Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

SYRENE P. NAYRE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction	(2)		(2A3)
g. Head/Dean (50%)	*	4.70 x 100% = 4.82	
h. Students (50%)			
Total for Instruction	100%	4.70 18	4.70 18
17. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			ĵ.
Total for Research			
18. Extension			
g. Client/Dir. for Extension (50%)			
h. Dept Head/Center Director (50%)			
Total for Extension			
19. Administration			
20. Production			
TOTAL			4.70.78

EQUIVALENT NUMERICAL RATING:

4.70 18

Add: Additional Points, if any:

0.0

TOTAL NUMERICAL RATING:

4.70 55/

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

SYRENE P. NAYRE

Name of Faculty

VENICE B. IBAÑEZ

Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



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, SYRENE P. NAYRE, 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 2020 - June 2020.

SYRENE P. NAYRE

Instructor I

Date: July 4, 2020

Approved:

VENICE B. IBAÑEZ

Department Head

MOISES NEIL V. SERIÑO

College Dean

ate: July 6,200

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Ratiness Limeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO	UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI N	OVPI MFO 2. Graduate Student Management Services									
	PI 4: Total FTE coordinated, implemented & monitored*		Handles subjects/courses assigned							
1	PI 8: Number of graduate students advised *	AND STREET OF THE PERSON NAMED OF THE PERSON	Acts as academic adviser to graduate students	NONE						
		A3 . Number of students advised on thesis/special problem/dissertation								

Advises and corrects research outline and NONE As GAC Chairman thesis/SP/dissertation manuscript A4. Number of students entertained Entertains students seeking consultation with faculty for consultation purposes PI 9: Number of Converts the existing A5. Number of on-line ready instructional materials instructional materials into coursewares developed and developed * flexible learning systems submitted for review Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof Prepares Power Point presentation, video clips, movie clips, reading Supplemental learning resources assignments depending on course taught Prepares assessment tools such as long exam, quizzes, Assessment tools problems sets, etc. A 6: Number of on-line course ware Submits the course ware reviewed by TRP & edited by duly reviewed by TRP for editing by MMDC editor MMDC editor Creates virtual classroom A 7: Number of virtual classroom using either Moddle or created and operational Google Classroom Designs experiential learning activities and other A 8. Other outputs implementing the PI 10 . Additional outputs: new normal due to covid 19 outputs to implement new normal

4)

				Г		T	Г			
JMFO	2. HIGHER EDUCATION S	SERVICES								
OVPIU	IMFO 3. Higher Education	Management Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	66.75	46.25	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	4	A	4	458	
		<u>A 11</u> . 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	3	2	44	4	A	4	
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5	Moodle and EV Flexible learning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	5	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	15	5	5	5	5	Lab exercises
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students							
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:							5	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							

-

-

	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	30	4.5	45	4.5	4-5	,
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	48	4-8	492	4.84	eg
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	NONE	0					No activities conducte to Covid-19
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	3	2	4.5	4.5	5	4.67	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	4.5	4-5	. 5	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	0	4-5	145	45	9-5	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	2	45	45	5	4.67	set per subject
	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	3	0 .	4	4	4	4	until DIMC

	A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	45	4.5	4-5	4.5	
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							
	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							
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							
rear *	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							
	In refereed int'l journals								
	In refereed nat'l/regional journals		-			\vdash			

	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 scienfic for a/conferences		
		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		
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by			
		A 33. Number of journal	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		
UMFO	4. EXTENSION SERVICE	CES			
	PI 1. Number of active partnerships with LGUs,	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		
	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		

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	mplementes duly approved extension projects		
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		
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			
- Annual Control of the Control of t	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for mmediate implementation		

			0					
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						
JMFO 5. SUPPORT TO (PERATIONS							
OVPI MFO 4. Program a	nd Institutional Accreditation Service	es						
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	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-conformity	5	5	5	5	
ICA 0001-9015#	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							
JMFO 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	Zero % complaint	5	5	5	5	
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						

A 48. Other outputs implementing	Designs				
the new normal due to covid 19	administration/management				
	related activities and other				
	outputs to implement new				
	normal				
Average Rating (Total Over-all rating devided by 🕅	4-7018	Comments & Recom			
Additional Points	- 1	for Development	Purpose:		
Approved Additional Points (with copy of approval)	-	Attend pleanch.	released		
Final Rating	4.7018	+minings			
Adjective Rating	4 1 0				
Evaluated & Rated by:	Recommending Approval	Approved by:			
VENICE B. IBAÑEZ	MOISES NEIL V. SERIÑO	BEATRIZ S. BELONIAS			
Department Head Date: July 16,70%	Dean, Date:	Vice President for Instruction Date: 12/17/20			

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Syrene P. Nayre

Task No.	Task Description	Expe Out	ected put	Date Assigned	Expe Date Accom	to	Actual Date accomplished		accomplished		Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach Undergraduate courses	Hmgt Hrtm Tmgt Hrtm Hrtm Tmgt 1	126, 130, 140, 133, 195,	January 13, 2020	Januar 14, 20	-	May 31,	2020	VI	O			
2	Provide advise for OJT on their industry practice report		student	-do-	-do-		June 2020	15,	VI	VS			
3	Serve as OJT coordinator	Establis linkage partner establis deploy students OJT	with hment;	January 3, 2020	May 2020	31,	June 2020	15,	I	VS	·		

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

SYRENE P. NAYRE

Performance Rating:

January-June 2020

Aim: To develop instructional materials for the assigned courses

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

Date: July 2020

Target Date: <u>December 2020</u>

First Step:

To attend webinars/seminars in relation to instructional materials development

Result:

Developed 1 instructional module.

Date: May 2020

Target Date: June 2020

Next Step:

Apply the learnings and insights learned in the development of the first module.

Outcome:

More confident in continuing developing of instructional module.

Final Step/Recommendation:

To attend more advanced seminar on IMs development.

Prepared by:

ENICE B. IBAÑI Unit Head

Conforme:

SYRENE P. NAYRE

Name of Ratee Faculty/Staff