

## Exhibit K

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

Name of Faculty Member: Hannah Mae E. Quimbo

Program Involvement	Percentage Weight	Numerical Rating	Equivalent
Instruction			
a. Head/Dean (50%)	30%	4.05	1.215
b. Students (50%)	30%	4.75	1.425
Total for Instruction	60%		<b>2.64</b>
Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
Administration	40%	3	1.2
Production			
<b>TOTAL</b>			<b>3.84</b>

EQUIVALENT NUMERICAL RATING:

3.84

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

**3.84**

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

HANNAH MAE E. QUIMBO

Name of Faculty

7/17/23

Reviewed by:

MOISES NEIL V. SERINO

Dean/Director

7/20/23

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

7/22/23



# Department of Tourism and Hospitality Management

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"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 June 2023.

*H. Quimbo*  
**HANNAH MAE E. QUIMBO**  
 Instructor III  
 Date: *July 18, 2023*

Approved: *Moises Neil V. Serino*  
**MOISES NEIL V. SERINO**  
 College Dean  
 Date: *July 20, 2023*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishme	Rating				REMARKS (Indicators in
						Quality	Efficiency	Timelines	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 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							



		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	10	22.25	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	5	4	4.67	6 - final grade for the courses handled in the 1st semster and 3 - course grade for the 2nd semester AY
		<b>A 11.</b> 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	10	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	4	4.67	2 - final term for the courses handled in the 1st semster and 4 -for the 2nd semester AY 2022-2023
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	4	4.67	

		<b>A15.</b> 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	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students	80	85	5	5	4	4.67	
		<b>A17.</b> 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	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	100	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOC	1	1	4	4	4	4.00	
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	2	2	2	2.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	4	4.67	
		<b>A 23 :</b> 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							



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	4	4	4.33	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional	1	50%	3	3	3	3.00	For PSV September 2023 - in progress
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the							
	<b>PI 3.</b> Percentage of research outputs published in	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals		1	0	2	2	2	2.00	
		In refereed nat'l/regional journals								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	0	2	2	2	2.00	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	4.00	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	15	4	4	4	4.00	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	0	2	2	2	2.00	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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%	4	4	4	4.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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	4	4	4	4.00	
	Convenor/Organizer	Convenor/Organizer		1	0	2	2	2	2.00	
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	50%	4	4	4	4.00	Proposal in progress



	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
			Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	4	4	4	4.00	
		<b>A 45.</b> 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	4	4	5	4.33	BSHM Certificate of Program Compliant granted on June 9, 2023. COPC-2023-079
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	4	4	4	4.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
	<b>Total Over-all Rating</b>	125.67								Strengthen research and extension capability through attendance to relevant trainings
	<b>Average Rating</b>	4.053763441								
	<b>Adjectival Rating</b>	Very Satisfactory								

Evaluated & Rated by:

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 7/20/23

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 7/22/2023

## 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	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Submitted grades on time, and checks manuscripts on time.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	January 1, 2023	June 2023	June 30, 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	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; ISO Quality Assurance Coordinator and Chairman, Hospitality and Tourism-Related Services Committee	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Attentively attended virtual meetings

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

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

Prepared by:

**MOISES NEIL V. SERIÑO**

Dean, CME

July 20, 2023



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Hannah Mae E. Quimbo  
Performance Rating: January-June 2023

Aim: To develop managerial competence to effectively manage department's activities.

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

Date: January 2023 Target Date: June 2023

To attend webinars/seminars related to managerial competencies

Result:  
Increased knowledge on strategies that could be utilized to effectively managed the department activities

Date: May 2023 Target Date: June 2023

Next Step:  
Apply the learnings and insights learned in managing department activities.

Outcome:  
Confident in managing the department activities

Final Step/Recommendation:  
To attend more advanced managerial compency trainings.

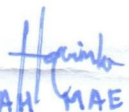
Prepared by:

  
HANNAH MAE E. QUIMBO  
Unit Head

7/18/23

cc: ODA-HRD

Conforme :

  
HANNAH MAE E. QUIMBO  
Faculty