

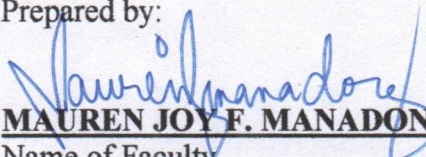
**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: Mauren Joy F. Manadong

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	100%	4.60	4.60
12. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
13. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
14. Administration			
15. Production			
TOTAL			4.60

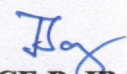
EQUIVALENT NUMERICAL RATING: 4.60  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING:

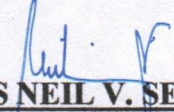
Prepared by:

  
**MAUREN JOY F. MANADONG**  
Name of Faculty

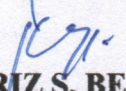
Reviewed by:

  
**VENICE B. IBÁÑEZ**  
Department Head

Recommending Approval:

  
**MOISES NEIL V. SERIÑO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs





**VISAYAS**  
STATE UNIVERSITY

**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, **MAUREN JOY F. MANADONG**, 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 accomplishments in accordance with the indicated measures for the period **JULY-DECEMBER 2021**.

**MAUREN JOY F. MANADONG**

Instructor

Date:

Approved:

**VENICE B. IBANEZ**

Department Head

Date:

**MOISES NEIL V. SERINO**

College Dean

Date:

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	Timeliness	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							
		<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>PI 10</b> . Additional outputs:	<b>A 8</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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		11.8	5	5	5	5	17.3 Jan-June
		<b>A10</b> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	16	12	5	5	5	5	March-June: 8; August-December: 4
		<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							
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	8	11	5	5	5	5	March-June: 3; August-December: 8
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	5	3	3	3	3	March-June: 4; August-December: 1
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	144	91	3	3	3	3	March-June: 72; August-December: 19
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	13	3	3	3	3	March-June: 10; August-December: 3
	<b>PI 8</b> : Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic advisor to students							



		<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	8	20	5	5	5	5	March-June: 8; August-December: 12
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	15	16	5	5	5	5	March-June: 6; August-December: 10
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	24	5	5	5	5	March-June: 12; August-December: 12
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<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	4	4	4	4	4	4	3 lab manual; 1 learning guide
		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.	8	8	5	5	5	5	March-June: 4; August-December: 4
		<b>A 23</b> : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	6	6	5	5	5	5	March-June: 3; August-December: 3
	<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 accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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 beneficiaries *	<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 the year *	<b>A 28</b> . Number of research outputs completed within the year *	Conducts and completes research project within the year							



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<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							
	<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							
	<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							
	<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							
	<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								
	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							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. 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		5	5	5	5	
		<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		5	5	5	5	
		On program accreditations									
		On institutional accreditations									
<b>UMFO 6. General Admin. &amp; Support Services</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		5	5	5	5	
	<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>Average Rating (total over-all rating divided by 4)</b>				4.60	Comments & Recommendations for Development Purpose: Attendance to training related to research & extension					
	<b>Additional Points:</b>										
	<b>Approved Additional Points (with copy of approval)</b>										
	<b>Final Rating</b>										





Adjectival Rating			
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Evaluated & Rated by:

  
**VENICE B. IBÁÑEZ**  
Department Head  
Date:

Recommending Approval

  
**MOISES NEIL V. SERIÑO**  
Dean, CME  
Date: 

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date:



## PERFORMANCE MONITORING FORM

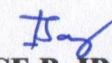
Name of Employee: Mauren Joy F. Manadong

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	THty 21, Thty 110, Hrtm 195	August 2021	December 2021	January 28, 2022	VI	VS	
2	Provide advise for undergraduate thesis	Act as adviser to 7 students Act as SRC for 5 students	August 2021	December 2021	January 28, 2022	VI	VS	
3	Serve as member of department-based committees	Research committee Physical facilities Committee	January 2021	December 31, 2021	December 31, 2021	VI	VS	

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

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

Prepared by:

  
**VENICE B. IBAÑEZ**  
 Unit Head



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms. Venice B. Ibañez

Number of Personnel: Ms. Mauren Joy F. Manadong

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

VENICE B. IBAÑEZ  
Immediate Supervisor

Noted by:

MOISES NEIL V. SERIÑO  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:** MAUREN JOY F. MANADONG  
**Performance Rating:** July-December 2021

**Aim:** To develop instructional materials for the assigned courses

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

**Date:** March 2021      **Target Date:** December 2021

To attend webinars/seminars in relation to instructional materials development

**Result:**

Increased knowledge on the creation of instructional materials

**Date:** May 2021      **Target Date:** December 2021

**Next Step:**

Apply the learnings and insights learned in drafting instructional materials.

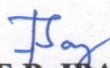
**Outcome:**

Confident in developing instructional materials for courses assigned.

**Final Step/Recommendation:**

To attend more advanced seminar on instructional materials development.

Prepared by:

  
**VENICE B. IBÁÑEZ**  
Unit Head