

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Hannah Mae E. Quimbo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.99	4.99 x 50% = 2.50	
b. Students (50%)	4.33	4.33 x 50% = 2.17	
Total for Instruction	100%	4.67	4.67
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.67

EQUIVALENT NUMERICAL RATING: 4.67
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: Outstanding

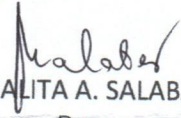
Prepared by:


HANNAH MAE E. QUIMBO
Name of Faculty

Reviewed by:


VENICE B. IBANEZ
Department Head

Recommending Approval:


ANALITA A. SALABAO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

HANNAH MAE E. QUIMBO
Ratee

RAY
R. IRANÍEZ

[illegible]

MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of student projects supervised & checked							
	2 nd Sem 2019	1	1	4	5	5	4.66	
	Summer 2019	2	2	4	5	5	4.66	
	1 st Sem 2019	NA						
	No. of laboratory activities checked & recorded							
	2 nd Sem 2019	NA	NA	-	-	-	-	
	Summer 2019	NA	NA	-	-	-	-	
	1 st Sem 2019	NA						
	No. of students grades computed							
	2 nd Sem 2019	250	562	5	5	4	4.66	
	Summer 2019	30	90	5	5	4	4.66	
	1 st Sem 2019	NA						
	No. of course grade submitted							
	2 nd Sem 2019	3	20	5	5	4	4.66	
	Summer 2019	2	2	4	5	4	4.33	
	1 st Sem 2019	NA						

[illegible]

Average Rating		4.99
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
For Development Purposes:**

Attend further trainings and seminars to strengthen her competencies and knowledge in the field of hospitality and tourism industry.

VB
VENICE B. IBÁÑEZ
Department Head

Evaluated and Rated By:

VB
VENICE B. IBÁÑEZ
Department Head

Date: _____

Recommending Approval

AS
ANALITA A. SALABAO
Dean, CME

Date: _____

Approved by:

BS
BEATRIZ S. BELONIAS
Vice President

Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND
HOSPITALITY MANAGEMENT**
College of Management and Economics,
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

January-June 2019

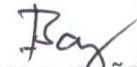
Name of Employee: Hannah Mae E. Quimbo

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	Teach undergraduate courses	ABMG 103 Hrtm124 ThTY102 Hrtm200.5	Jan. 2, 2019	June 14, 2019	June 6, 2019	VI	O	
2	Provide advice to OJT on their Industry Practice Report	Industry Practice report approved on time	Jan. 2, 2019	June 3, 2019	May 23, 2019	I	VS	
3	Provide advice to courses related student organization	500 student members	Jan. 10, 2019	June 3, 2019	May 23, 2019	I	VS	
4	Serve as DBGF	500 students	Jan. 10, 2019	June 3, 2019	May 23, 2019	I	VS	
5	Serve as DCHM secretary	Minutes of meetings prepared	Jan. 2, 2019	June 6, 2019	June 3, 2019	I	VS	
6	Serve as committee member	3 committees	Jan. 2, 2019	June 6, 2019	June 3, 2019	I	VS	
7	Serve as DPC	PDC member	Jan. 2, 2019	June 14, 2019	May 23, 2019	I	VS.	

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

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

Prepared by:


VENICE B. IBANEZ
Head, DCHM

VSU's Vision:

A globally competitive university for science, technology, and environmental conservation.

VSU's Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DCHM

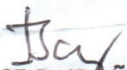
Head of Office: Ms. Venice B. Ibañez

Name of Faculty/Staff: Hannah Mae E. Quimbo Signature:  Date: _____

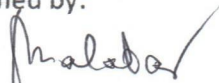
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	X	X			
Coaching Discuss ways to improve the execution of assigned tasks	X	X			

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

Conducted by:


VENICE B. IBÁÑEZ
Immediate Supervisor

Verified by:


ANALITA A. SALABAO
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Hannah Mae E. Quimbo

Signature: 

Performance Rating: Outstanding 

Aim: To improve teacher's competencies in Travel Services and Events Management ; to take Trainers Methodology (TM) in Hospitality and Tourism Management courses

Proposed Intervention to improve Performance:

Date: January 2019

Target: June 2019

First Step

The faculty should take at least one National Competency in preparation for TM.

Result:

The faculty increased awareness and knowledge on Hospitality and Tourism Management courses.

Date: July 2019

Target Date: December 2019

Next Step:

Request financial support from the University for the NC II Assessment


Outcomes :

The faculty acquired NC II Certificate on Travel Services and Events Management

Final Step/Recommendation:

Recommend faculty to attend further trainings and seminars to strengthen her competencies and knowledge in the field of hospitality and tourism industry.

Prepared by:


VENICE B. IBANEZ
Head, DCHM

Conforme:


HANNAH MAE E. QUIMBO