

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nancy V. Dumaguing

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	3.44	0.688
b. Students (50%)	20%	4.67	0.934
Total for Instruction	40%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	2.44	0.244
4. Administration	50%	4.97	2.485
5. Production			
TOTAL			4.351

EQUIVALENT NUMERICAL RATING: 4.351
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.351

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

NANCY V. DUMAGUING
 Name of Faculty

Reviewed by:

VENICE B. IBÁÑEZ
 Department Head

Recommending Approval:

MOISES NEIL V. SERINO
 Dean/Director

Approved:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

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Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NANCY V. DUMAGUING, 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 accomplishment in accordance with the indicated measures for the period January - June 2022

NANCY V. DUMAGUING

Associate Prof. V

Date: July 22, 2022

Approved:

VENICE B. IBANEZ

Department Head

Date: July 28, 2022

MOISES NEIL V. SERINO

College Dean

Date: 8/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment January-June 2022	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						

		A4. Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>	NONE						
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>	NONE						
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	NONE						
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	NONE						
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	NONE						
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	NONE						
		A 7 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	NONE						
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>	NONE						
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	<i>Handles and teaches courses assigned</i>	36.5	12.3	4	4	4	4	
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	7	6	4	4	4	4	2nd Sem Grades

	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	9	3	3	3	3	3	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	1	1	1	1	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	4	4	4	4	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec	18	21	5	5	5	5	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	7	0	1	1	1	1	
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	150	149	5	5	5	5	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	60	5	5	5	5	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	4	4	4	4	
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	2	1	4	4	4	4	
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	1	0	1	1	1	1	Learning guides
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	8	4	4	4	4	topical presentations
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	2	3	3	3	3	set per learning guide
		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 Moodle or Google Classroom	2	1	4	4	4	4	
	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	0	1	1	1	1	PSV BSHM DOC
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred 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>								
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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 student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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	1	1	4	4	4	4	Merida

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	50	2	3	3	3	3	PNEA BIDAM
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	2	0	1	1	1	1	
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	90%	0	1	1	1	1	
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							PNEA-BIDANI
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists			1	5	5	5	5	Peer reviewer: Review of Socio-Economic Research and Development Studies
Resource Persons	Resource Persons		2	1	4	4	4	4	PNEA-BIDANI Training
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	1	1	4	4	4	4	On revision stage

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *							
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
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 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	Zero non-conformity	5	5	5	5
		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	Zero% non-conformity	Zero non-conformity	5	5	5	5
		On program accreditations							
		On institutional accreditations							
OVPSAS STO 1: ISO 9001:2015 Aligned Documents									
	Recruitment and Admission Services	Number of incoming students evaluated in terms of admission requirements and enrolled	Checks admission requirements and issues admission certificate	2,500	9,191	5	5	5	5
	OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of admissions forms revised/updated and registered at ODQA	Revises admission forms for AY 2022-2023	1		5	5	5	5
		PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implements admission process based on approved quality procedure	Zero non-conformity	Zero non-conformity	5	5	5	5
		PI 4. Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor	Prepares/organizes supporting documents for ISO 2nd Surveillance Audit.	Zero non-conformity	Zero non-conformity	5	5	5	5

VSUCAT Applicants who successfully submitted requirements and took the CAT

FM-OHA-02 (Admission Application Form)

OVPSAS STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
OHA STO 2: FOI aligned frontline services	PI 5. Percentage compliance of reporting requirements in accordance with FOI manual									
OVPSAS STO 3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
OHA STO 3: ARTA aligned frontline services	PI 7. Efficient & customer friendly fonttline service					5	5	5	9.6	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO 4: INNOVATIONS AND BEST PRACTICES										
OHA STO 4: Innovations and New Best Practices Development Services	PI 8. Number of new systems/innovations/proposals introduced and implemented		1	1		5	5	5	5.0	Online and Face-to-Face career orientation (EVC-SHS, FCIC and MHNS)
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% compaint	Zero non-conformity						
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 performing functions resulting to best practice								
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1						Reconstitution of Admissions Committee
OVPSAS GASS 1: Administrative and Support Services Management										
OGA GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/administrative documents acted within time frame	Prepares/signs/endorses financial/administrative documents	36	86		5	5	5	5.0	
	PI 4. No. of formal/informal linkages with external agencies maintained		1	3		5	5	5	5.0	DepEd, FCIC, Science High School-EVC, MNHS
	PI 14. No. of council/board/committee assignments served/functions performed	Serves university assigned committees	1	3		5	5	5	5.0	Admissions Comm Sec, IA Task Force, Times Higher Education Ranking, Technical Reviewer

Exhibit I

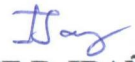
PERFORMANCE MONITORING FORMName of Employee: Nancy V. Dumaguing

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 112	February 2022	July 15, 2022	July 15, 2022	VI	O	
2	Provide advise for OJT on their industry practice report	Act as adviser for 24 BSHM students Act as SRC to 2 BSTM students	March 12, 2022	June 7, 2022	July 15, 2022	VI	VS	
3	Serve as member of department-based committees	Curriculum committee	January 2022	December 31, 2022	June 30, 2022	VI	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

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms. Venice B. Ibañez


Number of Personnel: Dr. Nancy V. Dumaguing

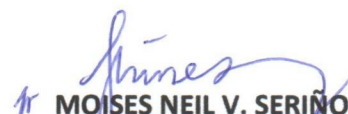
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			Conducted during monthly department meetings and individual consultations
Coaching	x	x			

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

Conducted by:

Noted by:


VENICE B. IBÁÑEZ
 Immediate Supervisor


MOISES NEIL V. SERINO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NANCY V. DUMAGUING
Performance Rating: January-June 2022

Aim: To enhance understanding on the university ISO processes

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

Date: January 2022 **Target Date:** June 2022

First Step:
To attend webinars/seminars related to ISO

Result:
Increased knowledge on ISO and the processes and procedures related to ISO

Date: May 2022 **Target Date:** June 2022

Next Step:
Apply the learnings and insights learned in improving the processes in the admission office in cognizant with the ISO standards.

Outcome:
Confidence in delivery of ISO processes and revision of existing admission processes.

Final Step/Recommendation:
To attend more advanced seminar on ISO related matters.

Prepared by:


VENICE B. IBÁÑEZ
Unit Head

cc: ODA-HRD