

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Hannah Mae E. Quimbo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.74	4.74 x 50% =	2.37
b. Students (50%)	5.00	5.00 x 50% =	2.50
Total for Instruction	100%		
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.87


EQUIVALENT NUMERICAL RATING: 4.87  
Add: Additional Points, if any: -  
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Very Satisfactory

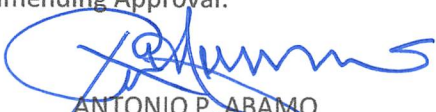
Prepared by:

  
HANNAH MAE E. QUIMBO  
Name of Faculty

Reviewed by:

  
NANCY V. DUMAGUING  
Department Head ✓

Recommending Approval:

  
ANTONIO P. ABAMO  
Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

THE ARMY OF THE UNITED STATES OF AMERICA  
OFFICE OF THE ADJUTANT GENERAL

TO THE HONORABLE SECRETARY OF THE ARMY  
WASHINGTON, D. C.  
FROM THE ADJUTANT GENERAL  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON, D. C.

1. The Adjutant General is pleased to inform you that the Adjutant General's Office has received your letter of the 10th instant regarding the matter of the Adjutant General's Office.

2. The Adjutant General's Office is currently reviewing the matter and will advise you of the results of the review as soon as possible.

3. The Adjutant General's Office is currently reviewing the matter and will advise you of the results of the review as soon as possible.

Very respectfully,  
The Adjutant General

ADJUTANT GENERAL  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON, D. C.

*[Handwritten signature]*

ADJUTANT GENERAL  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON, D. C.

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Hannah Mae E. Quimbo 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 January to June 2018.

HANNAH MAE E. QUIMBO

Ratee

Approved: **NANCY V. DUMAGUING**

Head of Unit

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Statement of the Director of the Department of Health and Human Services, for the period ending 31st March 1968.

IN THE MATTER OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

Department of Health and Human Services

Department of Health and Human Services

Item	Quantity	Unit Price	Total	Remarks
1. Medical supplies	100	1.00	100.00	
2. Medical supplies	200	2.00	400.00	
3. Medical supplies	300	3.00	900.00	
4. Medical supplies	400	4.00	1600.00	
5. Medical supplies	500	5.00	2500.00	
6. Medical supplies	600	6.00	3600.00	
7. Medical supplies	700	7.00	4900.00	
8. Medical supplies	800	8.00	6400.00	
9. Medical supplies	900	9.00	8100.00	
10. Medical supplies	1000	10.00	10000.00	
11. Medical supplies	1100	11.00	12100.00	
12. Medical supplies	1200	12.00	14400.00	
13. Medical supplies	1300	13.00	16900.00	
14. Medical supplies	1400	14.00	19600.00	
15. Medical supplies	1500	15.00	22500.00	
16. Medical supplies	1600	16.00	25600.00	
17. Medical supplies	1700	17.00	28900.00	
18. Medical supplies	1800	18.00	32400.00	
19. Medical supplies	1900	19.00	36100.00	
20. Medical supplies	2000	20.00	40000.00	
21. Medical supplies	2100	21.00	44100.00	
22. Medical supplies	2200	22.00	48400.00	
23. Medical supplies	2300	23.00	52900.00	
24. Medical supplies	2400	24.00	57600.00	
25. Medical supplies	2500	25.00	62500.00	
26. Medical supplies	2600	26.00	67600.00	
27. Medical supplies	2700	27.00	72900.00	
28. Medical supplies	2800	28.00	78400.00	
29. Medical supplies	2900	29.00	84100.00	
30. Medical supplies	3000	30.00	90000.00	
31. Medical supplies	3100	31.00	96100.00	
32. Medical supplies	3200	32.00	102400.00	
33. Medical supplies	3300	33.00	108900.00	
34. Medical supplies	3400	34.00	115600.00	
35. Medical supplies	3500	35.00	122500.00	
36. Medical supplies	3600	36.00	129600.00	
37. Medical supplies	3700	37.00	136900.00	
38. Medical supplies	3800	38.00	144400.00	
39. Medical supplies	3900	39.00	152100.00	
40. Medical supplies	4000	40.00	160000.00	
41. Medical supplies	4100	41.00	168100.00	
42. Medical supplies	4200	42.00	176400.00	
43. Medical supplies	4300	43.00	184900.00	
44. Medical supplies	4400	44.00	193600.00	
45. Medical supplies	4500	45.00	202500.00	
46. Medical supplies	4600	46.00	211600.00	
47. Medical supplies	4700	47.00	220900.00	
48. Medical supplies	4800	48.00	230400.00	
49. Medical supplies	4900	49.00	240100.00	
50. Medical supplies	5000	50.00	250000.00	
51. Medical supplies	5100	51.00	260100.00	
52. Medical supplies	5200	52.00	270400.00	
53. Medical supplies	5300	53.00	280900.00	
54. Medical supplies	5400	54.00	291600.00	
55. Medical supplies	5500	55.00	302500.00	
56. Medical supplies	5600	56.00	313600.00	
57. Medical supplies	5700	57.00	324900.00	
58. Medical supplies	5800	58.00	336400.00	
59. Medical supplies	5900	59.00	348100.00	
60. Medical supplies	6000	60.00	360000.00	
61. Medical supplies	6100	61.00	372100.00	
62. Medical supplies	6200	62.00	384400.00	
63. Medical supplies	6300	63.00	396900.00	
64. Medical supplies	6400	64.00	409600.00	
65. Medical supplies	6500	65.00	422500.00	
66. Medical supplies	6600	66.00	435600.00	
67. Medical supplies	6700	67.00	448900.00	
68. Medical supplies	6800	68.00	462400.00	
69. Medical supplies	6900	69.00	476100.00	
70. Medical supplies	7000	70.00	490000.00	
71. Medical supplies	7100	71.00	504100.00	
72. Medical supplies	7200	72.00	518400.00	
73. Medical supplies	7300	73.00	532900.00	
74. Medical supplies	7400	74.00	547600.00	
75. Medical supplies	7500	75.00	562500.00	
76. Medical supplies	7600	76.00	577600.00	
77. Medical supplies	7700	77.00	592900.00	
78. Medical supplies	7800	78.00	608400.00	
79. Medical supplies	7900	79.00	624100.00	
80. Medical supplies	8000	80.00	640000.00	
81. Medical supplies	8100	81.00	656100.00	
82. Medical supplies	8200	82.00	672400.00	
83. Medical supplies	8300	83.00	688900.00	
84. Medical supplies	8400	84.00	705600.00	
85. Medical supplies	8500	85.00	722500.00	
86. Medical supplies	8600	86.00	739600.00	
87. Medical supplies	8700	87.00	756900.00	
88. Medical supplies	8800	88.00	774400.00	
89. Medical supplies	8900	89.00	792100.00	
90. Medical supplies	9000	90.00	810000.00	
91. Medical supplies	9100	91.00	828100.00	
92. Medical supplies	9200	92.00	846400.00	
93. Medical supplies	9300	93.00	864900.00	
94. Medical supplies	9400	94.00	883600.00	
95. Medical supplies	9500	95.00	902500.00	
96. Medical supplies	9600	96.00	921600.00	
97. Medical supplies	9700	97.00	940900.00	
98. Medical supplies	9800	98.00	960400.00	
99. Medical supplies	9900	99.00	980100.00	
100. Medical supplies	10000	100.00	1000000.00	

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of student projects supervised &amp; checked</b>							
	2 <sup>nd</sup> Sem 2018	20	25	4	5	5	4.66	
	Summer 2018	3	3	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	20	20	4	5	5	4.66	
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2018	159	159	4	5	4	4.33	
	Summer 2018	17	17	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2018	3	3	4	5	4	4.33	
	Summer 2018	1	1	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						

W/O #	W/O Description	W/O Date	W/O Amount	W/O Type	W/O Status	W/O Total
1	2018 2018	1/1/2018	100	1	1	100
2	2018 2018	2/1/2018	100	1	2	200
3	2018 2018	3/1/2018	100	1	3	300
4	2018 2018	4/1/2018	100	1	4	400
5	2018 2018	5/1/2018	100	1	5	500
6	2018 2018	6/1/2018	100	1	6	600
7	2018 2018	7/1/2018	100	1	7	700
8	2018 2018	8/1/2018	100	1	8	800
9	2018 2018	9/1/2018	100	1	9	900
10	2018 2018	10/1/2018	100	1	10	1000
11	2018 2018	11/1/2018	100	1	11	1100
12	2018 2018	12/1/2018	100	1	12	1200
13	2018 2018	1/1/2019	100	1	13	1300
14	2018 2018	2/1/2019	100	1	14	1400
15	2018 2018	3/1/2019	100	1	15	1500
16	2018 2018	4/1/2019	100	1	16	1600
17	2018 2018	5/1/2019	100	1	17	1700
18	2018 2018	6/1/2019	100	1	18	1800
19	2018 2018	7/1/2019	100	1	19	1900
20	2018 2018	8/1/2019	100	1	20	2000
21	2018 2018	9/1/2019	100	1	21	2100
22	2018 2018	10/1/2019	100	1	22	2200
23	2018 2018	11/1/2019	100	1	23	2300
24	2018 2018	12/1/2019	100	1	24	2400
25	2018 2018	1/1/2020	100	1	25	2500
26	2018 2018	2/1/2020	100	1	26	2600
27	2018 2018	3/1/2020	100	1	27	2700
28	2018 2018	4/1/2020	100	1	28	2800
29	2018 2018	5/1/2020	100	1	29	2900
30	2018 2018	6/1/2020	100	1	30	3000
31	2018 2018	7/1/2020	100	1	31	3100
32	2018 2018	8/1/2020	100	1	32	3200
33	2018 2018	9/1/2020	100	1	33	3300
34	2018 2018	10/1/2020	100	1	34	3400
35	2018 2018	11/1/2020	100	1	35	3500
36	2018 2018	12/1/2020	100	1	36	3600
37	2018 2018	1/1/2021	100	1	37	3700
38	2018 2018	2/1/2021	100	1	38	3800
39	2018 2018	3/1/2021	100	1	39	3900
40	2018 2018	4/1/2021	100	1	40	4000
41	2018 2018	5/1/2021	100	1	41	4100
42	2018 2018	6/1/2021	100	1	42	4200
43	2018 2018	7/1/2021	100	1	43	4300
44	2018 2018	8/1/2021	100	1	44	4400
45	2018 2018	9/1/2021	100	1	45	4500
46	2018 2018	10/1/2021	100	1	46	4600
47	2018 2018	11/1/2021	100	1	47	4700
48	2018 2018	12/1/2021	100	1	48	4800
49	2018 2018	1/1/2022	100	1	49	4900
50	2018 2018	2/1/2022	100	1	50	5000

[illegible]

General Information		Financial Data		Operational Data		Summary	
Item	Description	Amount	Unit	Quantity	Unit	Total	Remarks
1	General Services	100.00	per hour	2	hours	200.00	
2	Transportation	50.00	per mile	1	miles	50.00	
3	Food and Lodging	75.00	per day	1	days	75.00	
4	Medical Services	150.00	per patient	1	patients	150.00	
5	Communication	25.00	per message	1	messages	25.00	
6	Other	10.00	per item	1	items	10.00	
Total		410.00		6		410.00	



Average Rating		4.74
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations  
For Development Purposes:  
no involvement in  
research and  
extension  
Attend seminar/workshop  
a proposal writing

Evaluated and Rated By:

*H. Quimb*  
NANCY V. DUMAGUING  
Department Head  
Date: 8/14/2018

Recommending Approval

*[Signature]*  
ANTONIO P. ABAMO  
Dean, CME  
Date: \_\_\_\_\_

Approved by:

*[Signature]*  
BEATRIZ S. BELONIAS  
Vice President  
Date: \_\_\_\_\_

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

## PERFORMANCE COACHING AND MONITORING & JOURNAL


### STUDENTS' COMMENT(S): HANNAH MAE E. QUIMBO

<i>First Sem SY 2017-2018</i>	<i>Second Sem SY 2017-2018</i>
1. Don't be too slang when you speak	1. Don't give too many assignment
2.	2. Give grades
3.	3. Let students know their class standing
4.	4.
5.	5.

Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
<b>A. Coaching</b>				
<input type="checkbox"/> e. Issuance of Memo				
<input checked="" type="checkbox"/> f. One-on-one/ Face-to-Face coaching	Discussed situation of event class project as major course requirement Find out task to be done and steps to undertake and document to prepare	1	Feb. 2018	Event proposal approved
<input type="checkbox"/> g. Group Coaching				
<input checked="" type="checkbox"/> h. Others	Find out reason for delayed submission of grades and late in attending in classes	1		Reported to class on time
<b>B. Monitoring</b>				
<input type="checkbox"/> c. Actual Class Observation				
<input type="checkbox"/> d. Others (specify)				

(Note: Please use extra sheet if necessary)

Conducted By:

  
**NANCY V. DUMAGUIN**  
Immediate Supervisor

Verified By:

  
**ANTONIO P. ABAMO**  
Next Higher Supervisor



1. REPORT ON THE PROGRESS OF THE WORK DURING THE YEAR 1918

2. STATE OF THE COUNTRY AT THE END OF THE YEAR

1. The country was in a state of peace and order at the end of the year.	2. The population was 1,000,000.	3. The area was 10,000 square miles.	4. The climate was temperate.
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1. Name of the country	2. Capital	3. Area	4. Population
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1. The country was in a state of peace and order at the end of the year.	2. The population was 1,000,000.	3. The area was 10,000 square miles.	4. The climate was temperate.
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**VISAYAS**  
STATE UNIVERSITY



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

Exhibit I

**PERFORMANCE MONITORING FORM**

January – June 2018


**Name of Employee: Hannah Mae E. Quimbo**

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	HRTM 141 HRTM 195 HRTM 198	Jan 10, 2018	May 17-23, 2018	May 14, 2018 May 14, 2018	I	VS	
2	Provide advise to OJT on their Industry Practice Report	25 Industry Practice report approved on time	May 2018	June 1, 2018	January 3, 2018	I	VS	
3	Provide advise to courses related student organization	1 student org. monitored	January 10, 2018	May 17-23, 2018	May 16, 2018	I	VS	
4	Serve as DBGF	2 activities organized	January 10, 2018	May 17-23, 2018	May 16, 2018	I	VS	
5	Serve as DCHM secretary	Minutes of 3 meetings prepared	January 10, 2018	June 9, 2018	June 9, 2018	I	VS	
6	Serve as curriculum committee member	2 Curr proposal reviewed	January 10, 2018	June 9, 2018	June 9, 2018	I	VS	
7	Serve as DPC	Recommended faculty for PT instructor (2)	January 2, 2018	June 9, 2018	June 8, 2018	I	VS	

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

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

Prepared by:

  
**NANCY V. DUMAGUING**  
Head, DCHM

**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.



THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

[illegible]

1

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them.





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HANNAH MAE E. QUIMBO  
Performance Rating: January-June 2018

H. Quimbo

Aim: To acquire knowledge and skills on research and extension proposal writing for hospitality and tourism field.

### Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

#### First Step:

1. Send the faculty to participate the CME meeting with the Director of CIAT, Dr. Dindo Campilan regarding the college research and extension project.
2. Send the faculty to participate the CME ExeCom Meeting in planning and designing its research project proposal to be submitted to CIAT.

#### Result:

The faculty somehow gained knowledge in writing a research proposal. It has also increased her interest in doing research and extension.

Date: July 2018

Target Date: December 2018

#### Next Step:


Send the faculty to training/workshop on research and extension proposal.

#### Outcome:

Final Step/Recommendation:

The faculty will help the department design its research and extension proposal.

Prepared by:

  
NANCY V. DUMAGUING  
Department Head

cc: ODA-HRD

Conforme:

H. Quimbo  
HANNAH MAE E. QUIMBO  
Ratee

MEMORANDUM FOR THE DIRECTOR, FBI  
SUBJECT: [Illegible]

TO: [Illegible]

FROM: [Illegible]

DATE: [Illegible]

RE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]