

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Chelyn G. Estillore

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
a. Head/Dean (50%)	45%	4.04	1.818
b. Students (50%)	45%	4.6	2.07
Total for Instruction	90%		<u>3.888</u>
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	10%	2	0.2
Production			
<b>TOTAL</b>			<b><u>4.088</u></b>

EQUIVALENT NUMERICAL  
RATING:

4.088

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.088

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

CHELYN G. ESTILLORE

Name of Faculty

7/17/23

Reviewed by:

HANNAH MAE E. QUIMBO

Department Head

7/18/23

Recommending Approval:

MOISES NEIL V. SERINO

Dean/Director

7/24/23

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs

7/24/23



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STATE UNIVERSITY

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, CHELYN G. ESTILLORE, 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 January- June 2023.

*Estillore*  
**CHELYN G. ESTILLORE**

Instructor I

Date: July 11, 2023

Approved:

*H. Quimbo*  
**HANNAH MAE E. QUIMBO**

Department Head

Date: *July 18, 2023*

*Moises V. Serino*  
**MOISES NEIL V. SERIÑO**

College Dean

Date: *July 20, 2023*

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	Timelines	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							



	<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							
<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	40		5	5	4	4.67	
					34.75					
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	14	5	5	5	5.00	
		<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	2	5	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	1	3	4	3	3.33	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	4	4	3	3.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	32	60	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	4	4	4	4.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	80	177	5	5	5	5.00	

		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	10	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	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	10	15	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 USOO	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	3	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5.00	1 set per learning guide
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4	5	4	4.33	1 set for each courseware
		<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 Moodle or Google Classroom	4	7	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or	1	1	5	5	5	5.00	BSHM COPC
		Agency/firm/Industry linkages	Coordinates with potential	3	6	5	5	5	5.00	
		<b>A 26.</b> Other outputs implementing	Designs experiential							
<b>UMFO 3 . RESEARCH SERVICES</b>										



	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the	<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								
	<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 Project within the								
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized	Writes publishable materials out of research outputs and submits for publication								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific 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								
	<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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of								
		<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	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	0	2	2	2	2	2.00	
	<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	Implementes duly approved extension projects	1	0	2	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	10	0	1	1	1	1.00	
	<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	0	2	2	2	2.00	
	Convenor/Organizer	Convenor/Organizer								
	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	1	0	2	2	2	2.00	
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	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						
		<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						
		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						
	<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>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>	97								Strengthened teaching and learning skills through attendance to relevant trainings
	<b>Average Rating</b>	4.041666667								
	<b>Adjectival Rating</b>	Very Satisfactory								

Evaluated & Rated by:

**HANNAH MAE E. QUIMBO**

Department Head

Date: July 18, 2023

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: July 20, 2023

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: July 22, 2023

## PERFORMANCE MONITORING FORM

Name of Employee: CHELYN G. ESTILLORE

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	Impressive	Very Satisfactory	Submitted Syllabus. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Able to multitask and maintain productivity
3	Attends meetings and workshops as instructed by immediate Head.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Attended DTHM Faculty meetings regularly
4	Performs other functions such as; Alternate Deputy Document and Records Controller and Department Alumni Coordinator	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	May ensure that report has been made

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

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

Prepared by:


  
**HANNAH MAE E. QUIMBO**  
 Unit Head

July 18, 2023



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Chelyn G. Estillore  
Performance Rating: January-June 2023

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

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 research

Result:  
Increased knowledge on research

Date: May 2023 Target Date: June 2023

Next Step:  
Apply the learnings and insights learned in serving as Student Research Committee member for students with undergraduate thesis

Outcome:  
Confident in providing suggestions for the improvement of the undergraduate thesis of students.

Final Step/Recommendation:

To attend more advanced seminar on research related topics.

Prepared by:

*conforme:*

*Hannah*  
HANNAH MAE E. QUIMBO  
Unit Head

*July 18, 2023*

cc: ODA-HRD

*conforme :*

*Estillore*  
CHELYN G. ESTILLORE