Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

<u>Name of Faculty Member:</u> HANNAH MAE E. QUIMBO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	~~50%~~ 75%	5x0.75=3.75 ~~3.75~~	
Students (50%)	~~50%~~ 20%	4.5x0.20=0.9 ~~.22~~	~~4.7~~ 4.65
Total for Instruction	97.5 ~~95%~~		4.63
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	~~2.50%~~ 1	0	0
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	~~2.50%~~ 1.50	~~4.19~~ 4.61	0.06 ~~0.11525~~
Administration			
Production			
TOTAL	100%		4.69 ~~4.76525~~

EQUIVALENT NUMERICAL RATING: ~~4.77~~ 4.69

Add: Additional Points, if any: _____
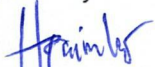
TOTAL NUMERICAL RATING: ~~4.77~~ 4.69

ADJECTIVAL RATING: <u>Outstanding</u>

Prepared by:

HANNAH MAE E. QUIMBO
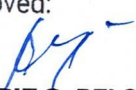Name of Faculty

Reviewed by:

RANDY G. OMEGA
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:
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph
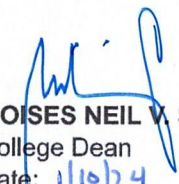
VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HANNAH MAE E. QUIMBO, 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 accomplishments in accordance with the indicated measures for the period January to December 2023.

HANNAH MAE E. QUIMBO
Instructor III
Date: 1/5/24

Approved:

RANDY G. OMEGA
Department Head
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	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services				NA						
	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								
		As GAC Chairman	Advises and corrects research							
		AS GAC Member	Advises and corrects research							
		A4. Number of students entertained for	Entertains students seeking							
	PI 9: Number of instructional	**A5**. Number of on-line ready	Converts the existing							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a							

		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	Submits the course ware duly reviewed by TRP for editing by							
		A 7 : Number of virtual classroom	Creates virtual classroom using							
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	10	43.05	5	5	5	5.00	FTE Jan-June(22.35) ; July - Dec(20.7)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	12	5	5	5	5.00	Jan-June (9 gradesheets) ; July-Dec(3 midterm gradesheeets) – got sick by October 2023
		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	1	15	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Jan-June(1) ; July-Oct2
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	10	5	5	5	5.00	Jan-June(6) ; July-Oct(4)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	10	5	5	5	5.00	Jan-June(6) ; July-Oct(4)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		8	5	5	5	5.00	
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students	80	85	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:	As adviser		16	5	5	5	5.00	5 Thesis and 11 intership report
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	11	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	10	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	100	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	1	1	5	5	5	5.00	

	PI	Activity	Description							Remarks
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	
	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	3	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	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	4	5	5	5	5.00	Jan-June(2) ; July-Oct(2)
	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	1	100%	5	5	5	5.00	100% PSV accredited for both BSHM and BSTM program.
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT							
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 oroject within the year							
	PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and							
		In refereed int'l journals		1	0	0	0	0	0.00	
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scienfic for							
		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	50%	0	0	0	0	0.00	
	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	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	1	1	5	5	5	5.00	
	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	15	5	5	5	5.00	Basic Customer Service Training at Brgy. Apid, Inopacan, Leyte
	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	1	0	3 / O	3 / 6	3 / O	3.00	
	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	95%	95%	5	5	5	5.00	
	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		1	1	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	
	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	50%	50%	5	4	4	4.33	Proposal in progress

PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									

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-conf ormity	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	BSHM Certificate of Program Compliant granted on June 9,2023. COPC-2023-079
	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	134.33 137.33								
Average Rating	4.48 4.9								Strengthen research and extension capability through attendance to relevant trainings
Adjectival Rating	Very satisfactory Outstanding								

Evaluated & Rated by:

RANDY G. OMEGA
Department Head
Date: 1/9/24

Recommending Approval

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

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/11/24

Exhibit I

PERFORMANCE MONITORING FORM

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	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	Very Impressive	Outstanding	Submitted grades on time, and checked manuscripts on time.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Attend more training
3	Makes schedule of meetings, appointments, and communications, assigns tasks, attends meetings, and performs other related activities as Head of the Department of Tourism and Hospitality Management.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; ISO Quality Assurance CoordinatoR	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Attentively attended virtual meetings

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

Prepared by:

RANDY G. OMEGA
Head, DTHM

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Performance Rating   : 4.77 (Outstanding) July-December 2023

Aim: <u>To develop skills related to research and extension project proposal writing and development</u>

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

Date: <u>July 2023</u>   Target Date: <u>September 2023</u>

First Step:

<u>To attend webinars or seminars related to research and extension proposal writing and development.</u>

Result:

<u>Increased knowledge on research and extension project proposal writing.</u>

Date: <u>October 2023</u>   Target Date: <u>December 2023</u>

Next Step:

<u>Apply the learnings and insights learned in preparing and conducting extension projects.</u>

Outcome:

<u>Confidence in preparing and implementing extension projects.</u>

Final Step/Recommendation:

<u>To attend more advanced seminars on research and extension related topics.</u>

Prepared by:

RANDY G. OMEGA
Unit Head

Conforme:

HANNAH MAE E. QUIMBO
Ratee