESCUADRA, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLa tras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:


RANDY G. OMEGA
Unit Head

PERFORMANCE MONITORING FORM


Name of Employee: **MAUREN JOY F. MANADONG**

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, and makes herself available for student consultations during consultation hours.	Very impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Very Satisfactory	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Performs extension functions such as; prepares extension proposals, implements duly approved extension projects within approved time frame, prepares reports and outputs and submit for publications.	Very impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Component Leader - COLLABDev for Inopacan Development
3	Performs other functions such as; Chairmanship and/or member of committees in the department.	Very impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council, etc.	Very impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Able to multitask and maintain productivity

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Mauren Joy F. Manadong
Performance Rating : 4.5 (Very Satisfactory) July – December 2024

Aim: To improve leadership capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2024

Target Date: September 2024

First Step:

Appointed Ms. Manadong to be the BS in Tourism Management Program Head

Result:

Actively led the BSHM Program

Date: October 2024

Target Date: December 2024

Next Step:

Apply the learnings and insights as BSTM Program Head to assist faculty and students.


Outcome:

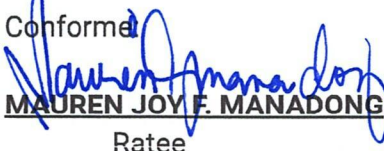
Ms. Manadong is confident in providing solutions to problems or issues in the program.

Final Step/Recommendation:

To attend a more advanced seminar on Managerial Effectiveness and Efficiency.

Prepared by:


RANDY G. OMEGA
Unit Head

Conformer

MAUREN JOY F. MANADONG
Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS
BY DEPARTMENT**

2nd Semester AY 2023-2024

Department: Dept. of Tourism and Hospitality Management

College: College of Management and Economics

Faculty Name	Number of Classes	Numerical Rating	Percentile Rating	Descriptive Rating
Alexander L. Cabral	7	4.86	97.14%	Outstanding
Cle Marven P. Balaga	11	4.86	97.27%	Outstanding
Daniel D. Sumabat	7	3.86	77.14 %	Very Satisfactory
Hannah Mae E. Quimbo	4	4.00	80.00 %	Very Satisfactory
Jennifer C. Dumaguing	9	4.56	91.11%	Outstanding
Ma. Babette Jeds L. Castil	11	4.36	87.27%	Very Satisfactory
Magnolia C. Lao	13	3.69	73.85%	Very Satisfactory
Marjorie B. Escuadra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estember	7	4.43	88.57%	Very Satisfactory
Mauren Joy F. Manadong	5	4.00	80.00%	Very Satisfactory
Randy G. Omega	3	5.00	100.00%	Outstanding
Pauline S. Caintic	2	4.50	90.00%	Outstanding
Ma. Louella C. Tambis	4	4.75	95.00%	Outstanding
Department Mean		4.43	88.51 %	Very Satisfactory

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: 11-08-2024




Attested by:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:


RANDY G. OMEGA

Name and Signature of Department Head

Date: 12/9/24


LILIAN BANDOLA NUÑEZ

Name and Signature of College Dean

Date: 12-9-24

Distribution of copies: IEO, College, Department