

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

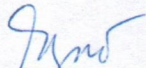
Name of Faculty Member: Magnolia C. Lao

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	80%	4.25	3.40
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	20%	1.87	0.374
4. Administration			
5. Production			
TOTAL			3.774

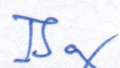
EQUIVALENT NUMERICAL RATING: 3.774
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 3.774

ADJECTIVAL RATING:

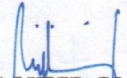
Prepared by:


MAGNOLIA C. LAO
 Name of Faculty

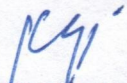
Reviewed by:


VENICE B. IBAÑEZ
 Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
 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

Telefax: None


Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph


"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 in accordance with the indicated measures for the period July to December 2021.


MAGNOLIA C. LAO
Assistant Professor
Date:

Approved:


VENICE B. IBÁÑEZ
Department Head
Date:


MOISES NEIL SERIÑO
College Dean
Date: 3/10/22

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, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		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.							
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							

	PI 10 . Additional outputs:	A 8 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	45.6	18.8	4	3	4	3.67	Jan-June 19.20
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	6	5	5	5	5	12 accomplishment Jan-June
		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		5	5	5	5	5	6 accomplishment Jan-June
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	3	1	5	5	5	5	3 accomplishment Jan-June
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	8	5	5	5	5	2 long exam per class
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	38	26	5	5	5	5	38 accomplishment Jan-June
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12.8	26	5	5	5	5	12.8 accomplishment Jan-June
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	56	56	5	5	5	5	56 accomplishment Jan-June

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	3	4	4	3	3-67	3 accomplishment Jan-June
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		3	4	4	3	3-67	3 accomplishment Jan-June
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	112	95	5	5	5	5	95 accomplishment Jan-June
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4	1 accomplishment Jan-June
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	4	0	2	2	2	2	
	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	3	1	2	2	2	2	Started but not yet finished
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5	2 videos and 12 ppts

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	2	4	3	3	3.33	accomplishment Jan-June 1 set
		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	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	4	5	5	4.67	accomplishment Jan-June 1 set
	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		3	3	3	3	COPC for BSHM
		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	0						
	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	0						

	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-refereed 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>		0						
	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		0						
		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	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
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		3	3	3	3	1 for Jan to June
	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		4	3	3	3.33	15 for Jan to June
	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	Implements duly approved extension projects	1		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	1		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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								

	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	100%					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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		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	100% compliant		5	5	5	5

		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	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						
Average Rating (total over-all rating divided by 3)									Comments & Recommendations for Development Purpose: <i>Attendance to extension - related training</i>
Additional Points									
Approved Additional Points (with copy of approval)									
Final Rating									
Adjectival Rating									

Evaluated & Rated by:

IB
VENICE B. IBÁÑEZ
 Department Head
 Date:

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
 Dean, CME
 Date: *3/10/22*

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

PERFORMANCE MONITORING FORM

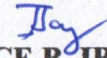
Name of Employee: Magnolia C. Lao

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	Teach Undergraduate courses	Hmgt 131; Hmgt 137; HMgt 150	August 2021	December 2021	January 28, 2022	VI	S	
2	Provide advise for OJT on their industry practice report	Act as SRC member for OJT and thesis of students	August 2021	December 2021	January 28, 2022	I	VS	
3	Serve as member of department-based committees	Uniform committee, Curriculum committee	January 2021	December 31, 2021	December 31, 2021	I	VS	
4	Advise students for their academic loads	Serve as academic adviser during enrolment	August 2021	August 2021	August 2021	VI	VS	

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

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

Prepared by:


VENICE B. IBANEZ
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms. Venice B. Ibañez

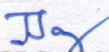
Number of Personnel: Ms. Magnolia C. Lao

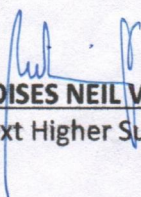
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

Noted by:


VENICE B. IBAÑEZ
 Immediate Supervisor


MOISES NEIL V. SERIÑO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAGNOLIA C. LAO
Performance Rating: July-December 2021

Aim: To develop skills related to extension (Hospitality Mgt section)

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

Date: January 2021 **Target Date:** December 2021

To attend webinars/seminars related to extension

Result:
Increased knowledge on extension


Date: June 2020 **Target Date:** Until December

Next Step:
Apply the learnings and insights learned developing extension proposals.

Outcome:
Confident in writing and submitting extension proposals

Final Step/Recommendation:
To attend more advanced seminar on extension related topics.

Prepared by:


VENICE B. IBÁÑEZ
Unit Head